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| **Telecommunication StandardizationBureau** |  |
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 Geneva, 10 August 2011

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| - To Administrations of Member States of the Union**Copy:**- To ITU-T Sector Members;- To ITU-T Associates;- To ITU-T Academia; To the Chairman and Vice-Chairmen of Study Group 9;- To the Director of the Telecommunication Development Bureau;- To the Director of the Radiocommunication Bureau |

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| Subject:  | **Approval of new Question 14/9** |

Dear Sir/Madam,

1 At the request of the Chairman of Study Group 9, *Television and sound transmission and integrated broadband cable networks*, I have the honour to inform you that, in accordance with the procedure described in Resolution 1, Section 7, § 7.2.2, of WTSA (Johannesburg, 2008), Member States and Sector Members present at the meeting of this Study Group which was held in Geneva from 19 to 23 July 2010, agreed by reaching consensus to approve the following new Question:

 Question14/9 – *Work programme, coordination and planning* (see Annex 1)

2 **Question 14/9 is therefore approved.**

3 The resulting Recommendations are assumed to fall under the Alternative approval process (AAP).

4 The Question is allocated under Working Party 2/9 *“Terminals and applications”*

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

**Annex: 1**

ANNEX 1
(to TSB Circular 218)

Text of new ITU-T Question 14/9

***“Work programme, coordination and planning”***

**Motivation**

A home is needed to handle contributions and liaison statements when they are not directly related to Questions already under study. This Question is also intended to provide cross-ITU coordination for the many aspects for which Study Group 9 is responsible and to foster consistency among ITU-T Study Groups, ITU-R Study Groups as well as with other related bodies. Additionally, this Question provides a focal point for Study Group 9 matters such as terminology, ICT and climate change, accessibility, and conformance and interoperability testing.

**Question**

* When considering new topics for the SG, which actions are needed to address contributions not related to existing Study Group 9 Questions?
* What are the new or updated Questions that need to be worked on in the SG?
* What are the results of workshops, TSB initiatives, and actions of other SGs or SDOs that need to be considered under the Study Group work programme?
* What kind of promotional materials (including workshops) can be prepared to assist in the dissemination of Study Group 9 work?
* What kind of materials (reference implementations, tutorial etc.) could be made available on the SG website?
* What guides would be needed to help the users to implement the new Recommendations?
* What terms and definitions should be collected and made available to the Study Group 9 rapporteur for vocabulary?
* What coordination needs to take place in Study Group 9 based upon the activities of JCAs?

**Tasks**

* To identify the needs of the rapidly changing telecommunications marketplace best addressed by the programme of work of Study Group 9, and to propose new Questions or updates to existing Questions.
* to nominate, in collaboration with other SGs or standardization bodies, representatives in the steering committees of workshops.
* to ensure a coordination among various standards activities mandated to Study Group 9 and collaboration with other standards bodies.
* to serve as a focal point in Study Group 9 for conformance and interoperability testing based on WTSA-08 Resolution 76.
* to serve as a focal point in Study Group 9 for terms and definitions.
* to ensure accessibility is addressed in appropriate Study Group 9 Recommendations.
* to maintain Recommendations not under the responsibility of other SG 9 Questions. No new Recommendation will be developed under this Question.

An up-to-date status of work under this Question is contained in the SG 9 Work Programme (<http://www.itu.int/ITU-T/workprog/wp_search.aspx?isn_sp=545&isn_sg=549> )

**Relationships**

* Recommendations: All Recommendations related to Study Group 9 activities.
* Questions: All Questions related to Study Group 9 activities.
* Study Groups: All ITU-T, ITU-R and ITU-D Study Groups with Study Group 9 related activities.
* Standardization bodies: ISO, IEC, ISO/IEC JTC 1, ARIB, ATIS, ETSI, IEEE, IETF, OMA, SCTE, SMPTE.

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