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| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 11 December 2023 | |
| Ref: | **TSB Collective letter 3/SG3RG-AFR SG3/MA** | | * To Administrations participating in SG3RG‑AFR; * To ITU-T Sector Members participating in SG3RG-AFR; * To ITU-T Associates participating in SG3RG-AFR; * To ITU Academia participating in SG3RG-AFR; * To the ITU Regional Office for Africa, Addis Ababa, Ethiopia; * To the ITU Area Office for Southern Africa, Harare, Zimbabwe | |
| Tel: | +41 22 730 6828 | |
| Fax: | +41 22 730 5853 | |
| E-mail: | tsbsg3@itu.int | |
| Web: | <https://itu.int/go/tsg03>  https://itu.int/en/ITU-T/regionalgroups/sg03-afr | |
| **Subject**: | **Meeting of ITU-T Study Group 3 Regional Group for Africa (SG3RG-AFR)**  **Lilongwe, Malawi, 10-12 April 2024** | | | |

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of the Malawi Communications Regulatory Authority (MACRA), Malawi, **ITU-T Study Group 3 Regional Group for Africa** (SG3RG-AFR) will meet in **Lilongwe, Malawi, from 10 to 12 April 2024**. This meeting is being preceded with the following ITU events, which will take place at the same venue:

– 8-10 April 2024: ITU workshop on Cost Models for Data Services and International Internet Connectivity and Second meeting of ITU-T Focus Group on Costing Models for Affordable Data Service (FG-CD). Details are available at <https://itu.int/en/ITU-T/focusgroups/cd/>.

The SG3RG-AFR meeting will open at 1400 hours local time on 10 April 2024. Additional information is set forth in **Annex A**, and a draft agenda – prepared by the SG3RG-AFR Co-Chairs, Ms Pauline TSAFAK DJOUMESSI GNIMPIEBA (Cameroon) and Mr Lwando BBUKU (Zambia) – can be found in **Annex B**. Practical information relating to the meeting will be posted on the SG3RG-AFR web page at: <https://www.itu.int/en/itu-t/regionalgroups/sg03-afr>.

Participation in the SG3RG-AFR meeting is defined according to clause 2.3.2 of WTSA Resolution 1 (Rev. Geneva, 2022), hence restricted to delegates and representatives of Member States, Sector Members and Associates of the study group in the region. Please note that continuity of representation would be helpful to the group's work.

**Key deadlines**:

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| 28 February 2024 | - Submit fellowship requests (see details in Annex A) |
| 7 March 2024 | - Pre-registration (online via the [regional group homepage](https://www.itu.int/en/itu-t/regionalgroups/sg03-AFR))  - Submit requests for visa support letters (see details in Annex A) |
| 28 March 2024 | - Submit ITU-T Member contributions (by e-mail to tsbsg3@itu.int) |

I wish you a productive and enjoyable meeting.

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| Yours faithfully,  Seizo Onoe Director of the Telecommunication Standardization Bureau | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg3rg-afrITU-T SG3RG-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 tsbsg3@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](https://www.itu.int/en/ties-services) that has TIES access.

**WORKING LANGUAGES**: In agreement with the Chairs of the Group, the working languages of the meeting will be English and French.

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

**INTERACTIVE REMOTE PARTICIPATION**: Remote participation will be provided on a best-effort basis for all sessions. In order to access sessions remotely, delegates must register for the meeting. Participants should be aware that, as per usual practice, the meeting will not be delayed or interrupted because of a remote participant’s inability to connect, listen or be heard, at 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. Use of the meeting chat facility is encouraged to facilitate efficient time management during the sessions, at the chairman's discretion.

**PRE-REGISTRATION, FELLOWSHIPS AND VISA SUPPORT**

**PRE-REGISTRATION**: Pre-registration is mandatory and is to be done online via the [regional group homepage](https://www.itu.int/en/itu-t/regionalgroups/sg03-AFR) **at least one month before the start of the meeting**. Member States are encouraged to consider gender balance and the inclusion of delegates with disabilities and with specific needs whenever possible.

**FELLOWSHIPS**: To facilitate participation from [eligible countries](https://www.itu.int/en/fellowships/Documents/2023/ListEligibleCountries2023.pdf), up to two partial fellowships per country may be awarded, within the Africa region only, subject to available funding.

A partial in-person fellowship will cover an **appropriate daily subsistence allowance** (intended to cover accommodation, meals and incidental expenses). The applicant's organization is responsible to cover the remaining participation costs.

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.

Selected applicants are expected to attend all the ITU events in Lilongwe, 8-12 April 2024. Member States are encouraged to consider gender balance and the inclusion of delegates with disabilities and with specific needs when proposing candidates for fellowships.

Request forms are available from the [regional group homepage](https://www.itu.int/en/itu-t/regionalgroups/sg03-AFR). **Fellowship requests must be received by 28 February 2024** at the latest. They are to be sent by e-mail to [fellowships@itu.int](mailto:fellowships@itu.int) or by fax to +41 22 730 57 78. **Registration (approved by the focal point) is required before submitting a fellowship request**, and it is strongly recommended to register for the event and to start the request process at least seven weeks before the meeting.

**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://www.itu.int/en/itu-t/regionalgroups/sg03-afr>.

**ANNEX B  
Draft Agenda   
Meeting of ITU-T Study Group 3 Regional Group for Africa (SG3RG-AFR)  
Lilongwe, Malawi, 10 to 12 April 2024**

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|  | *Agenda item* |
|  | Opening of the meeting |
|  | Adoption of the agenda |
|  | Available documents (Contributions and TDs) |
|  | Overview of ITU-T Study Group 3 and working methods |
|  | Review of previous SG3 parent and Regional Group meetings |
|  | Status of SG3 work programme |
|  | Economic impact of OTTs |
|  | Tariff, Charging Issues of Settlements Agreement of Trans-multi-country Terrestrial Telecommunication Cables |
|  | Mobile Financial Services |
|  | International Roaming |
|  | Relevant market definition and identification of operators with Significant Market Power (SMP) |
|  | Big Data and Digital Identity |
|  | International Internet Connectivity |
|  | Dispute Resolution |
|  | Economic Impact of License Pricing |
|  | Future Work Programme and Action List for SG3RG-AFR |
|  | SG3RG-AFR and Member Contributions to ITU-T Study Group 3 in July 2024 |
|  | Venue and date of next SG3RG-AFR meeting |
|  | Any other business |
|  | Closure of the meeting |