|  |  |  |
| --- | --- | --- |
| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 2 April 2024 |
| Ref: | **TSB Collective letter 2/SG17RG-AFR SG17/XY**  | * To Administrations participating in SG17RG-AFR;
* To ITU-T Sector Members participating in SG17RG-AFR;
* To ITU-T Associates participating in SG17RG-AFR;
* To ITU Academia participating in SG17RG-AFR;
* To the ITU Regional Office, Addis Ababa, Ethiopia
 |
| Tel: | +41 22 730 6206 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg17@itu.int  |
| Web: | <https://itu.int/go/tsg17rgafr>  |
| **Subject:** | **Meeting of ITU-T Study Group 17 Regional Group for Africa (SG17RG-AFR)Marrakech, Morocco, 27-29 May 2024** |

Dear Sir/Madam,

We are pleased to inform you that, at the kind invitation of Direction Générale de la Sécurité des Systèmes d'Information (DGSSI), Morocco, **ITU-T Study Group 17 Regional Group for Africa** (SG17RG-AFR) will meet in **Marrakech, Morocco, from 27 to 29 May 2024**.

The meeting is organized in conjunction with a Bridging the Standardization Gap hands-on training session which will take place at the same venue and the meeting of ITU-T Study Group 17 Regional Group for the Arab region (SG17RG-ARB).

The SG17RG-AFR meeting will open at 0900 hours local time on 27 May 2024. Additional information is set forth in **Annex A**, and a draft agenda – prepared by the SG17RG-AFR Chair, Kwadwo Osafo-Maafo, Ghana – can be found in **Annex B**. Practical information relating to the meeting will be posted on the SG17RG-AFR webpage at: <https://itu.int/go/tsg17rgafr>.

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 SG17RG-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**:

|  |  |
| --- | --- |
| 15 April 2024 | - Submit fellowship requests (see details in Annex A)- Pre-registration (online via the [regional group homepage](https://itu.int/go/tsg17rgarb)) |
| 20 April 2024 | - Submit requests for visa support letters (see details in Annex A) |
| 14 May 2024 | - Submit ITU-T Member contributions (by e-mail to tsbsg17@itu.int) |

I wish you a productive and enjoyable meeting.

|  |  |
| --- | --- |
| Yours faithfully,Seizo OnoeDirector of the TelecommunicationStandardization Bureau |  ITU-T SG17RG-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 tsbsg17@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**: 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.

**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**: Up to two partial fellowships per Member State may be awarded, **within the Africa Region**, subject to available funding, to facilitate participation from [eligible countries](https://www.itu.int/en/fellowships/Documents/2024/ListEligibleCountries2024.pdf). 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.

Request forms for fellowships are available from the [regional group homepage](https://itu.int/go/tsg17rgafr). **Fellowship requests must be received by 15 April 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 as soon as possible.

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. Member States are encouraged to consider gender balance and the inclusion of delegates with disabilities and with specific needs when proposing candidates for fellowships.

**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/go/tsg17rgafr>.

**ANNEX B
Draft Agenda
Meeting of ITU-T Study Group 17 Regional Group for Africa (SG17RG-AFR)
Marrakech, Morocco, 27-29 May 2024**

1. Opening of the meeting

2. Adoption of the agenda

3. Overview of ITU-T Study Group 17 and working methods

4. Review of outcomes from previous SG17 parent, regional group meetings and informal gatherings

5. Technical discussions based on Contributions

6. Review/update of strategic framework for SG17RG-AFR

7. Review/update of workplan for SG17RG-AFR

8. Coordination of contributions for the next SG17 meeting

9. Venue and date of next SG17RG-AFR meeting

10. Any other business

11. Closure of the meeting