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| ITU logo | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 26 January 2018 |
| Ref: | **TSB Collective letter 2/SG11RG-AFR**SG11/DA | - To Administrations of Member States of the Union;- To ITU-T Sector Members;- To ITU-T Associates participating in the work of Study Group 11;- To the African Telecommunications Union;- To the ITU Regional Office for Africa Region;- To the ITU Regional Office for Arab Region |
| Tel: | +41 22 730 5780 |
| Fax: | +41 22 730 5853 |
| Email: | tsbsg11@itu.int |
| Web: | <http://itu.int/go/tsg11> |
| Subject: | **Meetings of ITU-T Study Group 11 Regional Group for Africa (SG11RG-AFR), Tunis, Tunisia, 23‑25 April 2018** |

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of Le Centre d'Études et de Recherche des Télécommunications (CERT), Tunis, Tunisia, ITU-T Study Group 11 Regional Group for Africa (SG11RG-AFR)will hold its second regional meeting for Africa at the Hotel Ramada Plaza Gammarth (<http://www.ramadaplaza-tunis.com/>) in Tunis, Tunisia from 23-25 April 2018. The SG11RG-AFR meeting will open at 1730 hours on 23 April 2018.

At 9h30 on 23 April 2018 the second ITU-T Study Group 11 Regional Workshop for Africa on “Counterfeit ICT Devices, Conformance and Interoperability Testing Challenges in Africa” will take place at the same venue. More information is available on the event’s web page at: <https://www.itu.int/en/ITU-T/Workshops-and-Seminars/20180423/Pages/default.aspx>.

The regional group meeting will be restricted to delegates and representatives from Member States, Sector Members and Associates of ITU-T Study Group 11 in the African region, in conformity with clause 2.3.3 of WTSA Resolution 1 (Rev. Hammamet, 2016).

Additional information about SG11RG-AFR meetings is available in **Annex A**.

The draft agenda of the SG11RG-AFR meetings is set out in **Annex B**. The schedule for these meetings is available in **Annex C**. Practical information relating to the venue will be posted on the [SG11RG-AFR](https://www.itu.int/en/ITU-T/studygroups/2017-2020/11/sg11rgafr/Pages/default.aspx) webpage.

I wish you a productive and enjoyable meeting.

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| Yours faithfully,*(signed)*Chaesub LeeDirector of the TelecommunicationStandardization Bureau | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg11rg-afr |
| Latest meeting information |

**Annexes**: 3

Annex A
Practical meeting information

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** The deadline for contributions for SG11RG-AFR is **10 April 2018**. You are invited to submit your contributions by e-mail to the following address: tsbsg11@itu.int.

**TEMPLATES:** Please use the provided set of templates to prepare your meeting documents. The templates are accessible from each ITU‑T study group web page, under “Delegate resources” (<http://itu.int/ITU-T/studygroups/templates>). The name, fax and telephone numbers and e-mail address of the person to be contacted about the contribution should be indicated on the cover page of all documents.

**WORK METHODS AND FACILITIES**

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

**TRANSLATION:** Some documents for these meetings may be translated into French.

**REMOTE PARTICIPATION:** We regret to inform that no remote participation will be offered for this meeting.

**WIRELESS LAN** facilities and Internet access will be available at the venue of the event.

**REGISTRATION and FELLOWSHIPS**

**REGISTRATION:** To enable TSB and host to make the necessary arrangements, please send by letter, fax (+41 22 730 5853), or e-mail (tsbreg@itu.int), **no later than 24 March 2018**, the list of people who will be representing your Administration, Sector Member, Associate, Academic Institution, regional and/or international organization, or other entity. Administrations are requested also to indicate the name of their head of delegation (and deputy head, if applicable). Members are invited to include women on their delegations whenever possible.

**Please note that pre-registration of participants for ITU-T meetings is carried out *online* on the ITU‑T website as follows:**

**SG11RG-AFR:** <https://www.itu.int/en/ITU-T/studygroups/2017-2020/11/sg11rgafr/Pages/default.aspx>

**FELLOWSHIPS:** We are pleased to inform you that up to two partial fellowships per administration, within the Africa and Arab region only, may be awarded, subject to available funding, to facilitate participation from [Least Developed or Low Income Developing Countries](https://www.itu.int/en/ITU-T/gap/Documents/Fellowships_BSG_EligibleCountries.pdf). An application for a fellowship must be authorized by the relevant Administration of the ITU Member State. Fellowship requests must be returned to ITU **no later than
13 March 2018**. Please note that the decision criteria to grant a fellowship include: the available TSB budget, contributions by the applicant to the meeting, equitable distribution among countries and regions, and gender balance.

**Kindly note that only those wishing to attend all the events from 23 – 25 April 2018 (Workshop and the Regional Group meeting) may apply for a fellowship.**

**KEY DEADLINES (before meeting)**

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| **13 March 2018** | - fellowship requests (application form and guidelines can be found [here](https://www.itu.int/en/ITU-T/studygroups/2017-2020/11/sg11rgafr/Documents/SG11RG-AFR_Fellowships_jan18.docx)) |
| **24 March 2018** | - pre-registration |
| **10 April 2018** | - final deadline for contributions for **SG11RG-AFR** |

Annex B
Draft agenda
(SG11RG-AFR, Tunis, 23-25 April 2018)

1 Opening of the meeting

2 Opening remarks

3 Adoption of the agenda

4 Allocation of documents (contributions and TDs)

5 Overview of ITU-T Study Group 11 (structure and working methods)

6 Overview of Outcomes of previous SG11 meeting

7 Discussion of input documents:

7.1 Brief on the outcomes of the second ITU-T Study Group 11 Regional Workshop for Africa on “Counterfeit ICT Devices, Conformance and Interoperability Testing Challenges in Africa”

7.2 Discussion of contributions related to combating counterfeit

7.3 Discussion of contributions related to Conformance and Interoperability issues (C&I)

8 Work Programme of SG11RG-AFR

9 Member contributions from Africa Region addressed to ITU-T Study Group 11

10 Venue and date of next SG11RG-AFR meeting

11 Any other business

12 Closure of the meeting

Annex C
Draft time plan

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|  | **Monday 23 April 2018** | **Tuesday 24 April 2018** | **Wednesday 25 April 2018** |
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| **ITU-T SG11 Regional Workshop for Africa** |  | **X** | **X** |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **SG11RG-AFR** |  |  |  |  |  | **1** |  |  | **X** | **X** |  | **X** | **X** |  |  | **X** | **X** |  |  |  |  |
| **Notes:****1 – SG11RG-AFR will start at 17:30 as soon as the ITU Workshop is adjourned****Session times:**0 – 0830-0930; 1 – 0930-1045; 2 – 1115-1230; Lunch (Lu) – 1230-1430; 3 – 1430-1545; 4 – 1615-1730; 5 – 1800-1915 |

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