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| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 24 January 2019 | |
| Ref: | **TSB Collective letter 3/SG12RG-AFR SG12/MA** | | * To Administrations participating in SG12RG-AFR; * To ITU-T Sector Members participating in SG12RG-AFR; * To ITU-T Associates participating in the work of Study Group 12 participating in SG12RG-AFR; * To ITU Academia participating in SG12RG-AFR; * To the ITU Regional Office, Addis Ababa, Ethiopia; * To the ITU Area Office, Yaoundé, Cameroun | |
| 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);**  **Kigali, Rwanda, 7-8 March 2019** | | | |

Dear Sir/Madam,

We are pleased to inform you that at the kind invitation of the Rwanda Utilities Regulatory Authority (RURA) of Rwanda, **ITU-T Study Group 12 Regional Group on QoS for the Africa Region** (SG12RG-AFR) will hold its third meeting of the 2017-2020 Study Period in **Kigali, Rwanda, from 7 (afternoon) to 8 March 2019**.

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://itu.int/go/sg12rgafr>.

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

* 4-5 March 2019: **ITU Workshop on Network Performance, Quality of Service and Quality of Experience.** Detailed information will be made available at <https://itu.int/en/ITU-T/Workshops-and-Seminars/qos/201903/>
* 6-7 (morning) March 2019: **Rapporteur Group meeting of Q12/12.** Detailed information will be made available at <https://itu.int/net/itu-t/lists/rgmdetails.aspx?id=9531&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 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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| 7 February 2019 | - 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-2019.docx))  - 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) |
| 22 February 2019 | - 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 [with an ITU account that has TIES access](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 regional 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 [Eligible Countries](https://www.itu.int/en/ITU-T/gap/Documents/Fellowships_BSG_EligibleCountries.pdf). Requests must be received by **7 February 2019**. Pre-registration for the meeting is mandatory. Preference will be given to applicants attending all the ITU events in Kigali, 4-8 March 2019.

**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 SG12RG-AFR action list / SG12RG-AFR and Member Contributions to ITU-T Study Group 12 in 2019

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

7. Any other business

8. Closure of the meeting