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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 20 December 2019 |
| Ref: | **TSB Collective letter 4/SG12RG-AFRSG12/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 SG12RG­­AFR;
* 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 |
| Web: | <https://itu.int/go/sg12rgafr> |
| Subject: | **Meeting of ITU-T Study Group 12 Regional Group for Africa (SG12RG-AFR);N’Djamena, Chad, 4-5 March 2020** |

Dear Sir/Madam,

We are pleased to inform you that at the kind invitation of the Autorité de Régulation des Communications Electroniques et des Postes (ARCEP) of Chad, **ITU-T Study Group 12 Regional Group on QoS for the Africa Region** (SG12RG-AFR) will hold its fourth meeting of the 2017-2020 Study Period in N’Djamena, Chad, **from
4 to 5 March 2019**.

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 management team can be found in **Annex B**.

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

The following ITU event will take place during the same week at the same venue in N’Djamena:

* **2-3 March 2020: 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/202003/>

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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| 2 February 2020 | - Pre-registration (online via the [regional group homepage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/12/sg12rgafr/Pages/default.aspx))- Submit fellowship requests (via the online registration form)- Submit requests for visa support letters (see practical information) |
| 20 February 2020 | - Submit ITU-T Member contributions (by e-mail to tsbsg12rgafr@itu.int) |

I wish you a productive and enjoyable meeting.

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| Yours faithfully,Chaesub LeeDirector of the TelecommunicationStandardization 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. Member Contributions and draft TDs should be submitted by e-mail to 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](http://www.itu.int/TIES/) that has TIES access.

**WORKING LANGUAGES**: 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 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 administration may be awarded, **within the Africa Region**, subject to available funding, to facilitate participation from eligible countries. **Fellowship requests must be received by 2 February 2020 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 all the ITU events in N’Djamena, 2-5 March 2020. Member States are encouraged to consider gender balance and the inclusion of delegates with disabilities and with specific needs when proposing candidates for fellowships.

**VISA SUPPORT**: As this meeting is organized outside Switzerland, visa support requests are to be addressed directly to the host of the meeting. Instructions can be found in the “Practical information” section on the regional group webpage at: <https://itu.int/go/sg12rgafr>.

**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 2020

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

7. Any other business

8. Closure of the meeting