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| **Telecommunication StandardizationBureau** |  |
|  |  |

 Geneva, 17 October 2013

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| Ref: | **TSB Collective letter 1/9** |  |
| Tel:Fax:E-mail: | +41 22 730 5858+41 22 730 5853tsbsg9@itu.int | To: * Administrations of Member States of the Union,
* ITU-T Sector Members,
* ITU-T Associates participating in the work of Study Group 9 and
* ITU-T Academia
 |

|  |  |
| --- | --- |
| Subject: | **Meeting of Study Group 9Geneva, 3-11 December 2013** |

Dear Sir/Madam,

In accordance with the schedule of ITU-T meetings and the agreements in Study Group 9, it is my pleasure to invite you to attend Study Group 9 (*Television and sound transmission and integrated broadband cable networks*) which is to meet at ITU headquarters, Geneva, from 3 to 11 December 2013 inclusive. The meeting will be collocated with SG12 meeting (3-12 December 2013), see [Collective 2/12](http://www.itu.int/md/T13-SG12-COL-0002/en). A joint Plenary SG9/SG12, to coordinate work on topics of mutual interest, will be held on 5 December 2013.

I should like to inform you that the meeting will open at 1430 hours on the first day. Participant registration will begin at 0830 hours at the Montbrillant entrance. Detailed information concerning the meeting rooms will be displayed on screens at the entrances to ITU headquarters and on the study group web page. Additional information about the meeting is set forth in **Annex A**.

The draft **agenda** of the meeting and its draft **timetable**, prepared in agreement with the chairman of the study group (Mr Webster, USA) and its management team, are set out in **Annex B** and **Annex C**, respectively.

I wish you a productive and enjoyable meeting.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

Annexes: 3

**ANNEX A**(to TSB Collective letter 1/9)

**Additional information about the meeting**

**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 9 website (<http://www.itu.int/en/ITU-T/studygroups/2013-2016/09/Pages/default.aspx>) and must therefore be received by TSB **not later than 20 November 2013**. Contributions received at least eight weeks before the start of the meeting may be translated, if requested.

**CONTRIBUTION SUBMISSION:** A direct posting system for contributions (DDP) is available on-line. DDP allows ITU-T members to reserve contribution numbers and to upload/revise contributions directly to the ITU-T web server.

Please use the **(SG) DDP template** to prepare your contribution. The name, fax, telephone number and e-mail address of the person to be contacted about the contribution needs to be indicated on its cover page.

Further information and guidelines for the direct posting system and template 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 tsbsg9@itu.int.

**WORK METHODS AND FACILITIES**

**INTERPRETATION** will be available upon request for the opening and closing plenary of the meeting. For sessions that are scheduled to be held with interpretation, please note that interpretation only will be provided if a Member State so requests by checking the corresponding box on the registration form, or by sending a written request to TSB, **at least one month before the first day of the meeting**. It is imperative that this deadline be respected in order for TSB to make the necessary arrangements for interpretation.

**PAPERLESS MEETINGS:** This Study Group 9 meeting will be run paperless.

**LOAN LAPTOPS:** The ITU Service Desk (servicedesk@itu.int) has available a limited number of laptops on a first-come, first-serve basis, for those who do not have one.

**WIRELESS LAN** facilities are available for use by delegates in all ITU meeting rooms and in the CICG (Geneva International Conference Centre) building. Detailed information is available on the ITU-T website (<http://itu.int/ITU-T/edh/faqs-support.html>).

**PRINTERS:** Printers are available in the cyber café on the second basement level of the Tower building, on the ground floor of the Montbrillant building and near the major meeting rooms.

**E-PRINTING:** In addition to the "traditional" print method using printer queues that need to be installed on the user's computer or device, printing documents via e-mail ("e-print") is now possible. The procedure is simply to send an email to the desired printer’s email address (in the form printername@eprint.itu.int) with the document attached. No driver installation is required. For more details, please see <http://itu.int/ITU-T/go/e-print>.

**E-LOCKERS** are available on the ground floor of the Montbrillant building. The ITU RFID badge issued to registered participants opens and closes the e-locker. The e-locker is available only for the period of the meeting you are attending, so delegates must ensure that the locker is emptied before 23:59 on the last day of the meeting.

 **REGISTRATION, NEW DELEGATES and FELLOWSHIPS**

**REGISTRATION** Participants, either in-person or remote, are requested to pre-register *online* at the ITU-T website.

In addition, to enable TSB to make the necessary arrangements, focal points are requested to send by e-mail (tsbreg@itu.int), letter or fax (+41 22 730 5853) **not later than 3 November 2013** , the list of people who will be representing their 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).

**NEW DELEGATES** are invited to attend a Mentoring Programme, including a welcome briefing upon registration, guided visit of ITU headquarters and orientation session on ITU-T. Please check the corresponding box on the registration form if you would like to participate or contact ITU‑Tmembership@itu.int.

**FELLOWSHIPS:** Due to budgetary constraints, TSB is unfortunately not able to offer fellowships for the remaining study group meetings in 2013.

KEY DEADLINES (before meeting)

|  |  |  |
| --- | --- | --- |
| Eight weeks | 8 October 2013 | - submit contributions for which translation is requested |
| Six week | 22 October 2013 | - requests for visas |
| One month | 3 November 2013 | - pre-registration - requests for interpretation at opening and/or closing plenary |
| 12 calendar days | 20 November 2013 | - final deadline for contributions |

**VISITING GENEVA: HOTELS AND VISAS**

Please note that a new visitor information website is now available at: <http://www.itu.int/en/delegates-corner/Pages/default.aspx>

**HOTELS:** For your convenience, a hotel reservation form is enclosed (Form 1). A list of hotels can be found at <http://itu.int/travel/>

**VISAS:** 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 one 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[[1]](#footnote-2) 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”**.

**FORM 1– HOTELS**

(to TSB Collective letter 1/9)

|  |
| --- |
| *This confirmation form* ***should be sent directly*** *to the hotel**of your choice* |

|  |  |  |
| --- | --- | --- |
|  | **INTERNATIONAL TELECOMMUNICATION UNION** |  |

**TELECOMMUNICATION STANDARDIZATION SECTOR**

*SG/WP meeting ------------------------------------- from ------------------------- to ----------------------- in Geneva*

*Confirmation of the reservation made on (date) ------------------------- with (hotel) --------------------------------*

***at the ITU preferential tariff***

*------------ single/double room(s)*

*arriving on (date) --------------------------- at (time) ------------- departing on (date) -------------------------------*

***GENEVA TRANSPORT CARD :*** *Hotels and residences in the canton of Geneva now provide a free "Geneva Transport Card" valid for the duration of the stay. This card will give you free access to Geneva public transport, including buses, trams, boats and trains as far as Versoix and the airport.*

*Family name* -------------------------------------------------------------------------------------------------------------------

*First name*  ------------------------------------------------------------------------------------------------------------------

*Address*  ------------------------------------------------------------------------ *Tel: -------------------------------*

*----------------------------------------------------------------------------------------- Fax: -------------------------------*

*----------------------------------------------------------------------------------------- E-mail:* ------------------------------

*Credit card to guarantee this reservation*: AX/VISA/DINERS/EC (*or* *other) -----------------------------------*

*No.* -------------------------------------------------------- *valid until* -------------------------------------------------

*Date* ------------------------------------------------------ *Signature*  ---------------------------------------------------

**ANNEX B**(to TSB Collective letter 1/9)

**Draft Agenda
ITU-T Study Group 9 Meeting
Geneva, 3 – 11 December 2013**

|  |  |  |
| --- | --- | --- |
| **#** | **Agenda items** |  |
|  | Opening of the meeting  |  |
|  | Feedback on interim activities since last meeting |  |
|  | TSAG (June 2013) results relevant to SG9  |  |
|  | Report from other Groups/Workshops |  |
|  | AOB for opening Plenary |  |
|  | Intellectual Property Rights inquiry |  |
|  | “Consent” on draft Recommendations proposed for approval in accordance with Recommendation A.8 |  |
|  | Approval of Working Parties reports, Question meetings report and Outgoing Liaison statements  |  |
|  | New/amended Questions (if any)  |  |
|  | New appointment and change of appointment of Rapporteur(s), Associate Rapporteur(s), liaison officers  |  |
|  | Update of SG 9 Work Programme  |  |
|  | Outgoing Liaison Statements |  |
|  | Date and place of the next SG9 meeting  |  |
|  | Future Interim activities (Rapporteurs, WPs) |  |
|  | AOB  |  |
|  | Closing  |  |

*Note: Items 1 to 5 are expected to be addressed in the opening Plenary (3 December 2013) and items 6 to 16 are expected to be addressed in the closing Plenary (11 December 2013).*

**ANNEX C**(to TSB Collective letter 1/9)

**SG9 draft meeting plan *(3 – 11 December 2013, Geneva, Switzerland)***

|  | **Tuesday 3 December** | **Wednesday 4 December** | **Thursday 5 December** | **Friday 6 December** | **Monday 9 December** | **Tuesday 10 December** | **Wednesday 11 December** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Sessions*** | ***1*** | ***2*** | ***1*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** |
| **PLEN** |  |  | **X** |  |  |  |  |  | **1** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** | **X** | **X** |
| **WPs** |  |  |  | **2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **2** | **2** | **2** |  |  |  |  |
| **Q1/9** |  |  |  |  | **6** | **6** | **X** |  |  |  |  |  | **6** | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q2/9** |  |  |  |  | **X** |  | **3** | **X** |  |  |  | **3** |  | **X** |  |  | **X** |  | **3** | **X** | **3** |  |  |  |  |  |  |  |
| **Q3/9** |  |  |  |  | **X** | **X** |  |  |  | **X** | **X** |  | **X** |  | **5** |  |  | **X** |  |  |  |  |  |  |  |  |  |  |
| **Q4/9** |  |  |  |  |  |  | **X\*** | **X\*** |  |  | **X\*** | **X\*** | **7** | **X\*** | **X\*** | **X\*** |  | **X** | **X** | **X** |  |  |  |  |  |  |  |  |
| **Q5/9** |  |  |  |  | **X** | **X** |  |  |  | **X** | **X** |  | **4** | **4** |  |  | **4** | **4** |  | **X** |  |  |  |  |  |  |  |  |
| **Q6/9** |  |  |  |  | X | **X** |  |  |  |  |  |  |  |  | **X** |  |  |  | **X** |  |  |  |  |  |  |  |  |  |
| **Q7/9** |  |  |  |  | **6** | **6** |  |  |  |  |  | **X** | **6** |  | **5** |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  |
| **Q8/9** |  |  |  |  |  | **X**  |  |  |  | **X** |  |  | **4** | **4** |  | **X** | **4** | **4** |  |  |  |  |  |  |  |  |  |  |
| **Q9/9** |  |  |  |  |  |  | **X** |  |  |  |  |  | **4** | **4** |  | **X** | **4** | **4** | **X** |  |  |  |  |  |  |  |  |  |
| **Q10/9** |  |  |  |  | **X** |  |  | **X** |  | **X** |  |  | **7** |  |  |  |  |  |  | **X** |  |  |  |  |  |  |  |  |
| **Q11/9** |  |  |  |  |  |  |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q12/9** |  |  |  |  |  | **X** | **3** |  |  | **X** |  | **3** | **X** |  |  |  |  | **X** | **3** |  | **3** |  |  |  |  |  |  |  |
| **Q13/9** |  |  |  |  |  |  | **X** | **X** |  |  | **X** |  |  |  |  | **X** |  |  |  | **X** |  |  |  |  |  |  |  |  |

 **Session 1: 0930 – 1100; Session 2: 1130-1300; Session 3: 1430-1600; Session 4: 1630-1800;**

|  |  |
| --- | --- |
| **PLEN** | Plenary sessions |
| **WPs** | Working Parties Plenary (WP1/9 and WP2/9 Plenary meetings will be held sequentially) |
| **E** | Represents a evening session (starts at 1800) |
| **X**  | Represents a meeting session |
| **\*** | Remote participation organized |
| **1** | Joint Plenary SG9 and SG12 |
| **2** | WPs/9 opening plenary sessions are followed by a **newcomers orientation** session (1230-1330) |
| **3** | Joint session of Q2 and Q12/9. |
| **4** | Joint session Q5, Q8, Q9 |
| **5** | Joint session of Q3 and Q7 |
| **6** | Joint session of Q1 and Q7/9 |
| **7** | Joint session of Q4 and Q10/9 |

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1. A model for such a request is found at <http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf>. [↑](#footnote-ref-2)