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| [ITU logo](http://www.itu.int/) | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 25 August 2017 | |
| Ref: | **TSB Collective letter 1/SG17RG-AFR** | | - To the members of the Study Group 17 Regional Group for Africa (SG17RG-AFR)  - To the ITU Area Office for Africa (Dakar, Senegal) | |
| Tel: | +41 22 730 6206 | |
| Fax: | +41 22 730 5853 | |
| Email: | [tsbsg17@itu.int](mailto:tsbsg17@itu.int) | |
| Web: | <http://itu.int/go/tsg17> | |
| Subject: | **Third meeting of ITU-T Study Group 17 Regional Group for Africa (SG17-RG-AFR), Accra, Ghana, 5-6 October 2017** | | | |

Dear Sir/Madam,

We are pleased to invite you to participate in third meeting of [ITU-T Study Group 17 Regional Group for Africa (SG17RG-AFR)](https://www.itu.int/en/ITU-T/studygroups/2017-2020/17/sg17rgafr/Pages/default.aspx) in Ghana, from 5th to 6th October 2017, at the kind invitation of Ghana Computer Emergency Response Team sponsored by Ministry of Communications, National Communication Authority & National IT Agency

The meeting of the SG17-RG-AFR will start at 0900 hours on Thursday 5 October 2017. The Regional Group meeting will, in principle, be restricted to delegates and representatives from Member States, Sector Members and Associates of the Study Group 17 in the region, in conformity with §2.3.3 of Section 2 of Resolution 1 of the WTSA-16.

Please note that continuity of representation would be helpful to the group’s work.

The meeting will be preceded by the [**ITU Workshop on Threat Intelligence for CIRTs in Africa**](http://www.itu.int/en/ITU-D/Cybersecurity/Pages/Threat-intelligence-training-Ghana-2017.aspx), **2‑4 October 2017** which will take place at the same venue (see <http://www.itu.int/en/ITU-D/Cybersecurity/Pages/Threat-intelligence-training-Ghana-2017.aspx>). Delegates of SG17RG-AFR are encouraged to also participate in this ITU Workshop event through that week.

Pursuant to Resolution 44 (Rev. Hammamet, 2017) on Bridging the Standardization Gap, a BSG training session is planned during the regional group meeting. It will focus on how to effectively submit and present contributions to ITU-T study groups.

Participant registration will begin at 0830 hours at CERT-GH (see [www.cert-gh.org](http://www.cert-gh.org/)). Meeting rooms will be displayed at the entrances of the venue. Additional information about the meeting is set forth in **Annex A.**

Registration form, hotel reservation form and practical information for participants will be posted on the SG17RG-AFR website at <https://www.itu.int/en/ITU-T/studygroups/2017-2020/17/sg17rgafr/Pages/default.aspx>**.**

The draft Agendaof the meeting, as proposed by SG17 Counsellor, is set out in **Annex B**.

**Key deadlines**:

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| --- | --- |
| 5 September 2017 | - Submit fellowship requests (application form and guidelines can be found in the attached **Form 1**) |
| 28 September 2017 | - Pre-registration (online via the [SG17RG-AFR](https://www.itu.int/en/ITU-T/studygroups/2017-2020/17/sg17rgafr/Pages/default.aspx) webpage) |
| 23 September 2017 | - Submit ITU-T Member contributions by email to [tsbsg17@itu.int](mailto:tsbsg17@itu.int) |

I wish you a productive and enjoyable meeting.

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| Yours faithfully,  Chaesub Lee Director of the Telecommunication Standardization Bureau | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg17_rg-afr  SG17RG-AFR |

**Annexes**: 2

**ANNEX A**

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS:** The meeting will be run paperless. Member Contributions should be submitted by e-mail to the following address: [tsbsg17@itu.int](mailto:tsbsg17@itu.int) **not later than 23 September 2017.** We invite you to submit your contributions as early as possible to ensure there is sufficient time for translation - contributions received in French will be translated into English.

**TEMPLATES:** Please use the provided set of templates to prepare your meeting documents. The templates are accessible from each ITU‑T study group web page, under “Delegate resources” (<http://itu.int/ITU-T/studygroups/templates>). The name, fax and telephone numbers and e-mail address of the person to be contacted about the contribution should be indicated on the cover page of all documents. Access to meeting documents is provided from the study group homepage, and is restricted to ITU-T Members/[TIES account holders](http://www.itu.int/TIES/).

**GUIDELINES FOR THE PRESENTATION OF CONTRIBUTIONS TO ITU-T SG17**: Please take note of the guidelines (see <http://www.itu.int/en/ITU-T/studygroups/2013-2016/17/Documents/general-info/contributions-presentation-meu-E.pptx>) on how to present contributions to SG17 and on candidate topics of interest to SG17.

**WORKING LANGUAGE:** The working language of the meeting will be English only.

**REMOTE PARTICIPATION:** We regret to inform that no remote participation will be offered for these meetings.

**WIRELESS LAN** facilities and Internet access will be available at the venue of the event.

**PRE-REGISTRATION, NEW DELEGATES AND FELLOWSHIPS**

**PRE-REGISTRATION:** Pre-registration is to be done online via the [SG17RG-AFR](http://www.itu.int/en/ITU-T/studygroups/2017-2020/17/sg17rgafr/Pages/default.aspx) webpage, **not later than 28 September 2017**. Additionally, and within the same deadline, focal points are requested to send by e-mail ([tsbreg@itu.int](mailto:tsbreg@itu.int)), letter or fax, the list of people who are authorized to represent their organization, indicating the names of the head and deputy head of delegation.

**FELLOWSHIPS:** We are pleased to inform you that two partial fellowships per administration, within the Africa region only, will be awarded, subject to available funding, to facilitate participation from Least Developed or Low Income Developing Countries (<http://itu.int/en/ITU-T/info/Pages/resources.aspx>). An application for a fellowship must be authorized by the relevant Administration of the ITU Member State. Fellowship requests (please use enclosed **Form 1**), must be returned to ITU not later than **5 September 2017**. Please note that the decision criteria to grant a fellowship include: the available TSB budget, contributions by the applicant to the meeting, equitable distribution among countries and regions, and gender balance.

**FORM 1 - FELLOWSHIP REQUEST**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **3rd meeting of ITU-T Study Group 17 Regional Group for Africa**  Ghana, 5-6 October 2017 | | | | | |  |
| **Please return to:** | | | **ITU**  **Geneva (Switzerland)** | | **E-mail :** [**fellowships@itu.int**](mailto:fellowships@itu.int)  **Tel: +41 22 730 5227**  **Fax: +41 22 730 5778** | | | |
| **Request for a partial fellowship to be submitted before  5 September 2017** | | | | | | | |
|  | | | | Participation of women is encouraged | | |  | |
| Registration Confirmation I.D. No: …………………………………………………………………………… (Note: It is imperative for fellowship holders to pre-register via the on-line registration form at <https://www.itu.int/en/ITU-T/studygroups/2017-2020/17/sg17rgafr/Pages/default.aspx>)  **Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name of the Administration or Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Mr / Ms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(family name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(given name)**  **Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | |
| **Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Tel.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **PASSPORT INFORMATION :**  **Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Passport number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date of issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ In (place) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Valid until (date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | |
| **Please select your preference** (which ITU will do its best to accommodate) | | | | | | | | |
| **□ Economy class air ticket (duty station / Accra / duty station).**  **□ Daily subsistence allowance intended to cover accommodation, meals & misc. expenses.** | | | | | | | | |
|  | | | | | | | | |
| **Signature of fellowship candidate:** | | | | | | **Date:** | | |
| **TO VALIDATE FELLOWSHIP REQUEST, NAME, TITLE AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.**  **N.B. IT IS IMPERATIVE THAT FELLOWS BE PRESENT FROM THE FIRST DAY TO THE END OF THE MEETING.** | | | | | | | | |
| **Signature** | | | | | | **Date** | | |

**ANNEX B**

**Draft Agenda**

|  |  |
| --- | --- |
| **1** | Opening of the meeting |
| **2** | Adoption of the agenda |
| **3** | Overview of ITU-T Study Group 17 and Working Methods |
| **4** | Review structure, organization and leadership of SG17RG-AFR for new 2017-2020 study period |
| **5** | Available documents (contributions and TDs) |
| **6** | Review of Outcomes of previous ITU-T SG17 meetings |
| **7** | Information from other events, workshops, and meetings in Africa |
| **8** | Incoming/outgoing liaison statements |
| **9** | Contributions |
| **10** | SG17RG-AFR Work plan and status |
| **11** | Future Work Programme and Action List for SG17RG-AFR |
| **12** | BSG training session |
| **13** | Preparation SG17RG-AFR and member contributions to ITU-T Study Group 17 in 2018 |
| **14** | Venue and date of next SG17RG-AFR meeting, future workshops |
| **15** | Any other business |
| **16** | Closure of the meeting |

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