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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 16 April 2021 |
| Ref: | **TSB Collective letter 3/SG20RG-AFR**SG20/CB | - To Administrations of Member States of the Union; - To ITU‑T Sector Members;- To ITU‑T Associates of Study Group 20; - To ITU Academia- To the ITU Regional Office for Africa Region, Addis Ababa |
| Tel: | +41 22 730 6301 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg20@itu.int  |
| Web: | <https://www.itu.int/go/sg20rgafr>  |
| **Subject**: | **Virtual meeting of ITU-T Study Group 20 Regional Group for Africa (SG20RG-AFR); 3 June 2021** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the third meeting of ITU-T Study Group 20 Regional Group for Africa (SG20RG-AFR), which is planned to be run fully virtual on 3 June 2021 from 1000 to 1300 and 1400 to 1600 hours, Geneva time.

The SG20RG-AFR meeting will be held using the [MyMeetings remote participation tool](https://remote.itu.int/).

The SG20RG-AFR meeting will be preceded by an ITU-T SG20RG-AFR Virtual forum on “Accelerating Digital Transformation in Africa” which will take place on 2 June 2021 from 0900 to 1130 hours, Geneva Time. Detailed information about the above forum is available at: <https://www.itu.int/en/ITU-T/climatechange/Pages/20210602.aspx>

The regional group meeting will be restricted to representatives from Member States, Sector Members and Associates of ITU-T Study Group 20 in the region, in conformity with clauses 2.3.2 and 2.3.3 of [WTSA Resolution 1 (Rev. Hammamet, 2016)](https://www.itu.int/pub/T-RES-T.1-2016). Please note that continuity of representation would be helpful to the groups' work.

Note that no fellowships will be awarded, and the entire meeting will be held in English with French interpretation.

Participation in both the virtual forum and regional workshop is open to ITU Member States, Sector Members, Associates and Academic Institutions and to any individual from a country that is a member of ITU and who wishes to contribute to the work. This includes individuals who are also members of international, regional and national organizations. Participation is free of charge.

**Key deadlines**:

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| 19 April 2021 | - Submit ITU-T Member Contributions (by e-mail to tsbsg20@itu.int) for which translation is requested |
| 6 May 2021 | - Registration (via the online registration form on the study group homepage at: <https://www.itu.int/go/sg20rgafr>) |
| 21 May 2021 | - Submit ITU-T Member Contributions (by e-mail to tsbsg20@itu.int) |

Practical meeting information is set out in **Annex A**. A draft meeting **agenda**, prepared by Mr Bako Wakil (Chairman of SG20RG-AFR; Nigeria), is set out in **Annex B**.

I wish you a productive and enjoyable meeting.

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| Yours faithfully,Chaesub LeeDirector of the TelecommunicationStandardization Bureau | ITU-ITU-T SG20RG-AFR |
| Latest meeting information |

**Annexes**: 2

ANNEX A
Practical meeting 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 study 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 Chairman of the Group, the working language of the meeting will run in English with French interpretation.

**TRANSLATION**: Documents for this meeting may be translated in French/English, if required. We invite you to submit your Contributions as early as possible to ensure there is sufficient time for translation.

**INTERACTIVE REMOTE PARTICIPATION**: The [MyMeetings](https://remote.itu.int/) tool will be used to provide remote participation for all sessions, including decisions-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 chairman's discretion. If the voice quality of a remote participant is considered insufficient, the Chairman 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, NEW DELEGATES, FELLOWSHIPS AND VISA SUPPORT**

**REGISTRATION**:Registration is mandatory and is to be done online via the study 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. Some options in the registration form apply only to Member States. The membership is invited to include women in their delegations whenever possible.

Registration is mandatory via the online registration form on the [study group homepage](https://www.itu.int/go/sg20rgafr). Without registration, delegates will not be able to access the [MyMeetings remote participation tool](https://remote.itu.int/).

**NEW DELEGATES, FELLOWSHIPS AND VISA SUPPORT**: For virtual meetings, since there is no travel involved, no fellowships are provided and visa support is not applicable. Orientation sessions for new delegates will be provided as considered appropriate by the study group chairman.

ANNEX B
Draft agenda

**Meeting of ITU-T T Study Group 20 Regional Group for Africa (SG20RG-AFR)**

**Virtual, 3 June 2021**

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| **No** | **Description** | **Document** |
| **1** | Opening of the meeting |  |
| **2** | Adoption of the agenda |  |
| **3** | Report of the last meeting(Abuja, Nigeria, 27-29 August 2019)  | [Report 2](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-SG20RG.AFR-R-0002) |
| **4** | Allocation of documents (Contributions and TDs) |  |
| **5** | Overview of ITU-T Study Group 20 (structure and working methods) |  |
| **5.1** | ITU-T SG20RG-AFR |  |
| **5.2** | ITU-T Working Methods |  |
| **6** | Overview of Outcomes of previous ITU-T SG20 meetings(Geneva, 25 November - 6 December 2019; Virtual, 6-16 July 2020; Virtual, 16 December 2020 and Virtual, 17-27 May 2021) |  |
| **7** | Outcomes of the TSAG meeting (January 2021) relevant to ITU-T SG20  |  |
| **8** | Overview of ITU-T Activities on Smart Sustainable Cities |  |
| **9** | Promotion activities and bridging the standardization gap |  |
| **10** | Discussion on received Contributions |  |
| **11** | Work Programme of SG20RG-AFR |  |
| **12** | SG20RG-AFR members’ Contributions to ITU-T Study Group 20 |  |
| **13** | Discussion on ITU-T SG20RG-AFR priorities and WTSA-2020 preparations |  |
| **14** | Preparation of the draft Report of the SG20RG-AFR |  |
| **15** | Venue and date of next SG20RG-AFR meeting |  |
| **16** | Any other business |  |
| **17** | Closure of the meeting |  |

NOTE ‒ Updates to the agenda can be found on the [SG20RG-AFR webpage](https://www.itu.int/go/sg20rgafr).

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