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| itu_logo | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 30 January 2018 | |
| Ref: | **TSB Collective letter 2/SG12RG-AFR SG12/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 Africa; * To the ITU Area Office for West Africa | |
| Tel: | +41 22 730 6828 | |
| Fax: | +41 22 730 5853 | |
| E-mail: | [tsbsg12rgafr@itu.int](mailto:tsbsg12rgafr@itu.int) | |
| Web: | <http://www.itu.int/go/sg12rgafr> | |
| Subject: | **Meeting of ITU-T Study Group 12 Regional Group for Africa (SG12RG-AFR);**  **Dakar, Senegal, 22 (afternoon) - 23 March 2018** | | | |

Dear Sir/Madam,

We are pleased to inform you that at the kind invitation of the Autorité de Régulation des Télécommunications et des Postes (ARTP) of Senegal, **ITU-T Study Group 12 Regional Group on QoS for the Africa Region** (SG12RG-AFR) will hold its second meeting of the 2017-2020 Study Period in **Dakar, Senegal, from 22 (afternoon) to 23 March 2018**.

The SG12RG-AFR meeting will open at 1400 hours. A Bridging the Standardization Gap Hands-on Training session will take place during the meeting. Additional information is set forth in **Annex A**, and a draft agenda prepared by SG12RG-AFR Chairman Mr Seyni Malan Faty (ARTP Senegal) can be found in **Annex B**.

Practical information relating to the venue will be posted on the SG12RG-AFR web page at: <http://www.itu.int/go/sg12rgafr>.

The following ITU meetings will take place during the same week at the same venue in Dakar:

* 19-20 March 2018: **ITU Workshop on Performance, Quality of Service and Quality of Experience for Multimedia Services**. Detailed information will be made available at <https://itu.int/en/ITU-T/Workshops-and-Seminars/qos/201803/>.
* 21-22 (morning) March 2018: **Q12/12 Rapporteur Group Meeting** on “Operational aspects of telecommunication network service quality”. Additional information will be made available at <https://itu.int/net/itu-t/lists/rgmdetails.aspx?id=9082&Group=12>.

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

Participation in the Q12/12 and SG12RG-AFR meetings is as per WTSA Resolution 1 (Hammamet, 2016). Please note that continuity of representation would be helpful to the group’s work.

**Key deadlines**:

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| 12 February 2018 | - 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)) |
| 22 February 2018 | - 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) |
| 9 March 2018 | - Submit ITU-T Member contributions (by e-mail to [tsbsg12rgafr@itu.int](mailto:tsbsg12rgafr@itu.int)) |

I wish you a productive and enjoyable meeting.

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| 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/sg12rg-afr ITU-T SG12RG-AFR |
| Latest meeting information |

**Annexes:** 2

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 [tsbsg12rgafr@itu.int](mailto:tsbsg12rgafr@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/[TIES account holders](http://www.itu.int/TIES/).

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

**TRANSLATION:** Documents for this meeting will be translated in French and English. 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 to be done online via the study group home page **at least one month before the start of the meeting**. Additionally, and within the same deadline, focal points are requested to send by e-mail ([tsbreg@itu.int](mailto:tsbreg@itu.int)), letter or fax, the list of people who are authorized to represent their organization, indicating the names of the head and deputy head of delegation. The membership is invited to include women on their delegations whenever possible.

**FELLOWSHIPS:** Two partial fellowships per administration may be awarded, subject to available funding, to facilitate participation from [Least Developed or Low Income Countries](https://www.itu.int/en/ITU-T/gap/Documents/Fellowships_BSG_EligibleCountries.pdf). Requests must be received **at least five weeks before the beginning of the meeting**. Pre-registration for the meeting is mandatory. Preference will be given to applicants attending all the ITU events in Dakar, 19-23 March 2018.

**ANNEX B   
Draft Agenda**

1. Opening of the meeting

2. Adoption of the agenda

3. Review of outcomes of previous SG12 parent and regional group meetings / status of SG12RG-AFR action list

4. Technical discussions

5. Update of SG12-RG action list / SG12RG-AFR and Member Contributions to ITU-T Study Group 12 in 2018

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

7. Any other business

8. Closure of the meeting