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| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 18 September 2023 | |
| Ref: | TSB Collective letter 5/16  SG16/SC | | - To Administrations of Member States of the Union;  - To ITU‑T Sector Members;  - To ITU‑T Associates of Study Group 16;  - To ITU Academia | |
| Tel: | +41 22 730 6805 | |
| Fax: | +41 22 730 5853 | |
| E-mail: | [tsbsg16@itu.int](mailto:tsbsg16@itu.int) | |
| Web: | <https://itu.int/go/tsg16> | |
| **Subject:** | **Virtual meeting of Working Party 2/16; 22 November 2023** | | | |
| Dear Sir/Madam,  It is my pleasure to invite you to attend the meeting of Working Party 2/16 (Multimedia digital services and human aspects), which is planned to be held fully virtual on 22 November 2023 from 0930 to 1230 hours (Geneva time).  The main objective of this meeting is to Consent under AAP or Determine under TAP work items of WP2/16 Questions that will be sufficiently mature, in particular:   * Q23/16: F.DC-CGS-FRA, F.DC-CGS-TREC * Q24/16: F.IF-SLM * Q28/16: H.861.0 (V2), F.TMonRDH   The WP2/16 meeting is preceded by various *online* Rapporteur group meetings in the period from August to November 2023 (currently, Questions 23/16, 24/16, and 28/16, as listed in <https://www.itu.int/en/ITU-T/studygroups/2022-2024/16/Documents/202307/rgm-v202307.pdf>), whose results will be reviewed at the respective working party meeting. The page <https://itu.int/go/rgm/tsg16> will be updated as details become available.  No fellowships will be awarded for this half-day, virtual meeting. The entire meeting will run in English without interpretation.  Please note that registration is mandatory (online at <https://itu.int/net4/CRM/xreg/web/Registration.aspx?Event=C-00013100>). Participation will only be possible for registrations approved by the respective focal point.  Remote participation for the meeting will be provided via the [MyMeetings remote participation tool](https://remote.itu.int/).  Practical meeting information is set out in **Annex A**. The draft agenda of the meeting, as prepared in agreement with the co-chairmen of Working Party 2/16, Messrs Mohannad El-Megharbel and Hideki Yamamoto, is set out in **Annex B**.  **Key deadlines**:   |  |  | | --- | --- | | 2023-09-22 | - Submit ITU-T Member contributions for which translation is requested | | 2023-10-22 | - Registration (via the online registration form on the [study group homepage](https://www.itu.int/go/tsg16) | | 2023-11-09 | - Submit ITU-T Member contributions (via e-mail until 3 November 2023 and via [Direct Document Posting](http://www.itu.int/net/ITU-T/ddp/) afterwards) |   I wish you a productive and enjoyable meeting.   |  |  | | --- | --- | | Yours faithfully,  Seizo Onoe Director of the Telecommunication Standardization Bureau | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg16 ITU-T SG16 |   **Annexes**: 2 | | | | |

ANNEX A  
Practical meeting information

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS**:Member contributions should be submitted preferentially using the [Direct Document Posting](http://itu.int/net/ITU-T/ddp/) (see NOTE); draft TDs should be submitted by e-mail to the study group secretariat 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 who have an [ITU user account](http://www.itu.int/TIES/) with TIES access.

**NOTE** –Due to limitations in the DDP platform, uploading of contributions for this working party meeting via DDP will open on 4 November 2023. Should you wish to submit contributions prior to that date, kindly e-mail them to the secretariat at [tsbsg16@itu.int](mailto:tsbsg16@itu.int).

**WORKING LANGUAGE**: The meeting will be held in English only.

**INTERACTIVE REMOTE PARTICIPATION**: The [MyMeetings](https://remote.itu.int/) tool will be used to provide remote participation for all sessions, including decisions-making sessions such as working party and study group plenaries. 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 chairman's discretion. If the voice quality of a remote participant is considered insufficient, the Chairman 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 chairman's discretion.

**ACCESSIBILITY**: Real-time captioning and/or sign-language interpretation may be provided on demand to those needing them for the sessions where accessibility matters will be discussed (Working Party 2/16 relative to Questions 26/16 and 28/16), subject to availability of interpreters and funding. These accessibility services must be requested **at least two months before the beginning date of the meeting** by checking the corresponding box on the registration form.

**REGISTRATION, NEW DELEGATES, FELLOWSHIPS AND VISA SUPPORT**

**REGISTRATION**: Pre-registration is mandatory and is to be done online via the study group home page **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 ITU-T registration system requires focal-point approval for registration requests; [TSB Circular 118](https://www.itu.int/md/T17-TSB-CIR-0118) describes how to set up automatic approval of these requests. Some options in the registration form apply only to Member States, including function, interpretation requests and e-fellowships requests. The membership is invited to include women in their delegations whenever possible.

Registration is mandatory via the online registration form on the [study group homepage](https://www.itu.int/go/tsg16). Without registration, delegates will not be able to access the [MyMeetings remote participation tool](https://remote.itu.int/).

**NEW DELEGATES, FELLOWSHIPS AND VISA SUPPORT**: For virtual meetings, since there is no travel involved, no fellowships are provided and visa support is not applicable. Orientation sessions for new delegates will be provided as considered appropriate by the study group chairman.

ANNEX B  
Draft agenda

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| **#** | **Agenda items** | |
|  | Opening remarks | |
|  | Approval of agenda | |
|  | Document allocation | |
|  | IPR roll call | |
|  | Report of the previous WP2/16 meeting (Geneva, 10-21 July 2023, [SG16-R11](https://www.itu.int/md/T22-SG16-R-0011/en)) | |
|  | Review and approval of interim WP1/16 activities (as applicable) | |
|  | | Q23/16 "Digital culture-related systems and services" |
|  | | Q24/16 "Human factors for intelligent user interfaces and services" |
|  | | Q26/16 "Accessibility to multimedia systems and services" |
|  | | Q28/16 "Multimedia framework for digital health applications" |
|  | Start of approval process (WTSA-20 Res.1 and ITU-T A.8) for mature WP2/16 texts | |
|  | Approval of outgoing liaison statements | |
|  | Future meetings | |
|  | Any other business | |
|  | Closing of the meeting | |

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