



Radiocommunication Bureau
(Direct Fax N°. +41 22 730 57 85)

Circular Letter
6/LCCE/40

19 July 2004

To Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of Radiocommunication Working Parties 6A, 6E, 6M, 6P, 6Q, 6R, 6S, Task Group 6/9 of Study Group 6

Subject: Meetings of Working Parties 6A, 6E, 6M, 6P, 6Q, 6R, 6S and Task Group 6/9 in conjunction with a meeting of Radiocommunication Study Group 6

- WP 6A: Programme assembling and formatting
- WP 6E: Terrestrial delivery
- WP 6M: Interactive and multimedia broadcasting
- WP 6P: Content production/postproduction
- WP 6Q: Performance assessment and quality control
- WP 6R: Recording for production, archival and play-out; film for television
- WP 6S: Satellite delivery
- TG 6/9: Large screen digital imagery
- SG 6: Broadcasting services

Introduction

By means of this Circular Letter, we wish to announce that meetings of ITU-R Working Parties 6A, 6E, 6M, 6P, 6Q, 6R, 6S and Task Group 6/9 in conjunction with Study Group 6 will take place in the ITU Headquarters in Geneva from 25 October to 5 November 2004, (see the table below).

Working Party 6A	1-3 November 2004	opening at 9:30 hours
Working Party 6E	26 October – 3 November 2004	opening at 14:00 hours
Working Party 6M	25–28 October 2004	opening at 9:30 hours
Working Party 6P	28 October – 2 November 2004	opening at 14:00 hours
Working Party 6Q	25–27 October 2004	opening at 14:00 hours
Working Party 6R	1-3 November 2004	opening at 10:45 hours

Working Party 6S	28 October – 2 November 2004	opening at 9:30 hours
Task Group 6/9	26-29 October 2004	opening at 9:30 hours
Study Group 6	4-5 November 2004	opening at 9:30 hours

Services directly connected with meeting activities, such as delegate registration, document distribution, etc. will be located in the vicinity of the meeting room. The registration of delegates will start at 08:30 hours on the opening day.

Programme of the meetings

Draft agendas for these meetings are contained in Annex 1. The Questions assigned may be found on: <http://www.itu.int/ITU-R/publications/download.asp?product=que06&lang=e>. The Working Parties and Task Group will conduct their work in English.

It should be noted that, in accordance with § 2.25 of Resolution ITU-R 1-4, it is possible for draft Recommendations prepared during the Working Party meetings to be submitted directly to the Study Group meeting to be held immediately thereafter (4-5 November 2004).

Contributions

Contributions in response to the work of the above mentioned groups are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-4, posted on <http://www.itu.int/ITU-R/study-groups/rsg6/index.asp> and distributed to participants at the opening of the meeting.

One copy of each contribution should be sent to the Radiocommunication Bureau for processing. Contributions should also be sent to the Chairmen of the relevant Working Party and Task Group and to the Chairman and Vice-Chairmen of Study Group 6. The pertinent addresses can be found on: <http://www.itu.int/ITU-R/study-groups/index.asp>. Participants are encouraged to submit contributions by electronic mail to:

catherine.laurent@itu.int

The Secretariat cannot guarantee that documents received after the 7-day limit can be made available for the opening of the meeting and submissions received later than 12:00 hours (Geneva time) on the working day preceding the opening of the meeting cannot be accepted. Resolution ITU R 1-4 provides that contributions which are not available to participants at the opening of the meeting shall not be considered.

Visa requirements

We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Switzerland. The visa must be requested 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 company you represent, approach the competent Swiss authorities in order to facilitate delivery of the visa. Any such request must specify the name and functions of the individual(s) for whom the visa(s) is/are requested and be accompanied by a copy of the approved registration form approved for the ITU conference or meeting in question.

Participation

The intended participation of your representative(s) should be advised not later than one month before the opening of the meeting, by means of the annexed form (Annex 2) (to be photocopied as required).

Valery Timofeev
Director, Radiocommunication Bureau

Annexes: 2

Distribution:

- Administrations of Member States and Radiocommunication Sector Members participating in the work of Radiocommunication Working Parties 6A, 6E, 6M, 6P, 6Q, 6R, 6S, Task Group 6/9 and Radiocommunication Study Group 6
- ITU-R Associates participating in the work of Radiocommunication Study Group 6
- Chairman and Vice-Chairmen of Radiocommunication Study Group 6
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX 1

(English only)

Draft agenda for the third meeting of Working Party 6A

(Geneva, 1-3 November 2004)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Progress of the work
 - 3.1** Reports of the Rapporteurs
 - Specification and usage of metadata information within SG 6
 - Metadata activities within SMPTE
- 4** Organization of the work
 - 4.1** Presentation and review of input documents
 - 4.2** Status and review of Questions, Recommendations and Reports
 - 4.3** Establishment of Drafting Groups and assignment of documents
- 5** Contributions to be sent to the next meeting of Study Group 6
 - Draft new or revised Recommendations to be approved according to § 10 of Resolution ITU-R 1-4 by:
 - Adoption by Study Group by correspondence (§ 10.2.3) and approval procedure (§ 10.3 or § 10.4)
 - Compliance with Annex 1 of Resolution ITU-R 1-4 (if required)
 - Draft new or revised Recommendations to be approved according to Resolution ITU-R 45-1
 - Compliance with Annex 1 of Resolution ITU-R 1-4 (if required)
 - Other contributions
- 6** Any other business

J. JOHANN
Chairman, Working Party 6A

Draft agenda for the third meeting of Working Party 6E

(Geneva, 26 October – 3 November 2004)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Reports of the meetings of Study Group 6 and its Steering Committee
- 4** Status and review of Questions, Recommendations, Opinions, Resolutions and Decisions
- 5** Update of status of Recommendations adopted at May 2004 Study Group 6 meeting
- 6** Reports of Rapporteurs
- 7** Studies requested by the first session of the Regional Radiocommunication Conference (RRC-04)
- 8** Introduction and attribution of input documents
- 9** Establishment of Drafting Groups
- 10** Consideration of output documents
- 11** Liaison with other Working Parties, etc.
- 12** Documents to be prepared for submission to the next meeting of Study Group 6
- 13** Program of future work
- 14** Future meetings
- 15** Other business

L. OLSON
Chairman, Working Party 6E

Draft agenda for the third meeting of Working Party 6M

(Geneva, 25-28 October 2004)

- 1** Introduction
- 2** Approval of the agenda
- 3** Report of the last meeting
- 4** Matters arising
- 5** Presentation of contributions
- 6** Appointment of Drafting Groups
- 7** Reports from Rapporteurs
 - Rights Management in a Digital Broadcast Environment
 - Harmonization of procedural content formats for interactive TV applications
 - Protection of Privacy of end users in Interactive Broadcast systems
 - Delivery of Interactive Multimedia services in a mobile environment
 - Spectrum for Interactive Services
 - Diagrammatic representation
- 8** Approval of output documents
- 9** Any other business
- 10** Date of next meeting

B. ALDOUS
Chairman, Working Party 6M

Draft agenda for the third meeting of Working Party 6P

(Geneva, 28 October – 2 November 2004)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Administrative matters
- 4** Reports of the meetings of:
 - 4.1** Study Group 6
 - 4.2** Study Group 6 Steering Committee
- 5** Update of status of Questions and Recommendations adopted at May 2004 Study Group 6 meeting
- 6** Status and review of Questions, Recommendations, Opinions, Resolutions and Decisions
 - 6.1** Editorial review and update of old Recommendations, formation of Drafting Group(s)
- 7** Reports of the Rapporteur Groups and Rapporteurs, introduction of corresponding input documents, formation of necessary Drafting Groups:
 - 7.1** WP 6P RG-1 – Terrestrial Electronic News Gathering (Mr. Bunch)
 - 7.2** WP 6P RG-2 – Adaptive Image Quality Control (Pr. Gofaisen)
 - 7.3** WP 6P RG-3 – 1 280 x 720, 16 x 9 progressively-captured image format for production and international programme exchange in the 50 Hz environment (Mr. Conway)
 - 7.4** WP 6P Rapporteur on Level Metering (Mr. Todd)
 - 7.5** Joint Rapporteur Group Metadata (Mr. Dare)
 - 7.6** Rapporteur TG 6/9 Liaison (Mr. Dare)
- 8** Organization of other work, formation of additional Drafting Groups:
 - 8.1** Video
 - 8.1.1** Adaptive systems and colorimetry (Pr. Gofaisen)
 - 8.1.2** Compatible high-definition/standard-definition reference test signals
 - 8.1.3** Prospects for future draft Recommendations
 - 8.2** Audio
 - 8.2.1** A/V reference signals for automatic adjustment of sound/vision delay
 - 8.2.2** Surround sound production and monitoring
 - 8.2.3** Prospects for future draft Recommendations
- 9** Introduction and attribution of other input documents and establishment of any other Drafting Groups

- 10** Consideration of output documents and documents to be submitted to Study Group 6
- 11** Liaison with other Working Parties, organisations, etc.
- 12** Program of future work
- 13** Future meetings
- 14** Other business

S. LIENG
Chairman, Working Party 6P

Draft agenda for the third meeting of Working Party 6Q

(Geneva, 25-27 October 2004)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Review of the Chairman's Report of the second meeting of Working Party 6Q
- 4** Report by the Chairman of Study Group 6
- 5** Review of texts, Questions and Recommendations
- 6** Review of Tasks initiated at the first meeting of Working Party 6Q including liaisons with external groups
- 7** Introduction of input documents
- 8** Definition of Drafting Groups and attribution of input documents
- 9** Review of output documents including liaison statements
- 10** Report to Study Group 6
- 11** Plan for future work
- 12** Next meeting
- 13** Any other business

V. A. BARONCINI
Chairman, Working Party 6Q

Draft agenda for the third meeting of Working Party 6R

(Geneva, 1-3 November 2004)

- 1** Opening of the meeting
- 2** Approval of the draft agenda
- 3** Organisational matters
- 4** Status of texts of Study Group 6 and its dependent bodies
- 5** Summary Reports of the Working Party 6R Rapporteurs
- 6** Organisation of the work of Working Party 6R
 - Extension of Rec. ITU-R BR.602 – Exchange of television recordings for programme evaluation
 - Revision of Rec. ITU-R BR.649-1 – Measuring methods for analogue audio tape recordings
 - Revision of Rec. ITU-R BR.780-1 – Time and control code
 - Revision of Rec. ITU-R BR.1215 – Handling and storage of television and sound recordings
 - Revision of Rec. ITU-R BR.1219 – Handling and storage of cinematographic film recordings
 - Revision of Rec. ITU-R BR.1351 – Requirements for the application of digital technology to audio
 - Others
- 7** Establishment of Drafting Groups
- 8** Allocation of contributions to the Working Party 6R Plenary and to Drafting Groups
- 9** Discussion of output documents drafted in Working Party 6R
- 10** Discussion of output documents drafted in Drafting Groups
- 11** Program of future work of Working Party 6R
- 12** Appointment or reappointment of Working Party 6R Rapporteurs
- 13** Future meetings
- 14** Any other business
- 15** Closure of the meeting

P. ZACCARIAN
Chairman, Working Party 6R

Draft agenda for the second meeting of Working Party 6S

(Geneva, 28 October - 2 November 2004)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Update on meetings of SG 6 and on relevant ITU activities
- 4** Status of Questions, Recommendations and Reports since the last meeting of WP 6S
- 5** Consideration of the reports of the Rapporteur Groups;
 - RG-5 BSS Interactive Services (Mr. S. Hirakawa)
 - RG-9 HDTV BSS at 17 and 21 GHz (Mr. H. Nakagawa)
 - Protection from UWB emissions. Liaison with Task Group 1/8 (Mr. F. Gauthier)
- 6** WRC-07 preparatory studies allocated to WP 6S per Administrative Circular CA/128
- 7** Completion of work on preliminary draft Recommendations and draft Reports from the last meeting
- 8** Consideration of contributions for the meeting and organization of work
- 9** Any other business
- 10** Next meeting

C. DOSCH

Chairman, Working Party 6S

Draft agenda for the third meeting of Task Group 6/9

(Geneva, 26-29 October 2004)

- 1** Introduction
- 2** Approval of the agenda
- 3** Consideration of Question ITU-R 15-1/6
- 4** Programme of work for the meeting
 - 4.1** Objective of the works
 - 4.2** Schedule of the works
 - 4.3** Recommendations to be developed
 - 4.4** Co-operation with other ITU and non-ITU bodies
- 5** Consideration of contributions
- 6** Approval of documents to be submitted to SG 6
- 7** Programme of work in the forthcoming months
- 8** Date and venue of next meeting
- 9** Any other business

J. FLAHERTY
Chairman, Task Group 6/9

ANNEX 2



**Registration Form
ITU-R Meetings
Geneva, Switzerland, 4 October–5 November 2004**

Radiocommunication Bureau

I wish to participate in

WP 4-9S 4-11/10	WP 4B 4-11/10	WP 1A 11-15/10	WP 1B 11-15/10	WP 1C 11-15/10	SGs 4 & 9 12/10	WP 4A 13-21/10	SG 1 18-19/10
					E F S		E F S

WP 3J 18-27/10	WP 3K 18-27/10	WP 3M 18-27/10	SG 4 22/10	WP 3L 25-27/10	WP 6Q 25-27/10	WP 6M 25-28/10	TG 6/9 26-29/10
			E F S				

WP 6E 26/10-3/11	SG 3 28-29/10	WP 6P 28/10-2/11	WP 6S 28/10-2/11	WP 6A 1-3/11	WP 6R 1-3/11	SG 6 4-5/11
	E F S					E F S

Mr. Mrs. Ms. Miss:

(family name)

(first name)

Accompanied by family member(s):

(family name)

(first name)

1. REPRESENTATION

Name of Member State:

Head of Delegation

Deputy

Delegate

(to be completed by representatives of Member States only)

Name of Sector Member:

Recognized Operating Agencies

Regional Telecommunication Organizations

Scientific or Industrial Organizations

Intergovernmental Organizations operating Satellite Systems

UN, Specialized Agencies and the IAEA

Other Entities dealing with Telecommunication matters

Regional and other International Organizations

Associates

2. OFFICIAL ADDRESS

Name of the Company:

Street address:

City/State/Code/Country:

Business tel.: Fax:

E-mail: In case of emergency:

3. DOCUMENTS

English

French

Spanish

Date: Signature:

For BR Secretariat use only

Approved (if applicable)

Personal Section

Meeting Section

Pigeonhole