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| itu_logo | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 13 February 2018 |
| Ref: | **TSB Collective letter 1/SG5RG-AFRTSB Collective letter 1/SG5RG-ARBTSB Collective letter 1/SG20RG-AFRSG5; SG20/CB** | * To Administrations of Member States of the Union;
* To ITU-T Sector Members;
* To ITU-T Associates participating in the work of Study Group 5;To ITU-T Associates participating in the work of Study Group 20
* To ITU Academia;
* To the ITU Regional Office for Africa Region, Addis Ababa
* To the ITU Arab Regional Office, Cairo
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| Web: | <http://www.itu.int/go/sg5rgafr>http://itu.int/go/sg5rgarb<http://itu.int/go/sg20rgafr>  |
| Subject: | **Meetings of ITU-T Study Group 5 Regional Group for Africa (SG5RG-AFR); Study Group 5 Regional Group for the Arab Region (SG5RG-ARB); Study Group 20 Regional Group for Africa (SG20RG-AFR)****Zanzibar, Tanzania, 9-12 April 2018** |

Dear Sir/Madam,

We are pleased to inform you that at the kind invitation of Universal Communications Service Access Fund (UCSAF) and Tanzania Communications Regulatory Authority (TCRA), ITU-T SG5RG-AFR, ITU-T SG5RG-ARB and ITU-T SG20RG-AFRwill hold their first meetings in **Zanzibar, Tanzania, during the Green Standards Week from 9 to 12 April 2018**.

The Green Standards Week will open at 0900 hours on the first day, and participant registration will begin at 0830 hours at the venue, **Sea Cliff Resort and Spa**. Daily meeting-room allocations will be displayed at the entrances of the venue.

The programme of the Green Standards Week will be as follows:

- 9 April 2018 (morning): 12th ITU Symposium on ICT, Environment and Climate Change

- 9 April 2018 (afternoon): **ITU-T Study Group 5 Regional Group for Africa** (SG5RG-AFR)

- 10 April 2018 (morning): Forum & Training “With ICTs everywhere – How safe is EMF?”

- 10 April 2018 (afternoon): **ITU-T Study Group 5 Regional Group for the Arab Region** (SG5RG-ARB) & **ITU-T Study Group 20 Regional Group for Africa** (SG20RG-AFR)

- 11 April 2018 (morning): Forum on Artificial Intelligence and Internet of Things in the development of Smart Sustainable Cities

- 11 April 2018 (afternoon): **ITU-T Study Group 20 Regional Group for Africa** (SG20RG-AFR)

- 12 April 2018: Training on e-waste Statistics

Participation in the symposium, forum and training is free of charge, and open to any participants who share an interest in Building a Smarter and More Sustainable World.

The regional group meetings will be restricted to delegates and representatives from Member States, Sector Members and Associates of the ITU-T Study Group 5 and Study Group 20 in the region, in conformity with clause 2.3.3 of WTSA Resolution 1 (Rev. Hammamet, 2016).

Additional information on the Green Standards Week can be found at: <https://www.itu.int/en/ITU-T/Workshops-and-Seminars/gsw/201804/Pages/default.aspx> .

**Key deadlines**:

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| 5 March 2018 | - Submit fellowship requests (application form and guidelines can be found [here](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/sg5rgafr/Documents/GSW-2018_Fellowships.docx)) |
| 9 March 2018 | - Pre-registration (online via the [regional group homepage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/sg5rgafr/Pages/default.aspx))- Submit requests for visa support letters (see practical information) |
| 27 March 2018 | - Submit ITU-T Member contributions (by e-mail to tsbsg5rgafr@itu.int ; tsbsg5@itu.int ; tsbsg20@itu.int ) |

Additional information is set out in **Annex A.** The agendas prepared by Ms Nakiguli (Chairman of SG5RG-AFR), Ms Osman (Chairman of SG5RG-ARB) and Mr Wakil (Chairman of SG20RG-AFR) are set out in **Annexes B**, **C** and **D**,respectively.

Practical information relating to the venue will be posted on the [SG5RG-AFR](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/sg5rgafr/Pages/default.aspx), [SG5RG-ARB](https://www.itu.int/en/ITU-T/studygroups/2017-2020/05/sg5rgarb/Pages/default.aspx), and [SG20RG-AFR](https://www.itu.int/en/ITU-T/studygroups/2017-2020/20/sg20rgafr/Pages/default.aspx) web pages.

I wish you a productive and enjoyable meeting.

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| Yours faithfully,*(signed)*Chaesub LeeDirector of the TelecommunicationStandardization Bureau | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg5rg-afr ITU-T SG5RG-AFR |
| **Annexes:** 4 | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg5rg-arbITU-T SG5RG-ARB |
|  | ITU-T SG20RG-AFR |
|  | Latest meeting information |

ANNEX A
Additional information

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS:** The meeting will be run paperless. Member Contributions should be submitted by e-mail to the study group secretariat using the [appropriate template](https://www.itu.int/en/ITU-T/studygroups/Pages/templates.aspx). 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/).

**INTERPRETATION**: In agreement with the Chairmen of the Groups, the working languages of the meetings will be English, French and Arabic.

**TRANSLATION:** Documents for this meeting will be translated in French and English. We invite you to submit your contributions as early as possible to ensure there is sufficient time for translation.

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

**PRE-REGISTRATION AND FELLOWSHIPS**

**PRE-REGISTRATION:** Pre-registration is to be done online via the study group home page **at least one month before the start of the meeting**. Additionally, and within the same deadline, focal points are requested to send by e-mail (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. The membership is invited to include women on their delegations whenever possible.

**Please note that pre-registration of participants for ITU-T meetings is carried out *online* on the ITU‑T website as follows:**

SG5RG-AFR: <http://www.itu.int/go/sg5rgafr>
SG5RG-ARB: <http://itu.int/go/sg5rgarb>
SG20RG-AFR: <http://itu.int/go/sg20rgafr>

**FELLOWSHIPS:** Two partial fellowships per Administration will be awarded, **within the Africa and Arab Regions only**, subject to available funding, to facilitate participation from Least Developed or Low Income Developing Countries. An application for a fellowship must be authorized by the relevant Administration of the ITU Member State. The [Fellowship requests form](https://staging.itu.int/en/ITU-T/studygroups/2017-2020/05/sg5rgafr/Documents/GSW-2018_Fellowships.docx) must be returned to ITU no later than **5 March** **2018.**Please note that the decision criteria to grant a fellowship includes the available TSB budget, Contributions by the applicant to the meeting, equitable distribution among countries and regions, and gender balance. Preference will be given to applicants attending the Green Standards Week in Zanzibar, 9-12 April 2018.

**VISA**: If required, visas must be requested as soon as possible from the embassy or consulate representing Tanzania in your country or, if there is no such office in your country, from the one that is closest to the country of departure.

Delegates who require a personal invitation letter are invited to contact Ms Justina Mashiba by e-mail at: justina.mashiba@ucsaf.go.tz with copy to TSB: tsbevents@itu.int bearing the words “Letter of support for visa” as the subject. The deadline for such requests is 9 March 2018. The e-mail subject should state the **registration number, address of the Tanzanian embassy in the applicant’s country** and include a **scan of the applicant’s passport data page**.

**ANNEX B
Draft Agenda
(SG5RG-AFR, Zanzibar, Tanzania, 9 April 2018)**

1 Opening of the meeting

2 Adoption of the agenda

3 Allocation of documents (contributions and TDs)

4 Overview of ITU-T Study Group 5 (structure and working methods)

5 Overview of WTSA-16 outcomes related to ITU-T SG5 activities

6 Overview of Outcomes of previous ITU-T SG5 meeting (13-22 November 2017) and ITU-T WP2/5 meeting (5-9 March 2018)

7 Discussion on input documents

 7.1 Discussion on received contributions

8 Work Programme of SG5RG-AFR

9 SG5RG-AFR members’ contributions to ITU-T Study Group 5

10 Discussion on ITU-T SG5RG-AFR priorities

11 Preparation of the draft Report of the SG5RG-AFR

12 Venue and date of next SG5RG-AFR meeting

13 Any other business

14 Closure of the meeting

**ANNEX C
Draft Agenda
(SG5RG-ARB, Zanzibar, Tanzania, 10 April 2018)**

1 Opening of the meeting

2 Adoption of the agenda

3 Allocation of documents (contributions and TDs)

4 Overview of ITU-T Study Group 5 (structure and working methods)

5 Overview of WTSA-16 outcomes related to ITU-T SG5 activities

6 Overview of Outcomes of previous ITU-T SG5 meeting (13-22 November 2017) and ITU-T WP2/5 meeting (5-9 March 2018)

7 Discussion on input documents

 7.1 Discussion on received contributions

8 Work Programme of SG5RG-ARB

9 SG5RG- ARB members’ contributions to ITU-T Study Group 5

10 Discussion on ITU-T SG5RG-ARB priorities

11 Preparation of the draft Report of the SG5RG-ARB

12 Venue and date of next SG5RG-ARB meeting

13 Any other business

14 Closure of the meeting

**ANNEX D
Draft Agenda
(SG20RG-AFR, Zanzibar, Tanzania, 10-11 April 2018)**

1 Opening of the meeting

2 Opening remarks

3 Adoption of the agenda

4 Allocation of documents (contributions and TDs)

5 Overview of ITU-T Study Group 20 (structure and working methods)

6 Overview of WTSA-16 outcomes related to ITU-T SG20 activities

7 Overview of Outcomes of previous SG20 meeting (4-15 September 2017) and ITU-T WP1/20 meeting (24 January 2018)

8 Discussion on input documents

 8.1 Discussion on received contributions

9 Work Programme of SG20RG-AFR

10 SG20RG-AFR members’ contributions to ITU-T Study Group 20

11 Discussion on ITU-T SG20RG-AFR priorities

12 Preparation of the draft Report of the SG20RG-AFR

13 Venue and date of next ITU-T SG20RG-AFR meeting

14 Any other business

15 Closure of the meeting

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