|  |  |  |
| --- | --- | --- |
| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 16 February 2024 |
| Ref: | **TSB** **Collective letter 3/SG13RG-AFRSG13/TK** | * To Administrations participating in SG13RG‑AFR;
* To ITU-T Sector Members participating in SG13RG-AFR;
* To ITU-T Associates participating in SG13RG‑AFR;
* To ITU Academia participating in SG13RG-AFR
* To the African Telecommunications Union
* To the League of Arab States
* To the ITU Regional Office for Africa;
* To the ITU Regional Office for Arab States;
 |
| Tel: | +41 22 730 5126 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg13@itu.int |
| Web: | <http://itu.int/go/tsg13> |
| **Subject**: | **Eleventh Meeting of ITU-T Study Group 13 Regional Group for Africa (SG13RG-AFR);Virtual, 25 April 2024** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of **ITU-T Study Group 13 Regional Group for Africa** **(SG13RG-AFR)**, which is planned to be run fully virtual on 25 April 2024.

The SG13 regional group for Africa meeting will be held on Thursday, 25 April from 11:00 to 17:00, Geneva time, using the [MyMeetings remote participation tool](https://remote.itu.int/). Documentation, remote participation details and other related information will be available on the [SG13RG-AFR homepage](https://www.itu.int/en/ITU-T/regional-groups/afr/13/Pages/default.aspx).

Participation in the SG13RG-AFR meeting is defined per clause 2.3.2 of [WTSA Resolution 1 (Rev. Geneva, 2022)](https://www.itu.int/pub/T-RES-T.1-2016). Please note that continuity of representation would be helpful to the group's work.

Registration is mandatory for participating in the SG13RG-AFR meeting.

E-fellowships will be awarded one per eligible country (see annexes A and C for details).

The meeting will be held in English with no interpretation. Additional information about the meeting arrangement is set forth in Annex A.

The draft Agenda of the meeting, as prepared by the Chair of the SG13RG-AFR, Dr Rim Belhassine-Cherif, Tunisia Telecom, is set out in Annex B.

**Key deadlines**:

|  |  |
| --- | --- |
| 25 February 2024 | ITU-T Member contributions for which translation is requested (submit by e-mail to tsbsg13@itu.int) |
| 25 March 2024 | Registration via online form at [SG13RG-AFR homepage](https://www.itu.int/en/ITU-T/regional-groups/afr/13/Pages/default.aspx) |
| 14 March 2024 | Submit e-fellowship requests (via the form in Annex C) |
| 17 April 2024 | * Final deadline for contributions for SG13RG-AFR meeting, submit ITU-T

Member contributions by e-mail to tsbsg13@itu.int  |

I wish you a productive and enjoyable meeting.

|  |  |
| --- | --- |
| Yours faithfully,Seizo OnoeDirector of the TelecommunicationStandardization Bureau | ITU-T SG3RG-AFR |
| Latest meeting information |

**Annexes:** 3

ANNEX A
Practical meeting information

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS**:Member Contributions and draft TDs should be submitted by e-mail to tsbsg13@itu.int using the [appropriate template](https://www.itu.int/en/ITU-T/studygroups/Pages/templates.aspx). Contributions will be published on the [SG13RG-AFR](https://www.itu.int/en/ITU-T/regional-groups/afr/13/Pages/default.aspx) website and must therefore be received by TSB no later than **17 April 2024**. Access to meeting documents is provided from the regional group homepage and is restricted to ITU-T Members who have an [ITU user account](http://www.itu.int/TIES/) with TIES access.

**MEETING LOGISTICS AND FACILITIES**

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

**TRANSLATION:** Some documents for this meeting may be translated into French. We invite you to submit your Contributions as early as possible to ensure there is sufficient time for translation.

**INTERPRETATION:** No interpretation will be provided for the meeting.

**INTERACTIVE REMOTE PARTICIPATION**: The [MyMeetings](https://remote.itu.int/) tool will be used to provide remote participation for this e-meeting, including decisions-making part. Delegates must register for the meeting and identify themselves and their affiliation when taking the floor. Remote participation is provided on a best-effort basis. Participants should be aware that the meeting will not be delayed or interrupted because of a remote participant’s inability to connect, listen or be heard, as per the chair's discretion. If the voice quality of a remote participant is considered insufficient, the Chair may interrupt the remote participant and may refrain from giving the participant the floor until there is indication that the problem is resolved. The meeting chat facility is an integral part of the meeting and its use is encouraged to facilitate efficient time management during the sessions.

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

**REGISTRATION**: Registration is mandatory and is to be done online via the regional group home page **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 ITU-T registration system requires focal-point approval for registration requests; [TSB Circular 118](https://www.itu.int/md/T17-TSB-CIR-0118) describes how to set up automatic approval of these requests. The membership is invited to include women in their delegations whenever possible.

Without registration, delegates will not be able to access [MyMeetings remote participation platform](https://remote.itu.int/).

**E-FELLOWSHIPS:** To ensure the participation of [eligible countries](https://www.itu.int/en/fellowships/Documents/2023/ListEligibleCountries2023.pdf) and subject to the availability of funds, representatives of [eligible Member States](https://www.itu.int/en/fellowships/Documents/2022/ListEligibleCountries2022.pdf) can apply for participation grants, known as **e-fellowships**. E-fellowship applications must be authorized by the national designated focal point of an administration of a Member State.” Reimbursement is provided for the cost of connectivity for the duration of the event.
The e-fellowship request form is available from Annex C. E-fellowship requests must be received by 14 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 an e-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. Please note that the decision criteria to grant an e-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.

**VISA SUPPORT**: For virtual meeting, since there is no travel involved, the visa support is not applicable.

**ANNEX B
Draft Agenda
11th ITU-T Study Group 13 Regional Group for Africa (SG13RG-AFR) meeting
Virtual, 25 April 2024**

1. Opening of the meeting
2. Opening remarks and welcome addresses
3. Approval of the meeting’s agenda
4. Presentation of the 10th ITU-T SG13RG-AFR meeting’s report
5. Received report: Communiqué of the TSB Director CxO meeting, 5 December 2023, Dubai, United Arab Emirates
6. Overview of the activities of the Joint Coordination Activity on Machine Learning (JCA-ML)
7. Briefing on Q5/13 progress
8. Overview of the preparations for WTSA-24
9. Review contributions to the meeting
10. Future directions for SG13RG-AFR:
	* Review of the implementation of the SG13RG-AFR action plan
	* Review of the SG13RG-AFR priorities
	* Anticipated contributions to the parent Study Group
11. Future meeting
12. Consideration and approval of the meeting report
13. Any other business
14. Closure of meeting

**ANNEX C**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|

|  |
| --- |
| **Application form for an e-fellowship** |
| *Participation of women is encouraged* |
| **Meeting of ITU-T Study Group 13 Regional Group for Africa (SG13RG-AFR), Virtual, 25 April 2024** |
| Deadline: **14 March 2024** (2359 hours, Geneva, Switzerland, time)*Any application received after this date will not be considered.* |

 |
| **Country** |  |
| **Administration** |  |
| **Mr / Ms** |  |
| **Last name** |  |
| **First/Given name** |  |
| **Job title** |  |
| **Date of birth** |  |
| **E-mail** |  |
| **Phone** |  |
| **CONDITIONS** |
| 1. An e-fellowship includes the cost of connectivity for the duration of a virtual event. |
| 2. A pro-forma invoice indicating the number of days and hours of connectivity and cost must be submitted with the e-fellowship request for consideration. |
| 3. Payment will be made on the basis of the pro-forma invoice, and any balance will be settled upon submission of the final invoice. |
| 4. The beneficiary must attend the entire virtual event. |
| 5. The e-fellowship does not cover equipment (hardware and software).  |
| **Date** |  |
| **Signature of the candidate** |
| **The fellowship candidature shall be considered valid only if it is submitted and duly signed by the national designated focal point of an administration of a Member State.** |
| **Date** |  |
| **Name of national designated focal point** |  |
| **Job title** |  |
| **Signature** |
| **Stamp of the administration** |
| ***The form must be duly completed and validated by the relevant authority and must be returned together with any annexes within the established deadline, to:******fellowships@itu.int*** ***or by fax +41 22 730 57 78******Any request which does not meet the above requirements will not be considered.*** |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_