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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 8 March 2024 |
| Ref: | **TSB Collective letter 2/SG5RG-AFRSG5/RU** | * To Administrations participating in SG5RG‑AFR;
* To ITU-T Sector Members participating in SG5RG‑AFR;
* To ITU-T Associates participating in SG5RG‑AFR;
* To ITU Academia participating in SG5RG‑AFR;
* To the ITU Regional Office for Africa;
* To the ITU Area Office for Africa.
 |
| Tel: | +41 22 730 5356 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg5@itu.int |
| Web: | https://itu.int/go/sg5rgafr |
| **Subject**: | **Meeting of ITU-T Study Group 5 Regional Group for Africa (SG5RG-AFR); Ouagadougou, Burkina Faso, 7–9 May 2024** |
| Dear Sir/Madam,I am pleased to inform you that, at the kind invitation of the administration of the Ministère de la Transition digitale des postes et des communications électroniques, Burkina Faso, **ITU-T Study Group 5 Regional Group for Africa** (SG5RG-AFR) will hold a meeting in Ouagadougou, Burkina Faso, from 7 to 9 May 2024. The venue of the meeting is the Hôtel Silmandé in Ouagadougou.The meeting of ITU-T SG5RG-AFR will take place within the framework of the 15th Symposium on ICT Environment, Climate Change and Circular Economy.Registration will begin at 0800 hours on 7 May 2024, at the Hôtel Silmandé. Additional information is set forth in **Annex A**, and draft agendas prepared by the SG5RG-AFR Chair, Helen Nakiguli, Uganda can be found in **Annex B**. Practical information relating to the meeting will be posted on the [SG5RG-AFR](https://www.itu.int/en/itu-t/regionalgroups/sg05-afr/Pages/default.aspx) website.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 SG5RG-AFR meeting, Participants invited by the regional group, as defined in [WTSA Resolution 54](https://www.itu.int/pub/T-RES-T.54-2022) (Rev. Geneva (Resolves 4–6) are also invited. Please note that continuity of representation would be helpful to the group's work.Additionally, please note that participation in the Symposium is free of charge, and open to any participants who share an interest in topics related to circular economy and e-waste management, energy efficiency, clean energy and sustainable digitalization for climate actions and sustainable digital transformation.**Key deadlines**:

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| 29 March 2024 | – Submit fellowship requests (via the online registration form on the [SG5RG-AFR](https://www.itu.int/en/itu-t/regionalgroups/sg05-afr/Pages/default.aspx) webpage)– Pre-registration (online via the [SG5RG-AFR](https://www.itu.int/en/itu-t/regionalgroups/sg05-afr/Pages/default.aspx) webpage) |

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| 9 April 2024 | – Submit requests for visa support letters (Practical information will be made available on the [SG5RG-AFR](https://www.itu.int/en/itu-t/regionalgroups/sg05-afr/Pages/default.aspx) webpage) |
| 24 April 2024 | – Submit ITU-T Member contributions (by e-mail to tsbsg5@itu.int) |

I wish you a productive and enjoyable meeting. |

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| Yours faithfully,Seizo OnoeDirector 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 |
| Latest meeting information |

**Annexes: 2**

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 tsbsg5@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/Pages/default.aspx) that has TIES access.

**WORKING LANGUAGES**: In agreement with the Chair of the Group, the working languages of the meeting will be English and French.

**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 [SG5RG-AFR](https://www.itu.int/en/itu-t/regionalgroups/sg05-afr/Pages/default.aspx) webpage **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](https://www.itu.int/en/fellowships/Documents/2023/ListEligibleCountries2023.pdf). 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.

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. 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 for fellowships are available from the [SG5RG-AFR](https://www.itu.int/en/itu-t/regionalgroups/sg05-afr/Pages/default.aspx) webpage. **Fellowship requests must be received by 29 March 2024 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 held 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 [SG5RG-AFR](https://www.itu.int/en/itu-t/regionalgroups/sg05-afr/Pages/default.aspx) webpage.

**ANNEX B
Draft Agenda
Meeting of ITU-T Study Group 5 Regional Group for Africa (SG5RG-AFR)
Ouagadougou, Burkina Faso, 7–9 May 2024**

| **No** | **Description** | **Document** |
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| **1** | Opening of the meeting |  |
| **2** | Remote participation  |  |
| **3** | Adoption of the agenda |  |
| **4** | Allocation of documents (Contributions and TDs) |  |
| **5** | Report of last ITU-T SG5RG-AFR meeting (15–17 May 2023) | [Report 1](https://www.itu.int/md/T22-SG05RG.AFR-R-0001/en) |
| **6** | Overview of ITU-T Study Group 5 (structure and working methods) and ITU-T SG5RG-AFR and ITU-T Activities on Environment, Climate Change and Circular Economy |  |
| **6.1** | ITU-T Study Group 5  |  |
| **6.2** | ITU-T SG5RG-AFR |  |
| **6.3** | ITU-T working methods  |  |
| **6.4** | ITU-T Activities on Environment, EMF and Circular Economy  |  |
| **7** | Overview of Outcomes of previous ITU-T SG5 meetings:Sophia Antipolis, 13–23 June 2023; Geneva, 13–22 November 2023 |  |
| **8** | Discussion on received Contributions and possible new work items |  |
| **9** | Discussion on ITU-T SG5RG-AFR priorities |  |
| **10** | Discussion on preparation of WTSA-24 |  |
| **11** | SG5RG-AFR members’ Contributions to ITU-T Study Group 5 |  |
| **12** | Preparation of the SG5RG-AFR meeting draft Report  |  |
| **13** | Venue and date of next SG5RG-AFR meeting |  |
| **14** | Any other Business |  |
| **15** | Closure of the meeting |  |

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