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| **Telecommunication StandardizationBureau** |  |
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 Geneva, 23 January 2014

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| Ref: | **TSB Collective letter 3/12**Ho/Lal |  |
| Tel:Fax:E-mail: | +41 22 730 6356+41 22 730 5853tsbsg12@itu.int  | To: * Administrations of Member States of the Union,
* ITU-T Sector Members,
* ITU-T Associates participating in the work of Study Group 12 and
* ITU-T Academia
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| Subject: | **Meeting of Working Party 2/12 Solothurn, Switzerland, 25 March 2014** |

Dear Sir/Madam,

At the kind invitation of SwissQual AG, a Rohde & Schwarz Company, and in accordance with the agreement reached at the last Study Group 12 meeting (Geneva, 3-12 December 2013), I am pleased to inform you that Working Party 2/12 (Objective models and tools for multimedia quality) of Study Group 12 (Performance QoS and QoE) is to meet in Solothurn, Switzerland on 25 March 2014.

The objective of the Working Party 2/12 meeting is to consent two revised Recommendations under Q9/12: P.863 and P.863.1.

This meeting will be preceded by a rapporteur’s meeting of Question 9/12 from 24 to 25 March 2014 at the same venue.

Working Party 2/12 will open at 1430 hours on 25 March. Participant registration will begin at 1400 hours at the meeting venue. Additional information about the meeting is set forth in **Annex A. P**ractical information (venue, hotels, etc.) to be provided by the host organization will be sent to the Q9/12 mailing list and posted on the ITU-T SG12 web page at <http://www.itu.int/en/ITU-T/studygroups/2013-2016/12/Pages/default.aspx> shortly.

The draft **Agenda** of the meeting, as prepared by Mr Paul Barrett, Chairman of WP2/12, is set out in **Annex B.**

I wish you a productive and enjoyable meeting.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

Annexes: 2

**ANNEX A**

(to TSB Collective letter 3/12)

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions will be published on the Study Group 12 website and must therefore be received by TSB **not later than 12 March 2014.** Contributions received at least **two** months before the start of the meeting may be translated, if requested.

**DIRECT POSTING/DOCUMENT SUBMISSION:** A direct posting system for contributions is available on-line. The direct posting system allows ITU-T members to reserve contribution numbers and to upload/revise contributions directly to the ITU-T web server. Further information and guidelines for the direct posting system are available at the following address: <http://itu.int/net/ITU-T/ddp/>. Should any difficulties arise in the submission process, please contact the study group secretariat at tsbsg12@itu.int.

**TEMPLATES:** Please use the provided set of templates to prepare your contribution. The templates are accessible from each ITU-T study group web page, under “Delegate resources” (<http://itu.int/ITU-T/studygroups/templates>). The name, fax, telephone number and e-mail address of the person to be contacted about the contribution should be indicated on the cover page of all documents.

**WORK METHODS AND FACILITIES**

**PAPERLESS MEETINGS:** This working party meeting will be paperless.

**REGISTRATION and FELLOWSHIPS**

**REGISTRATION** To enable TSB to make the necessary arrangements, please send by letter, fax (+41 22 730 5853) or e-mail (tsbreg@itu.int) **not later than 25 February 2014**, the list of people who will be representing your Administration, Sector Member, Associate, Academic Institution, regional and/or international organization or other entity. Administrations are requested also to indicate the name of their head of delegation (and deputy head, if applicable).

**Please note that pre-registration of participants to ITU-T meetings is carried out *online* at the ITU-T website (**<http://itu.int/ITU-T/go/sg12>**).**

**FELLOWSHIPS**: Fellowship is not available for this meeting.

**KEY DEADLINES (before meeting)**

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| Two months | 25 January 2014 | - submit contributions for which translation is requested |
| One month | 25 February 2014 | - pre-registration |
| 12 calendar days | 12 March 2014 | - final deadline for contributions |

**VISA**

Please remember 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 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) bearing the words **“visa request”**.

**ANNEX B**

(to TSB Collective letter 3/12)

**Draft agenda**

Tuesday, 25 March 2014, 1430 hours

1. Opening

2. Approval of the Agenda

3. Document allocation

4. Consent of draft revised Recommendations ITU-T P.863 and P.863.1

5. Approval of liaison documents

6. Any other business

7. Closure of the meeting

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