|  |  |  |
| --- | --- | --- |
| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 30 March 2021 |
| Ref: | **TSB Collective letter 4/SG13RG-AFRSG13/TK**  | * To Administrations participating in SG13RG‑AFR;
* To ITU-T Sector Members participating in SG13RG-AFR;
* To ITU-T Associates participating in SG13RG‑AFR;
* To ITU Academia participating in SG13RG-AFR

- To the African Telecommunications Union;- To the ITU Regional Office for Africa Region |
| Tel: | +41 22 730 5126 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg13@itu.int |
| Web: | <http://itu.int/go/tsg13> |
| **Subject:** | **Eighth meeting of ITU-T Study Group 13 Regional Group for Africa (SG13RG-AFR); Virtual, 2 June 2021** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of **ITU-T Study Group 13 Regional Group for Africa** **(SG13RG-AFR)**, which is planned to be run **fully virtual** on 2 June 2021.

The meeting will be preceded by a one-day virtual Workshop entitled *Eighth SG13 Regional Workshop for Africa "Standardization and Future Networks: Opportunities for Africa beyond 2020 "* which will take place
on 1 June 2021. Detailed information about the above Workshop is available at:
<https://www.itu.int/en/ITU-T/Workshops-and-Seminars/20210601>.

In addition, the meeting and workshop will be collocated with a Virtual forum on “*Accelerating digital transformation in Africa*” that will be held on 2 June 2021 from 0900 to 1130 hours, Geneva time, and the meeting of [ITU-T Study Group 20 Regional Group for Africa](https://www.itu.int/en/ITU-T/studygroups/2017-2020/20/sg20rgafr/Pages/default.aspx) (SG20RG-AFR) which will take place virtually on 3 June 2021. All the four events listed above will be convened within the framework of *the 2nd Digital African Week*, 1 – 3 June 2021 (please refer to the TSB Circular 304).

The SG13 regional group for Africa meeting will be held on Wednesday, 2 June from 11:30 to 17:30, Geneva time, using the [MyMeetings remote participation tool](https://remote.itu.int/). Documentation, remote participation details and other related information will be available on the [SG13RG-AFR homepage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/13/sg13rgafr/Pages/default.aspx).

Participation in the SG13RG-AFR meeting is defined per clause 2.3.3 of [WTSA Resolution 1 (Rev. Hammamet, 2016)](https://www.itu.int/pub/T-RES-T.1-2016). Please note that continuity of representation would be helpful to the group's work. Participation in the workshop is free of charge and open to ITU Member States, Sector Members, Associates and Academic Institutions and to any individual from a country that is a member of ITU who wishes to contribute to the work. This includes individuals who are also members of international, regional and national organizations.

Registration is mandatory for participating in the SG13RG-AFR meeting.

Note that no fellowships will be awarded, and the meeting will be held in English with French interpretation. Additional information about the meeting arrangement is set forth in Annex A.

The draft Agenda of the meeting, as prepared by the Chairman of the SG13RG-AFR, Mr Simon Bugaba, Uganda Communications Commission, is set out in Annex B.

**Key deadlines**:

|  |  |
| --- | --- |
| 19 April 2021 | ITU-T Member contributions for which translation is requested (submit by e-mail to tsbsg13@itu.int) |
| 2 May 2021 | Registration via online form at [SG13RG-AFR homepage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/13/sg13rgafr/Pages/default.aspx) |
| 24 May 2021 | - Final deadline for contributions for SG13RG-AFR meeting, submit ITU-T Member contributions by e-mail to tsbsg13@itu.int |

I wish you a productive and enjoyable meeting.

|  |  |
| --- | --- |
| 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/sg3rg-afrITU-T SG13RG-AFR |
| Latest meeting information |

**Annexes:** 2

ANNEX A
Practical meeting information

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS**:Member Contributions and draft TDs should be submitted by e-mail to tsbsg13@itu.int using the [appropriate template](https://www.itu.int/en/ITU-T/studygroups/Pages/templates.aspx). Contributions will be published on the [SG13RG-AFR](https://www.itu.int/en/ITU-T/studygroups/2017-2020/13/sg13rgafr/Pages/default.aspx) website and must therefore be received by TSB no later than **24 May 2021**. Access to meeting documents is provided from the study group homepage and is restricted to ITU-T Members who have an [ITU user account](http://www.itu.int/TIES/) with TIES access.

**MEETING LOGISTICS AND FACILITIES**

**WORKING LANGUAGE:** The working language of the meeting will be English with simultaneous interpretation into French.

**TRANSLATION:** Some documents for this meeting may be translated into French.

**INTERPRETATION:** Interpretation into French will be available for the meeting.

**INTERACTIVE REMOTE PARTICIPATION:** The [MyMeetings](https://remote.itu.int/) tool will be used to provide remote participation for all sessions, including decisions-making sessions. Delegates must register for the meeting and identify themselves and their affiliation when taking the floor. Remote participation is provided on a best-effort basis. Participants should be aware that the meeting will not be delayed or interrupted because of a remote participant’s inability to connect, listen or be heard, as per the chairman's discretion. If the voice quality of a remote participant is considered insufficient, the Chairman may interrupt the remote participant and may refrain from giving the participant the floor until there is indication that the problem is resolved. The meeting chat facility is an integral part of the meeting and its use is encouraged to facilitate efficient time management during the sessions.

**REGISTRATION, FELLOWSHIPS AND VISA SUPPORT**

**REGISTRATION**: Registration is mandatory and is to be done online via the regional 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 ITU-T registration system requires focal-point approval for registration requests; [TSB Circular 118](https://www.itu.int/md/T17-TSB-CIR-0118) describes how to set up automatic approval of these requests. The membership is invited to include women in their delegations whenever possible.

Without registration, delegates will not be able to access the [MyMeetings remote participation tool](https://remote.itu.int/).

**FELLOWSHIPS AND VISA SUPPORT**: For virtual meetings, since there is no travel involved, no fellowships are provided and visa support is not applicable.

**ANNEX B
Draft Agenda
8th ITU-T Study Group 13 Regional Group for Africa (SG13RG-AFR)
Virtual, 2 June 2021**

1. Opening of the meeting
2. Opening remarks and welcome addresses

- Opening remarks by the Study Group 13 Chairman – Dr Leo Lehmann

- Opening remarks by the TSB - Dr Bilel Jamoussi, on behalf of the TSB Director

- Opening remarks by the SG13 Regional Group for Africa Chairman – Mr Simon Bugaba

1. Approval of the agenda and work plan
2. Review of the outcomes of the 8th SG13 Regional Workshop for Africa “*Standardization and Future Networks: Opportunities for Africa Beyond 2020*”
3. Review of ITU-T SG13RG-AFR operation:
* RG activities, 2020-2021
* performance of African Administrations
1. Briefing on Q5/13 progress
	* [Y.MBIMT2020-Gen](https://www.itu.int/itu-t/workprog/wp_item.aspx?isn=16742), *General Requirements for Migrating Existing Network Technologies (2G, 3G, 4G) to IMT 2020 and beyond*
	* [Y.Sup-ITS](https://www.itu.int/itu-t/workprog/wp_item.aspx?isn=16741" \o "See more details), *Deployment of Transport Data Platform for Developing Countries*
2. Presentation of contributions
3. Discussion on the future of Q5/13 and ITU-T SG13RG-AFR:
	* Review of the SG13RG-AFR action plan
	* Develop strategies for increasing participation of African countries in SG 13 activities
	* Anticipated contributions to the parent SG
4. Future meeting: objectives, venue and timing
5. Consideration and approval of the meeting report
6. Any other business
7. Closure of meeting

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