|  |  |  |
| --- | --- | --- |
| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 27 February 2024 |
| Ref: | **TSB Collective letter 2/SG20RG-AFRSG20/CB** | * To Administrations participating in SG20RG AFR;
* To ITU T Sector Members participating in SG20RG AFR;
* To ITU T Associates participating in SG20RG AFR;
* To ITU Academia participating in SG20RG AFR;
* To the ITU Regional Office for Africa
 |
| Tel: | +41 22 730 6301 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg20@itu.int |
| Web: | <http://itu.int/go/sg20rgafr> |
| **Subject**: | **Meeting of Study Group 20 Regional Group for Africa (SG20RG-AFR); Virtual, 27-28 March 2024** |

Dear Sir/Madam,

We are pleased to inform you that **ITU-T Study Group 20 Regional Group for Africa (SG20RG-AFR)** will meet Virtually**, from 27 to 28 March 2024**.

The SG20RG-AFR meeting will open at 0900 hours local time on 27 March 2024. Additional information is set forth in **Annex A**, and a draft agenda – prepared by the SG20RG-AFR Chair, Dr Ramy Ahmed FATHY, Egypt – can be found in **Annex B**. Practical information relating to the meeting will be posted on the SG20RG-AFR web page at: <http://itu.int/go/sg20rgafr>.

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 SG20RG-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**:

|  |  |
| --- | --- |
| 1 March 2024 | - Submit ITU-T Member contributions for which translation is requested - Submit e-fellowship requests (via the online registration form; see details in Annex A)- Pre-registration (online via the [regional group homepage](http://itu.int/go/sg20rgafr)) |
| 14 March 2024 | - Submit ITU-T Member contributions (by e-mail to tsbsg20@itu.int) |

I wish you a productive and enjoyable meeting.

|  |  |
| --- | --- |
| Yours faithfully,Seizo OnoeDirector of the TelecommunicationStandardization Bureau | Qr code  Description automatically generated ITU-T SG20RG-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 tsbsg20@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 LANGUAGE**: In agreement with the Chair of the Group, the working language of the meeting will be English only.

**INTERACTIVE REMOTE PARTICIPATION**: The [MyMeetings](https://remote.itu.int/) tool will be used to provide remote participation for all sessions, including decision-making sessions. 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 an 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.

**PRE-REGISTRATION AND FELLOWSHIPS**

**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 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.

**E-FELLOWSHIPS**: To ensure the participation of developing countries and subject to the availability of funds, representatives of [eligible countries](https://www.itu.int/en/fellowships/Documents/2023/ListEligibleCountries2023.pdf), from the African region 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.

For e-fellowships, reimbursement is provided for the cost of connectivity for the duration of the event. The e‑fellowship request form is available from the regional group homepage. **E-fellowship requests must be received by 1 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 as soon as possible. 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.

**ANNEX B
Draft Agenda
Meeting of ITU-T Study Group 20 Regional Group for Africa (SG20RG-AFR)
Virtual, 27-28 March 2024**

|  |  |  |
| --- | --- | --- |
| **No** | **Description** | **Document** |
| **1** | Opening of the meeting |  |
| **2** | Adoption of the agenda |  |
| **3** | Report of the last meeting(Sharm El-Sheikh, Egypt, 8 June 2023)  | [SG20RG-AFR-Report-1](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T22-SG20RG.AFR-R-0001) |
| **4** | Overview of ITU-T Activities on Digital transformation for people-centred cities |   |
| **5** | Overview of Outcomes of previous ITU-T SG20 meeting (Arusha, 13-22 September 2023 and Geneva, 30 January - 10 February 2023) |  |
| **6** | Main decisions taken by WTSA-20 |  |
| **7** | Highlights of the ITU Plenipotentiary Conference (Bucharest, 26 September – 14 October 2022) relevant to ITU-T SG20 |  |
| **8** | Highlights of TSAG (Geneva, 22-26 January 2024) relevant to ITU-T SG20 |  |
| **9** | Overview of ITU-T Study Group 20 (structure and working methods)  |  |
| **9.1** | ITU-T SG20RG-AFR |  |
| **9.2** | ITU-T Working Methods – for information |  |
| **10** | Discussion on received Contributions |  |
| **11** | Capacity Building Program for African Stakeholders |  |
| **12** | Work Programme of SG20RG-AFR and discussion on ITU-T SG20RG-AFR priorities |  |
| **13** | WTSA-24 preparations (views from the African region) |  |
| **14** | Preparation of the draft Report of the SG20RG-AFR |  |
| **15** | Venue and date of next SG20RG-AFR meeting |  |
| **16** | Any other business | ITU-T Study Group 20 meeting (Geneva, 1-12 July 2024) |
| **17** | Closure of the meeting |  |