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| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 08 December 2022 | |
| Ref: | **TSB Collective letter 1/SG12RG-AFR SG12/MA** | | * To Administrations participating in SG12RG-AFR; * To ITU-T Sector Members participating in SG12RG-AFR; * To ITU-T Associates participating in the work of Study Group 12 participating in SG12RG-AFR; * To ITU Academia participating in SG12RG-AFR; * To the ITU Regional Office, Addis Ababa, Ethiopia; * To the ITU Area Office, Dakar, Senegal | |
| Tel: | +41 22 730 6828 | |
| Fax: | +41 22 730 5853 | |
| E-mail: | [tsbsg12rgafr@itu.int](mailto:tsbsg12rgafr@itu.int) | |
| Web: | <https://itu.int/go/sg12rgafr> | |
| **Subject**: | **Meeting of ITU-T Study Group 12 Regional Group for Africa (SG12RG-AFR);**  **Banjul, The Gambia, 15-16 March 2023** | | | |

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of **Public Utilities Regulatory Authority (PURA)** of The Gambia, **ITU-T Study Group 12 Regional Group for the Africa Region** (SG12RG-AFR) (WTSA Resolution 54) will meet in **Banjul, The Gambia from 15 to 16 March 2023**.

This meeting is being organized jointly with the following ITU events, which will take place at the same venue:

– **13-14 March 2023: ITU Workshop on Telecommunication Service Quality** (WTSA Resolution 95). Detailed information will be made available at <https://itu.int/en/ITU-T/Workshops-and-Seminars/qos/20230313/>.

– **15 March 2023: Bridging the Standardization Gap** hands-on training session (WTSA Resolution 44).

The SG12RG-AFR meeting will open at 0930 hours local time on 15 March 2023. Additional information is set forth in **Annex A**, and a draft agenda – prepared by the Acting SG12RG-AFR Chairman, Samuel Agyekum, Republic of Ghana – can be found in **Annex B**.

Practical information relating to the meeting will be posted on the SG12RG-AFR web page at: <https://itu.int/go/sg12rgafr>.

Participation in the SG12RG-AFR meeting is defined in WTSA Resolution 54 Resolves 4, 5 and 6 (Rev. Geneva 2022). Please note that continuity of representation would be helpful to the group's work.

Participation in the workshop is free of charge, and open to any participants who share an interest in QoS and QoE.

**Key deadlines**:

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| 13 February 2023 | - Pre-registration (online via the [regional group homepage](https://www.itu.int/en/ITU-T/regionalgroups/SG12-AFR/Pages/default.aspx))  - Submit fellowship requests (via the online registration form)  - Submit requests for visa support letters (see practical information) |
| 2 March 2023 | - Submit ITU-T Member contributions (by e-mail to [tsbsg12rgafr@itu.int](mailto:tsbsg12rgafr@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/sg12rg-afr ITU-T SG12RG-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 tsbsg12rgafr@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 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**: In agreement with the Chairman of the Group, the working languages of the meeting will be English and French.

**TRANSLATION**: Documents for this meeting will be available 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, FELLOWSHIPS AND VISA SUPPORT**

**PRE-REGISTRATION**: Pre-registration is mandatory and is to be done online via the regional group homepage **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/2022/ListEligibleCountries2022.pdf) within the **Africa Region**, **in-person fellowships** are offered for this meeting. Up to two partial fellowships per country may be awarded, subject to available funding. A partial in-person 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). In case two partial in-person fellowships are requested, *at least one* should be an *air ticket*. 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; application by persons with disabilities and specific needs; and gender balance.

The fellowship request form is available on the regional group home page. **Fellowship requests must be received by 13 February 2023 at the latest**, sent by e-mail to [fellowships@itu.int](mailto: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: <https://itu.int/go/sg12rgafr>.

**ANNEX B  
Draft Agenda   
Meeting of ITU-T Study Group 12 Regional Group for Africa (SG12RG-AFR)  
Banjul, The Gambia**

1. Opening of the meeting

2. Adoption of the agenda

3. Review of outcomes of previous SG12 parent and regional group meetings / status of SG12RG-AFR action list

4. Technical discussions

5. Update of SG12RG-AFR action list / SG12RG-AFR and Member Contributions to ITU-T Study Group 12 in 2023

6. Venue and date of the next SG12RG-AFR meeting

7. Any other business

8. Closure of the meeting