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Geneva, 16 December 2013

- To Administrations of Member States of the Union;
- To ITU-T and ITU-R Sector Members;
- To ITU-T and ITU-R Associates;
- To ITU-T and ITU-R Academia

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**Copy to:**

- Chairmen and Vice-Chairmen of all ITU-T and ITU-R Study Groups;
- Director of the Telecommunication Development Bureau;

Subject: **Creation of a new ITU Intersector Rapporteur Group on Audiovisual Media Accessibility (IRG-AVA) and its first meeting Geneva, 25 February 2014**

Dear Sir/Madam,

1 We are pleased to announce the establishment of the **new ITU Intersector Rapporteur Group on Audiovisual Media Accessibility (IRG-AVA)**, further to the agreement by ITU-T Study Group 16 on 8 November 2013, ITU-R SG6 on 22 November 2013 and ITU-T SG9 on 11 December 2013.

2 This Intersector Rapporteur Group will study topics related to audiovisual media accessibility, aiming at development of Recommendations, and other non-normative materials, as appropriate, within the current mandate of ITU-R Study Group 6 and of ITU-T Study Groups 9 and 16. This IRG will also address matters contributing to the coordination of the standardization work of the involved ITU-T and ITU-R groups and will collaborate with other SDOs, as appropriate, and other audiovisual media organizations (e.g., forums and consortia, research institutes and academia). The main aim of the IRG-AVA will be to develop draft Recommendations for 'Access Systems' which can be used for all media delivery systems, including broadcast, cable, Internet, and IPTV. Participants who can contribute technology proposals are invited and encouraged to join the group.

The IRG-AVA webpage can be found at <http://itu.int/en/irg/ava>.

3 The agreed Terms of Reference of IRG-AVA are reproduced in **Annex 1**.

4 This IRG is regulated by the provisions applicable to rapporteur groups, given in Resolution ITU-R 1-6 and in Recommendation ITU-T A.1 (clause 2.3 in particular). The electronic working methods for the group will be described shortly on the IRG webpage. The discussions will be held in English only.

5 The first meeting of IRG-AVA is scheduled to take place in Geneva, on 25 February 2014, from 1430 to 1730 hours. Up-to-date information will be available from the IRG web page.

For convenience of participants, the meeting will be collocated with the IPTV-GSI event announced in [TSB Circular 66](#) of 25 November 2013.

6 Remote participation will be available for the meeting. More information about remote participation will be available on the IRG web page.

7 The items for discussion at the meeting will be made available on the IRG-AVA web page, together with information related to the meeting, a draft agenda, and the contributions received.

Document preparation and submission instructions will be detailed on the IRG-AVA web page.

The deadline for document submission for this first meeting is **11 February 2014**. Please note that this is a paperless meeting.

8 To enable ITU to make the necessary arrangements concerning the organization of the IRG-AVA meeting, we should be grateful if you would register via the on-line form available from the IRG-AVA website as soon as possible, but **not later than 25 January 2014**. **Please note that pre-registration of participants to the meeting is carried out exclusively *online***. Please consult the IRG-AVA webpage regularly for updates concerning the meeting planning.

9 We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend time in Switzerland. **The visa must be requested at least six (6) weeks before the date of beginning of the meeting** and obtained from the office (embassy or consulate) representing Switzerland in your country or, if there is no such office in your country, from the one that is closest to the country of departure. If problems are encountered, the Union can, at the official request of the administration or entity you represent, approach the competent Swiss authorities in order to facilitate delivery of the visa but only within the period mentioned of **six weeks**. Any such request must specify the name and functions, date of birth, number, dates of issue and expiry of passport of the individual(s) for whom the visa(s) is/are requested<sup>1</sup> and be accompanied by a copy of the notification of confirmation of registration approved for the ITU-T meeting in question, and must be sent to TSB by fax (+41 22 730 5853) or e-mail ([tsbreg@itu.int](mailto:tsbreg@itu.int)) bearing the words “**visa request**”.

Yours faithfully,



Malcolm Johnson  
Director,  
Telecommunication Standardization Bureau



François Rancy  
Director,  
Radiocommunication Bureau

Annex: 1

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<sup>1</sup> A model for such a request is found at [http://itu.int/en/ITU-T/info/Documents/Visa-support-letter\\_MODEL.pdf](http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf).



## **ANNEX 1** **(to TSB Circular 73/BR Circular CACE/654)**

### **Terms of Reference for the ITU Intersector Rapporteur Group on Audiovisual Media Accessibility (IRG-AVA)**

#### **1 Preamble**

WTSA Resolution 18 was revised in WTSA-12 to allow for ITU-R experts to jointly develop work with ITU-T experts in a group officially recognized by both ITU-R and ITU-T.

The **Intersector Rapporteur Group on Audiovisual Media Accessibility (IRG-AVA)** is established in accordance with Annex C of WTSA-12 Resolution 18 and the corresponding provisions in Resolution ITU-R 6 (in line with the Conclusions of the Radiocommunication Advisory Group (RAG) taken at their meeting on 22-24 May 2013, ref. Agenda Item 5 in <http://itu.int/en/ITU-R/conferences/rag/Documents/SUMOFCONCLFINAL.docx>).

#### **2 Objectives**

Media can be delivered by a number of delivery platforms, including over-the-air broadcasting, cable-casting, IPTV, and Internet. In each case there is an increasing need for access services, for reasons such as the aging population, and the growth of literacy. To ensure that unnecessary differences do not hold back the use of access services, common systems should be used whenever possible.

The IRG will thus consider delivery systems currently in the purview of the ITU-R Study Group 6 and the ITU-T Study Groups 9 and 16).

This IRG will study topics related to audiovisual media accessibility, aiming at development of Recommendations, and other non-normative materials, as appropriate.

This IRG will also address matters contributing to the coordination of the standardization work of the involved ITU-T and ITU-R groups.

The study areas comprise:

- coordination of the progress of specific topics of mutual interest restricted to the area of audiovisual media accessibility including but not exclusively:
- identification of potential work items that may be jointly progressed as ITU-T and/or ITU-R Recommendations;
- identification of the challenges to interoperability and access service interoperability requirements. Consideration should also be given to testing and other compliance verification mechanisms;

The IRG-AVA will collaborate with other SDOs, as appropriate, and other audiovisual media organizations (e.g., forums and consortia, research institutes and academia).

#### **3 Relations within and outside ITU-T and ITU-R**

While the primary objective of this IRG is to foster coordination and collaboration between the parent groups on the IRG objectives, collaboration with any relevant study group or other relevant groups is encouraged.

Rapporteur groups of other ITU-T and ITU-R groups may join this IRG on request and upon agreement of the parent groups.

The IRG may prepare liaison statements to other groups. The parent groups are to be copied on any such communications.

#### **4 Parent groups**

The parent groups of the IRG-AVA are ITU-T Study Group 16, ITU-T Study Group 9 and ITU-R Study Group 6.

#### **5 Leadership**

IRG-AVA will be led by a Management Team composed of three experts, each one being nominated by each of the three parent groups. This Management Team represents the core team of the IRG and is expected to expedite the work. Consequently, only persons that have the time and skills to further the work of the IRG should be nominated member of the Management Team.

#### **6 Participation**

Participation is open to members of ITU-T and ITU-R that can participate in the work of the ITU-T and ITU-R parent groups. The IRG-AVA Management Team may invite individual experts as appropriate and in accordance with the rules for parent group meetings of ITU-T and ITU-R.

A list of participants will be maintained for reference purposes and reported to the parent groups as an attachment to the report of each meeting (see clause 9).

#### **7 Deliverables**

An IRG may draft new or revised Recommendations, as well as other non-normative materials.

These deliverables, upon consensus within the IRG, will be submitted to its parent study groups for further consideration following the rules and practices of the parent group to which the deliverable is assigned.

IRG-AVA will identify such deliverables and make pertinent proposals to its parent study groups (see clause 8).

Each parent group will be responsible for their own Recommendations. Any joint text Recommendations will be approved in a coordinated manner by the parent groups. Joint texts should as much as possible be technically aligned.

The results of an IRG's work are to represent the agreed consensus of the IRG, or reflect the diversity of views of the participants in the IRG.

#### **8 Meetings**

The frequency and location of meetings will be determined by the IRG and the overall meetings plan should be announced as soon as possible. See also clause 11 "Working Guidelines" below.

The meetings will be announced by electronic means (e.g., mailing lists and on the ITU website) at least two months in advance of the meeting.

The IRG will use remote collaboration tools to the maximum extent, and when physical meetings are deemed necessary, they should collocate with other planned physical meetings from which synergies can be derived (in particular that of the parent groups, of their working parties, or of related interim rapporteur group meetings).

#### **9 Meeting reports**

This IRG shall prepare reports on its meetings and activities, to be submitted to the next meeting of its parent study groups. The information in such reports should contain the items listed in Recommendation ITU-T A.1 Appendix I.

**10 Working language**

The working language of this IRG will be English.

**11 Working guidelines**

This IRG will work by consensus.

This IRG is regulated by the provisions applicable to rapporteur groups, given in Resolution ITU-R 1-6 and in Recommendation ITU-T A.1 (see also the ITU-T manual for rapporteurs and editors at <http://itu.int/go/ITU-T/REManual>).

Additionally, the IRG will follow the guidelines found in WTSA-12 Resolution 18, Annex C, and in the corresponding provisions in Resolution ITU-R 6 (in line with the Conclusions of the Radiocommunication Advisory Group (RAG) taken at their meeting on 22-24 May 2013).

**12 Patent policy**

The Common Patent Policy for ITU-T/ITU-R/ISO/IEC shall be used.

**13 Termination of the IRG-AVA**

The IRG-AVA will continue until the end of the current ITU-T Study Period (2013-2016). It may be extended by mutual approval of the parent groups.

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