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| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 18 January 2024 | |
| Ref: | **TSB Collective letter 2/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. | |
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| E-mail: | [tsbsg11@itu.int](mailto:tsbsg11@itu.int) | |
| Web: | <https://itu.int/go/tsg11rgafr> | |
| Subject: | **Meeting of ITU-T Study Group 11 Regional Group for Africa (SG11RG-AFR)**  **virtual, 25-27 March 2024** | | | |

Dear Sir/Madam,

I am pleased to inform you that **ITU-T Study Group 11 Regional Group for Africa** (SG11RG-AFR) will be held **virtually, from 25 to 27 March 2024**, inclusive (1130-1345 hours, Geneva time, daily).

The 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 SG11RG-AFR meeting will open at 1130 hours, Geneva time, on the first day using the [MyMeetings remote participation tool](https://remote.itu.int/). Additional information is set forth in **Annex A**, and a draft agenda – prepared by the SG11RG-AFR Chair, Kofi Ntim Yebpaj-Kordieh, (Ghana) – can be found in **Annex B**. Please note that registration is required in order to participate in this meeting.

Representatives of Member States, Sector Members and Academia from the region, as well as Associates that belong to the parent study group and the region concerned, may participate in the SG11RG-AFR meeting, in addition to participants invited by the regional group, as defined in [WTSA Resolution 54 (Rev. Geneva, 2022)](https://www.itu.int/pub/T-RES-T.54-2022) (Resolves 4-6). Please note that continuity of representation would be helpful to the group's work.

**Key deadlines**:

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| 19 February 2024 | Submit e-fellowship requests using application form which is available on the [SG11RG-AFR webpage](http://www.itu.int/go/tsg11rgafr) |
| 12 March 2024 | 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.

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| 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-afrITU-T SG11RG-AFR |
| Latest meeting information |

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 [tsbsg11@itu.int](mailto:tsbsg11@itu.int) using the appropriate template available on the [SG11RG-AFR homepage](http://www.itu.int/go/tsg11rgafr). Access to meeting documents is provided from the SG11RG-AFR webpage, and is restricted to ITU-T Members with an [ITU account](https://www.itu.int/en/ties-services) that has TIES access.

**WORKING LANGUAGE**: In agreement with the Chair 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 chair's discretion. If the voice quality of a remote participant is considered insufficient, the Chair 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 chair's discretion.

**PRE-REGISTRATION AND E-FELLOWSHIPS**

**PRE-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 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.

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/).

**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 [SG11RG-AFR homepage](http://www.itu.int/go/tsg11rgafr). **E-fellowship requests must be received** **by 19 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 e-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 Study Group 11 Regional Group for Africa (SG11RG-AFR)  
virtual, 25-27 March 2024**

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

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