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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 15 January 2024 |
| Ref: | **TSB Collective letter 3/SG2RG-AFR** **TSB Collective letter 1/SG2RG-ARB** **SG2/RC** | * To Administrations participating in SG2RG‑AFR and SG2RG-ARB;
* To ITU-T Sector Members participating in SG2RG‑AFR and SG2RG-ARB;
* To ITU-T Associates participating in SG2RG‑AFR and SG2RG-ARB;
* To ITU Academia participating in SG2RG‑AFR and SG2RG-ARB;
* To the African Telecommunications Union;
* To the ITU Regional Office for Africa;
* To the ITU Area Office for South Africa;
* To the ITU Regional Office for Arab States
 |
| Tel:Fax:E-mail:Web: | +41 22 730 5415+41 22 730 5853tsbsg2@itu.int[itu.int/en/ITU-T/regionalgroups/sg02-afr](https://www.itu.int/en/ITU-T/regionalgroups/sg02-afr)[itu.int/en/ITU-T/regionalgroups/sg02-arb](https://www.itu.int/en/ITU-T/regionalgroups/sg02-arb) |
| **Subject:** | **Joint meeting of ITU-T Study Group 2 Regional Groups for Africa and the Arab Region (SG2RG‑AFR, SG2RG-ARB), Kuwait City, Kuwait, 6-7 March 2024** |

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of the Communication and Information Technology Regulatory Authority (CITRA), Kuwait, **ITU-T Study Group 2 Regional Groups for Africa and the Arab Region** (SG2RG-AFR, SG2RG-ARB),will meet in **Kuwait City, Kuwait, from 6 to 7 March 2024**. This meeting is being organized jointly with the following events of the International Telecommunication Union (ITU), which will take place at the same venue:

– 4 March 2024: Joint SG2/SG3 regional workshop on topics of mutual interest

– 5 March 2024: Bridging the Standardization Gap (BSG) hands-on training

– 6-7 March 2024: Meeting of ITU-T Study Group 3 Regional Group for the Arab Region

The joint SG2RG-AFR/SG2RG-ARB meeting will open at 0900 hours local time on 6 March 2024. Additional information is set forth in **Annex A**. A draft agenda, prepared by the SG2RG-AFR/SG2RG-ARB Chairs, Ms Susan Nakanwagi (Uganda) and Mr Saif Ghelaita (United Arab Emirates), can be found in **Annex B**. An overall time plan for the week is in **Annex C**. Practical information relating to the meeting will be posted on the SG2RG-AFR/SG2RG-ARB web pages at:

– [itu.int/en/ITU-T/regionalgroups/sg02-afr](https://www.itu.int/en/ITU-T/regionalgroups/sg02-afr).

– [itu.int/en/ITU-T/regionalgroups/sg02-arb](https://www.itu.int/en/ITU-T/regionalgroups/sg02-arb).

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/SG2RG‑ARB 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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| 1 February 2024 | - Submit fellowship requests (see details in Annex A) |
| 4 February 2024 | - Pre-registration (online via the [SG2RG-AFR](https://www.itu.int/en/ITU-T/regionalgroups/sg02-afr)/[SG2RG-ARB](https://www.itu.int/en/ITU-T/regionalgroups/sg02-arb) homepages)- Submit requests for visa support letters (see details in Annex A) |
| 22 February 2024  | - 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 |
|  ITU-T SG2RG-ARB |
| 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 regional group 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 LANGUAGE**: In agreement with the Chair of the Group, the working language of the meeting will be English only.

**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 regional group homepages **at least one month before the start of the meeting**. Member States are encouraged to consider gender balance and the inclusion of delegates with disabilities and with specific needs whenever possible.

**FELLOWSHIPS**: To facilitate participation from [eligible countries](https://www.itu.int/en/fellowships/Documents/2023/ListEligibleCountries2023.pdf), up to two partial fellowships per administration may be awarded, **within the Africa and Arab Region**, subject to available funding.

A partial in-person fellowship will include 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.

Please note that the decision criteria to grant a fellowship include: available ITU budget; active participation, including the submission of written Contributions; equitable distribution among countries and regions; and gender balance.

Selected applicants are expected to attend all the ITU events in Kuwait City, 4-7 March 2024. Member States are encouraged to consider gender balance and the inclusion of delegates with disabilities and with specific needs when proposing candidates for fellowships.

Request forms are available from the regional group homepages. **Fellowship requests must be received by 1 February 2024** at the latest. They are to be 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 as early as possible.

**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:

– [itu.int/en/ITU-T/regionalgroups/sg02-afr](https://www.itu.int/en/ITU-T/regionalgroups/sg02-afr).

– [itu.int/en/ITU-T/regionalgroups/sg02-arb](https://www.itu.int/en/ITU-T/regionalgroups/sg02-arb).

**ANNEX B
Draft Agenda
Joint meeting of ITU-T Study Group 2 Regional Groups for Africa and the Arab Region
(SG2RG AFR, SG2RG-ARB), Kuwait City, Kuwait, 6-7 March 2024**

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|  | *Agenda item* |
|  | 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 time plan for the regional workshop and joint meeting of ITU-T Study Group 2 Regional Groups for Africa and the Arab Region (SG2RG-AFR, SG2RG-ARB),
Kuwait City, Kuwait, 4-7 March 2024**

NOTE - Updates to the time plan will be published via the SG2RG-AFR and SG2RG-ARB homepages.

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|  | **Monday,4 March 2024** | **Tuesday,5 March 2024** | **Wednesday,6 March 2024** | **Thursday,7 March 2024** |
| 09h00-17h30 | Joint ITU-T SG2/SG3 regionalWorkshop | BSG hands-on training | SG2RG-AFR/ SG2RG-ARB | SG3RG-ARB | SG2RG-AFR/ SG2RG-ARB | SG3RG-ARB |