|  |  |  |
| --- | --- | --- |
| itu_logo | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 8 May 2017 |
| Ref: | **TSB Collective letter 1/SG12RG-AFRSG12/MA** | * To Administrations of Member States of the Union;
* To ITU-T Sector Members;
* To ITU-T Associates participating in the work of Study Group 12;
* To ITU Academia;
* To the ITU Regional Office for the Africa Region, Addis Ababa;
* To the ITU Area Office, Harare, Zimbabwe
 |
| Tel: | +41 22 730 6828 |
| Fax:E-mail: | +41 22 730 5853tsbsg12rgafr@itu.int |
| Subject: | **Meeting of ITU-T Study Group 12 Regional Group for Africa (SG12RG-AFR);****ITU Workshop on Performance, QoS and QoE for Multimedia Services;****Meeting of Quality of Service Development Group (QSDG);****Johannesburg, South Africa, 24-28 July 2017** |

Dear Sir/Madam,

We are pleased to inform you that **ITU-T Study Group 12 Regional Group on Quality of Service (QoS) for the Africa Region (SG12RG-AFR)** will hold its next meeting and the associated Bridging the Standardization Gap (BSG) Hands-on Training Session at the “[Pivot Conference Venue, Southern Sun Montecasino](https://www.tsogosun.com/southern-sun-montecasino/meetings-events/the-pivot)” in **Fourways, Johannesburg, South Africa, from 27 July (afternoon) to 28 July 2017 (full day)**.

The meeting will be preceded by a two-day **ITU Workshop on Performance, Quality of Service and Quality of Experience for Multimedia Services on 24 and 25 July 2017**, and the **34th Meeting of the Quality of Service Development Group (QSDG) on 26 and 27 July (morning)**.

The events will be hosted by **InfoVista** with the kind support of the **Department of Telecommunications and Postal Services (DTPS), Republic of South Africa**, and the **Southern Africa Telecommunications Association (SATA)**.

Participation in the workshop and the QSDG meeting is free of charge, and open to any participants that share an interest in QoS and QoE.

Participation in the SG12RG-AFR meeting and the associated BSG Hands-on Training Session is as per WTSA Resolution 1 (Hammamet, 2016). Please note that continuity of representation would be helpful to the group’s work.

The workshop will start at 0930 hours on Monday, 24 July 2017. The QSDG and SG12RG-AFR meetings will start at 0900 hours on Wednesday, 26 July and Friday, 28 July 2017, respectively.

**Key deadlines**:

|  |  |
| --- | --- |
| 12 June 2017 | - Submit fellowship requests (application form and guidelines can be found [here](https://www.itu.int/en/ITU-T/studygroups/2017-2020/12/sg12rgafr/Documents/SG12RG-AFR_Fellowships.docx)) |
| 30 June 2017 | - Pre-registration (online via the [regional group homepage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/12/sg12rgafr/Pages/default.aspx))- Submit requests for visa support letters (see practical information)- Submit ITU-T Member contributions for which translation is requested (by e-mail to tsbsg12rgafr@itu.int) |
| 15 July 2017 | - Submit ITU-T Member contributions (by e-mail to tsbsg12rgafr@itu.int) |

Additional information about the meeting is set forth in **Annex A**. The draft **agenda** of the
SG12RG-AFR meeting, as prepared by the Chairman, is set out in **Annex B**.

Practical information relating to the venue will be posted on the SG12RG-AFR web page at:
<http://itu.int/en/ITU-T/studygroups/2017-2020/12/sg12rgafr/>

I wish you a productive and enjoyable meeting.

Yours faithfully,

Chaesub Lee
Director of the Telecommunication
Standardization Bureau

**Annexes:** 2

**ANNEX A**(to TSB Collective letter 1/SG12RG-AFR)

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** We invite you to submit your contributions by electronic mail to the following address tsbsg12rgafr@itu.int. The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions will be published on the Study Group 12 RG-AFR website and must therefore be received by TSB **not later than 15 July 2017.** We invite you to submit your contributions as early as possible to ensure there is sufficient time for translation.

**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**

**INTERPRETATION:** In agreement with the Chairman of the Group, the working language of the meeting will be English.

**TRANSLATION:** Documents for this meeting will be translated in French and English.

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

**PAPERLESS MEETINGS:** The meeting will be run paperless.

**REGISTRATION AND FELLOWSHIPS**

**REGISTRATION:** To enable the organisers to make the necessary arrangements, please send by letter, fax (+41 22 730 5853) or e-mail (tsbreg@itu.int), **not later than 30 June 2017**, 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).

**Please note that pre-registration of participants for ITU-T meetings is carried out *online* on the ITU‑T website** [**http://itu.int/en/ITU-T/studygroups/2017-2020/12/sg12rgafr/**](http://itu.int/en/ITU-T/studygroups/2017-2020/12/sg12rgafr/)**.**

**FELLOWSHIPS:** Two partial fellowships per administration may be awarded, **within the Africa Region only**, subject to available funding, to facilitate participation from [Least Developed or Low Income Countries](http://www.itu.int/en/ITU-T/info/Documents/list-ldc-lic.pdf). Requests must be received **at least six weeks before the beginning of the meeting**. Pre-registration for the meeting is mandatory.

Preference will be given to applicants that will attend all the meetings that will take place in Fourways, Johannesburg from 24 to 28 July 2017.

**ANNEX B**(to TSB Collective letter 1/SG12RG-AFR)

**Draft Agenda**

**SG12RG-AFR, Johannesburg, 28 July 2017**

1. Opening of the meeting

2. Adoption of the agenda

3. Available documents (Contributions and TDs)

4. Review of outcomes of previous SG12 parent and regional group meetings

5. Technical discussions

6. Review of the SG12RG-AFR work programme and action list

7. SG12RG-AFR and Member Contributions to ITU-T Study Group 12 in 2017

8. Venue and date of the next SG12RG-AFR meeting

9. Any other business

10. Closure of the meeting