|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 17 May 2019 | | |
| Ref: | **TSB Collective letter 3/SG11RG-AFR SG11/DA** | | * To Administrations participating in SG11RG-AFR; * To ITU-T Sector Members participating in SG11RG-AFR; * To ITU-T Associates participating in SG11RG-AFR; * To ITU Academia participating in SG11RG-AFR; * 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 | |
| E-mail: | tsbsg11@itu.int | |
| Web: | [http://itu.int/go/tsg11rgafr](http://www.itu.int/go/tsg11rgafr) | |
| Subject: | **Meeting of ITU-T Study Group 11 Regional Group for Africa (SG11RG-AFR), Tunis, Tunisia, 16-18 September 2019** | | | |

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 third regional meeting for Africa at the Hotel Ramada Plaza Gammarth (<http://www.ramadaplaza-tunis.com/>) in Tunis, Tunisia from 16-18 September 2019.

The SG11RG-AFR meeting will open at 1545 hours on 16 September 2019.

Additional information is available in **Annex A**, and a draft agenda and timetable, prepared by the SG11RG-AFR Chairman, Mr Isaac BOATENG, can be found in **Annexes B and Annex C** respectively.

Practical information relating to the venue will be posted on the SG11RG-AFR webpage at: [www.itu.int/go/tsg11rgafr](http://www.itu.int/go/tsg11rgafr).

This meeting will be preceded by the third ITU-T Study Group 11 Regional Workshop for Africa on “Counterfeit ICT Devices, Conformance and Interoperability Testing Challenges in Africa” which will take place at the same venue on 16 September 2019. More information will be made available on the SG11RG-AFR web page at: [www.itu.int/go/tsg11rgafr](http://www.itu.int/go/tsg11rgafr).

The SG11RG-AFR meeting will be restricted to delegates and representatives from Member States, Sector Members and Associates of ITU-T Study Group 11 in the region respectively, in conformity with clause 2.3.3 of WTSA Resolution 1 (Rev. Hammamet, 2016). Please note that continuity of representation would be helpful to the group's work.

**Key deadlines**:

|  |  |
| --- | --- |
| 11 August 2019 | - Submit fellowship requests (via the online registration form; see details in Annex A) |
| 16 August 2019 | - Pre-registration (via the online registration form on [SG11RG-AFR web page](http://www.itu.int/go/tsg11rgafr)) |
| 2 September 2019 | - Submit requests for visa support letters (see practical information) |
| 3 September 2019 | - Submit ITU-T Member contributions (by e-mail to tsbsg11@itu.int) |

I wish you a productive and enjoyable meeting.

|  |  |
| --- | --- |
| 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/sg11rg-afr |
| Latest meeting information |

**Annexes: 3**

ANNEX A  
Additional information

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS:** The meeting will be run paperless. Contributions and TDs should be submitted by e-mail to tsbsg11@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 be English with simultaneous interpretation in French.

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

**TRANSLATION:** Some documents for this meeting may be translated into French, if required. 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 AND FELLOWSHIPS**

**PRE-REGISTRATION:** Pre-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 new 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.

**FELLOWSHIPS**: Up to two partial fellowships per country may be awarded, **within the Africa region only**, subject to available funding, to facilitate participation from eligible countries. **Fellowship requests must be received by 11 August 2019 at the latest**. 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. Preference will be given to applicants attending SG11RG-AFR and related workshop during the entire period 16-18 September 2019.

**VISA SUPPORT**: As this meeting is organized outside Switzerland, visa support requests are to be addressed directly to the host of the meeting.

Delegates who require a personal invitation letter are invited to complete the form available in the practical information and send it to Mr Ahmed GHARBI (E-mail: ahmed.gharbi@cert.mincom.tn; phone: +216 98 215808) with copy to ITU: [tsbsg11@itu.int](mailto:tsbsg11@itu.int), bearing the words “Letter of support for visa” as the subject and should be sent before the deadline of **2 September 2019**.

Instructions can be found in the “Practical information” section, which is available on the regional group webpage at: [www.itu.int/go/tsg11rgafr](http://www.itu.int/go/tsg11rgafr).

**ANNEX B   
Draft Agenda**

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 Outcomes of third ITU-T Study Group 11 Regional Workshop for Africa on “Counterfeit ICT Devices, Conformance and Interoperability Testing Challenges in Africa”

7.2 Discussion of received contributions

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

9 Venue and date of next SG11RG-AFR meeting

10 Any other business

11 Closure of the meeting

ANNEX C  
Draft time plan for ITU-T SG11RG-AFR  
(Tunis, Tunisia, 16-18 September 2019)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday,**  **16 September 2019** | | | | | **Tuesday, 17 September 2019** | | | | | | **Wednesday, 18 September 2019** | | | | | |
| 1 | 2 |  | 3 | 4 | | 1 | 2 |  | 3 | 4 | 1 | 2 |  | 3 | 4 | 5 | |
| **SG11RG-AFR** |  |  |  |  | **1** | | **X** | **X** |  | **X** | **X** | **X** | **X** |  | **X** |  |  | |
| **Workshop** | **X** | **X** |  | **X** |  | |  |  |  |  |  |  |  |  |  |  |  | |
| **Sessions times:**  1 - 0930-1045; 2 - 1115-1230; Lunch (Lu) – 1230-1400; 3 - 1400-1515; 4 - 1545-1700 | | | | | | | | | | | | | | | | | | |

Note:

1 SG11RG-AFR starts at 15:45, once the Workshop is adjourned.

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