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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 2/SG12RG-AFRSG12/MA**  | * To Administrations participating in SG12RG‑AFR;
* To ITU-T Sector Members participating in SG12RG-AFR;
* To ITU-T Associates participating in SG12RG-AFR;
* To ITU Academia participating in SG12RG-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 |
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| 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)****Maputo, Mozambique, 6-7 March 2024** |

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of the Mozambique Communications Regulatory Authority (INCM), **ITU-T Study Group 12 Regional Group for Africa** (SG12RG-AFR) will meet in **Maputo, Mozambique, from 6 to 7 March 2024**. This meeting is being organized jointly with the following ITU events, which will take place at the same venue:

– 4-5 March 2024: **ITU workshop on telecommunication service quality**. Details will be available at <https://itu.int/en/ITU-T/Workshops-and-Seminars/qos/20240304>.

– 5 March 2024: Bridging the Standardization Gap hands-on training session (To be confirmed).

The SG12RG-AFR meeting will open at 0900 hours local time on 6 March 2024. Additional information is set forth in **Annex A**, and a draft agenda – prepared by the SG12RG-AFR Chair, Samuel Agyekum, (Ghana) – can be found in **Annex B**. Practical information relating to the meeting will be posted on the SG12RG-AFR web page at: <https://itu.int/go/sg12rgafr>.

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 SG12RG-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.

Participation in the ITU workshop on 4-5 March 2024 is free of charge, and open to any participants who share an interest in telecommunication service quality.

**Key deadlines**:

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| 22 January 2024 | - Submit fellowship requests (see details in Annex A) |
| 5 February 2024 | - Pre-registration (online via the [regional group homepage](https://itu.int/en/ITU-T/regionalgroups/sg12-afr/))- Submit requests for visa support letters (see details in Annex A) |
| 22 February 2024 | - 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,Seizo OnoeDirector 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](https://www.itu.int/en/ties-services) that has TIES access.

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

**TRANSLATION**: Contributions 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.

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

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

**PRE-REGISTRATION**: Pre-registration is mandatory and is to be done online via the study group homepage **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.

In line with Plenipotentiary Resolution 213 (Dubai, 2018), it is encouraged that fellowship nominations take into consideration gender balance and inclusion of persons with disabilities and with specific needs. 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 within the Africa region; and gender balance.

Request forms for fellowships are available from the [regional group homepage](https://itu.int/go/sg12rgafr). **Fellowship requests must be received by 22 January 2024 at the latest.** They are to be sent by e-mail to 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://itu.int/en/ITU-T/regionalgroups/sg12-afr/>.

**ANNEX B
Draft Agenda
Meeting of ITU-T Study Group 12 Regional Group for Africa (SG12RG-AFR)
Maputo, Mozambique, 6-7 March 2024**

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 2024

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

7. Any other business

8. Closure of the meeting