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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 25 July 2023 |
| Ref: | **TSB Collective letter 2/SG2RG-AFR****SG2/RC** | * To Administrations participating in SG2RG‑AFR;
* To ITU-T Sector Members participating in SG2RG-AFR;
* To ITU-T Associates participating in SG2RG‑AFR;
* To ITU Academia participating in SG2RG-AFR;
* To the African Telecommunications Union
* To the ITU Regional Office for Africa;
* To the ITU Area Office for Africa
 |
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| E-mail: | tsbsg2@itu.int |
| Web: | [itu.int/en/ITU-T/regionalgroups/sg02-afr](https://www.itu.int/en/ITU-T/regionalgroups/sg02-afr) |
| **Subject**: | **Meeting of ITU-T Study Group 2 Regional Group for Africa (SG2RG-AFR), Abidjan, Côte D’Ivoire, 21-22 September 2023** |

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of [Autorité de Régulation des Télécommunications/ TIC de Côte d'Ivoire (ARTCI)](https://www.artci.ci/), Côte D’Ivoire, **ITU-T Study Group 2 Regional Group for Africa** (SG2RG-AFR) will meet in **Abidjan,** **Côte D’Ivoire, from 21-22 September 2023** at Hotel Azalaï located at bd Valery Giscard d'Estaing, Marcory, Abidjan. This meeting is being organized jointly with the following ITU events, which will take place at the same venue:

– 19 to 20 September 2023: Ninth SG13 Regional Workshop for Africa on “Standardization of Future Networks and Emerging Network Technologies: African perspectives”.

– 20 September 2023: SG2 Regional Workshop for Africa on “IoT/M2M numbering”.

– 21-22 September 2023: Tenth meeting of ITU-T Study Group 13 Regional Group for Africa ([SG13RG‑AFR](itu.int/en/ITU-T/regionalgroups/sg13-afr)).

– 22 September 2023: Bridging the Standardization Gap hands-on training session.

The SG2RG-AFR meeting will open at 0930 hours local time on 21 September 2023, registration will open at 0830 hours. Additional information is set forth in **Annex A**, and a draft agenda and time plan, prepared by the SG2RG-AFR Chairperson, Ms Susan Nakanwagi (Uganda), can be found in **Annexes B** and **C**, respectively. Practical information relating to the meeting will be posted on the SG2RG‑AFR web page at:
[itu.int/en/ITU-T/regionalgroups/sg02-afr](https://www.itu.int/en/ITU-T/regionalgroups/sg02-afr).

Representatives of Member States, Sector Members and Academia from the region, as well as Associates that belong to the parent study group and the region concerned, may participate in the SG2RG-AFR meeting, in addition to participants invited by the regional group, as defined in [WTSA Resolution 54 (Rev. Geneva, 2022)](https://www.itu.int/pub/T-RES-T.54-2022) (Resolves 4-6). Please note that continuity of representation would be helpful to the group's work.

**Key deadlines**:

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| 16 August | - Submit fellowship requests (via the [online form](https://staging.itu.int/en/ITU-T/regionalgroups/sg02-afr/Documents/Fellowship_Form_SG2RG-AFR_Abidjan2023.docx), see details in Annex A) |
| 21 August 2023 | - Pre-registration (online via the [regional group homepage](https://www.itu.int/en/ITU-T/regionalgroups/sg02-afr))- Submit requests for visa support letters (see details in Annex A) |
| 8 September 2023 | - Submit ITU-T Member contributions (by e-mail to tsbsg2@itu.int)  |

I wish you a productive and enjoyable meeting.

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| Yours faithfully,Seizo OnoeDirector of the TelecommunicationStandardization Bureau |  ITU-T SG2RG-AFR |
| Latest meeting information |

**Annexes:** 3

ANNEX A
Additional information

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS**: The meeting will be run paperless. Member Contributions and draft TDs should be submitted by e-mail to tsbsg2@itu.int 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 with an [ITU account](https://www.itu.int/en/ties-services) that has TIES access.

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

**TRANSLATION**: Some documents for this meeting may be translated into French upon request.

**REMOTE PARTICIPATION**: Efforts are put in place to provide remote participation. To benefit from this service please ensure that you have pre-registered online. Details on access will be made available on the regional group homepage.

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

**PRE-REGISTRATION, FELLOWSHIPS AND VISA SUPPORT**

**PRE-REGISTRATION**: Pre-registration is mandatory and is to be done online via the study group homepage **at least one month before the start of the meeting**. As outlined in [TSB Circular 68](https://www.itu.int/md/T17-TSB-CIR-0068), the new registration system requires focal-point approval for all registration requests. Member States are encouraged to consider gender balance and the inclusion of delegates with disabilities and with specific needs whenever possible.

**FELLOWSHIPS**: Up to two partial fellowships per country may be awarded, **within the Africa region**, subject to available funding, to facilitate participation from eligible countries.

A partial fellowship will cover either a) the **air ticket** (one return economy class ticket by the most direct/economical route from the country of origin to the meeting venue), or b) an appropriate daily subsistence allowance (intended to cover accommodation, meals and incidental expenses). The applicant's organization is responsible to cover the remaining participation costs.

In line with Plenipotentiary Resolution 213 (Dubai, 2018), it is encouraged that fellowship nominations take into consideration gender balance and inclusion of persons with disabilities and with specific needs. The criteria to grant a fellowship include: available ITU budget; active participation, including the submission of relevant written contributions; equitable distribution among countries and regions; and gender balance.

The Fellowship request form is available from the homepage.

Fellowship requests must be received by **16 August 2023 at the latest**, sent by e-mail to fellowships@itu.int or by fax to +41 22 730 57 78. **Registration (approved by the focal point) is required before submitting a fellowship request**, and it is strongly recommended to register for the event and to start the request process at least seven weeks before the meeting.

**VISA SUPPORT**: As this meeting is organized outside Switzerland, visa support requests are to be addressed directly to the host of the meeting. Instructions can be found in the “Practical information” section on the regional group webpage at: [regional group homepage](https://www.itu.int/en/ITU-T/regionalgroups/sg02-afr). Visa support contacts for this meeting:

* Mr BILE Michael
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**ANNEX B
Draft agenda for the workshop and meeting of ITU-T Study Group 2 Regional Group for Africa
(SG2RG-AFR)
Abidjan, 20-22 September 2023**

NOTE - Updates to the agenda will be published via the SG2RG-AFR homepage.

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| **No** | **Description** |
|  | Opening of the meeting |
|  | Adoption of the agenda |
|  | Training and presentations, as required |
|  | Overview of ITU-T Study Group 2 and working methods |
|  | Overview of outcomes of previous ITU-T SG2 meetings |
|  | Report of the last SG2RG-AFR meeting |
|  | Discussion on received Contributions |
|  | SG2RG-AFR members’ Contributions to ITU-T Study Group 2 |
|  | Discussion on ITU-T SG2RG-AFR priorities  |
|  | Member Contributions to the next meeting of ITU-T Study Group 2 |
|  | Preparation of the draft Report of the SG2RG-AFR |
|  | Venue and date of next SG2RG-AFR meeting |
|  | Any other business |
|  | Closure of the meeting |

**ANNEX C
Draft work plan for the workshop and meeting of ITU-T Study Group 2 Regional Group for Africa
(SG2RG-AFR)
Abidjan, 20-22 September 2023**

NOTE - Updates to the time plan will be published via the SG2RG-AFR homepage.

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|  | **Tuesday19 September** | **Wednesday20 September** | **Thursday21 September** | **Friday22 September** |
| 09h30-13h00 | SG13RG-AFRWorkshop | SG13RG-AFRWorkshop(ends at 15:00) | SG13RG-AFR | SG2RG-AFR | BSG |
| 13h00-14h00 |  |  |  |  |
| 14h00-18h00 | SG13RG-AFRWorkshop | SG2RG-AFRWorkshop(from 15h00)\*Social event, 19h00 | SG13RG-AFR | SG2RG-AFR | SG13RG-AFR | SG2RG-AFR |