|  |  |  |
| --- | --- | --- |
| **Telecommunication Standardization Bureau** | | ITU logo |
|  | | Geneva, 8 October 2014 |
| Ref: | **TSB Collective letter 5/12** | - To Administrations of Member States of the Union;  - To ITU‑T Sector Members;  - To ITU‑T Associates participating in the work of Study Group 12 and  - To ITU‑T Academia |
|  |  |
| Tel: | +41 22 730 6356 |
| Fax: | +41 22 730 5853 |
| E-mail: | [tsbsg12@itu.int](mailto:tsbsg12@itu.int) |  |
| Subject: | **Meeting of Working Party 1/12 Herzogenrath, Germany, 12 December 2014** | |

Dear Sir/Madam,

At the kind invitation of HEAD acoustics GmbH, and in accordance with the agreement reached at the last Study Group 12 meting (Geneva, 2-11 September 2014), I am pleased to inform you that Working Party 1/12 (Terminals and multimedia subjective assessment) of Study Group 12 (Performance QoS and QoE) is to meet in Herzogenrath, Germany on 12 December 2014.

The objective of the Working Party 1/12 meeting is to consent two new Recommendations under Question 4/12: ITU-T P.1100 and P.1110.

This meeting will be preceded by a rapporteur’s meeting of Question 4/12 from 10 to 12 December 2014 at the same venue.

Working Party 1/12 will open at 1400 hours on 12 December. Participant registration will begin at 1330 hours at the meeting venue. Additional information about the meeting is set forth in Annex A. Practical information (venue, hotels, etc.) to be provided by the host organization will be sent to the Q4/12 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 Lars Birger Nielsen, Chairman of WP1/12, 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**

**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 29 November 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/>.

**TEMPLATES:** Please use the provided set of templates to prepare your meeting documents.  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 and telephone numbers 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:** The meeting will be run paperless.

**REGISTRATION, NEW DELEGATES 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](mailto:tsbreg@itu.int)) **not later than 12 November 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/studygroups/com12**](http://itu.int/ITU-T/studygroups/com12)**).**

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

**KEY DEADLINES (before meeting)**

*12 October 2014* - submit contributions for which translation is requested

*12 November 2014* - pre-registration

*29 November 2014* -final deadline for contributions

**ANNEX B**

Draft Agenda

Friday, 12 December 2014, 1400 hours

1. Opening

2. Approval of the Agenda

3. Document allocation

4. Consent of draft new Recommendations ITU-T P.1100 and P.1110

5. Approval of liaison documents

6. Any other business

7. Closure of the meeting

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**