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| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 20 June 2023 | |
| Ref: | **TSB Collective letter 1/SG11RG-AFR SG11/DA** | | * To Administrations participating in SG11RG-AFR; * To ITU-T Sector Members participating in SG11RG-AFR; * To ITU-T Associates participating in SG11RG-AFR; * To ITU Academia participating in SG11RG-AFR; * To the ITU Regional Office for Africa Region; * To the ITU Regional Office for Arab Region | |
| Tel: | +41 22 730 5780 | |
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| E-mail: | tsbsg11@itu.int | |
| Web: | <https://itu.int/go/tsg11rgafr> | |
| **Subject:** | **Virtual meeting of Study Group 11 Regional Group for Africa (SG11RG-AFR), virtual, 13-15 September 2023** | | | |
| Dear Sir/Madam,  It is my pleasure to invite you to attend the next meeting of Study Group 11 Regional Group for Africa (SG11RG-AFR), which is planned to be held fully virtual from 13 to 15 September 2023, inclusive (1130-1345 hours, Geneva time, daily).  The entire meeting will be held in English only with no interpretation.  Note that no fellowships will be awarded while e-fellowships are offered (see Annex A).  The meeting will open at 1130 hours, Geneva time, on the first day using the [MyMeetings remote participation tool](https://remote.itu.int/).  All information pertaining to the meeting can be found on the SG11RG-AFR webpage at: <https://itu.int/go/tsg11rgafr>.  Participation rights for the SG11RG-AFR meeting are defined in WTSA Resolution 54 *resolves* 4, 5 and 6 (Rev. Geneva 2022). Continuity of representation would be helpful to the group's work. Please note that registration is required in order to participate in this meeting.  Additional information is set forth in **Annex A** and a draft agenda prepared by Mr Isaac BOATENG (Chairman of SG11RG-AFR, Ghana) can be found in **Annex B** respectively.  **Key deadlines**:   |  |  | | --- | --- | | 2 August 2023 | Submit e-fellowship request using application form which is available on the [SG11RG-AFR webpage](http://www.itu.int/go/tsg11rgafr) | | 31 August 2023 | Pre-registration (online via the [SG11RG-AFR webpage](http://www.itu.int/go/tsg11rgafr)) | | Submit ITU-T Member contributions (by e-mail to [tsbsg11@itu.int](mailto:tsbsg11@itu.int)) |   I wish you a productive and enjoyable meeting.   |  |  | | --- | --- | | Yours faithfully,  Seizo Onoe Director of the Telecommunication Standardization Bureau  **Annexes: 2** | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg11rg-afr | | Latest meeting information | | | | | |

ANNEX A  
Practical meeting 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 tsbsg11@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 SG11RG-AFR webpage, and is restricted to ITU-T Members with an [ITU user account](https://www.itu.int/en/ties-services) that has TIES access.

**WORKING LANGUAGE**: In agreement with the Chairman of the Group, the working language of the meeting will be English only.

**INTERACTIVE REMOTE PARTICIPATION**: The [MyMeetings](https://remote.itu.int/) tool will be used to provide remote participation for all sessions of SG11RG-AFR. 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. Use of the meeting chat facility is encouraged to facilitate efficient time management during the sessions, at the chairman's discretion.

**TRANSLATION**: Documents for this meeting will be available in English and French. We invite you to submit your contributions as early as possible to ensure there is sufficient time for translation.

**REGISTRATION, NEW DELEGATES, FELLOWSHIPS AND VISA SUPPORT**

**REGISTRATION**: Pre-registration is mandatory and is to be done online via the [SG11RG-AFR homepage](http://www.itu.int/go/tsg11rgafr) **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. Some options in the registration form apply only to Member States, including function, interpretation requests and e-fellowships requests. The membership is invited to include women in their delegations whenever possible.

Registration is mandatory via the online registration form on the [SG11RG-AFR homepage](http://www.itu.int/go/tsg11rgafr). Without registration, delegates will not be able to access the [MyMeetings remote participation tool](https://remote.itu.int/).

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

**E-FELLOWSHIPS**: To ensure the participation of developing countries and subject to the availability of funds, representatives of [eligible Member States](https://www.itu.int/en/fellowships/Documents/2023/ListEligibleCountries2023.pdf), within the **Africa region only**, can apply for participation grants, known as **e-fellowships**. E-fellowship applications must be authorized by the national designated focal point of an administration of a Member State.

For e-fellowships, reimbursement is provided for the cost of connectivity for the duration of the event. The e‑fellowship request form is available from the study group homepage. **E-fellowship requests must be received by 2 August 2023 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. Please note that the decision criteria to grant an e-fellowship include: available ITU budget; active participation, including the submission of relevant written contributions; equitable distribution among countries and regions; application by persons with disabilities and specific needs; and gender balance.

ANNEX B  
**Draft Agenda   
Meeting of ITU-T SG11 Regional Group for Africa (SG11RG-AFR)  
Virtual, 13-15 September 2023**

1. Opening of the meeting
2. Opening remarks
3. Adoption of the agenda
4. Appointment of SG11RG-AFR Chairman and vice-chairmen
5. Allocation of documents (contributions and TDs)
6. Overview of ITU-T Study Group 11 (structure and working methods)
7. Overview of Outcomes of previous ITU-T SG11 meetings
8. Overview of baseline texts of ongoing work items of ITU-T SG11 which are the key interest to the SG11RG-AFR
9. Overview of SG11RG-AFR previous work and related contributions
10. Discussion of received contributions
11. SG11RG-AFR members’ contributions to ITU-T Study Group 11
12. Discussion of SG11RG-AFR priorities
13. Discussion of the regional proposals to WTSA-20
14. Preparation of the draft Report of the SG11RG-AFR meeting
15. Venue and date of next SG11RG-AFR meeting
16. Any other business
17. Closure of the meeting

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