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| ITU logo | **International telecommunication union****Telecommunication Standardization Bureau** | CCITT/ITU-T 60th Anniversary logo |
|  | Geneva, 19 August 2016 |
| Ref: | **TSB Collective letter 9/12** | - To Administrations of Member States of the Union;- To ITU‑T Sector Members;- To ITU‑T SG12 Associates; and- To ITU Academia |
| Tel: | +41 22 730 6828 |
| Fax:E-mail: | +41 22 730 5853tsbsg12@itu.int |
| Subject: | **Meetings of Working Parties 2/12 and 3/12, Munich, Germany, 20 October 2016** |

Dear Sir/Madam,

At the kind invitation of Huawei Technologies, and in accordance with the agreement reached at the last Study Group 12 meeting (Geneva, 7-16 June 2016), it is my pleasure to inform you that Working Parties 2/12 (Objective models and tools for multimedia quality) and 3/12 (Multimedia QoS and QoE) of Study Group 12 (Performance, QoS and QoE) are to meet in **Munich, Germany on 20 October 2016**.

The objective of the Working Party 2/12 meeting is to consent new Recommendations under Question 14/12: **P.NATS**.

The objective of the Working Party 3/12 meeting is to consent one new Recommendation under Question 13/12: **G.OM\_HEVC**.

The meetings will be preceded by rapporteur’s meetings of Questions 13/12, 14/12 and 17/12 from 17 to 19 October 2016 at the same venue.[[1]](#footnote-1)

Working Party 2/12 will open at 0900 hours on 20 October, and will be followed by Working Party 3/12. Participant registration will begin at 0830 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 Q13, 14 and 17/12 mailing lists and posted on the ITU-T SG12 web page at <http://www.itu.int/en/ITU-T/studygroups/2013-2016/12/> shortly.

The draft **Agenda** of the WP2/12 meeting, as prepared by Mr Paul Barrett, WP2/12 Chairman, is set out in **Annex B**.

The draft **Agenda** of the WP3/12 meeting, as prepared by Mr Paul Coverdale, WP3/12 Chairman, is set out in **Annex C**.

I wish you productive and enjoyable meetings.

Yours faithfully,

Chaesub Lee
Director of the Telecommunication
Standardization Bureau

**Annexes**: 3

**ANNEX A**

(to TSB Collective letter 9/12)

**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 7 October 2016**. 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) **not later than 20 September 2016**, 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 for ITU-T meetings is carried out *online* on the ITU‑T website (**[**http://itu.int/ITU-T/studygroups/com12**](http://itu.int/ITU-T/studygroups/com12)**).**

**FELLOWSHIPS:** Fellowships are not available for this meeting

**KEY DEADLINES (before meeting)**

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| Two months | 20 August 2016 | - submit contributions for which translation is requested |
| One month | 20 September 2016 | - pre-registration |
| 12 calendar days | 7 October 2016 | - final deadline for contributions |

**ANNEX B**

(to TSB Collective letter 9/12)

Draft Agenda WP2/12

Thursday, 20 October 2016, 0900 hours

1. Opening

2. Approval of the Agenda

3. Document allocation

4. Consent of draft new Recommendations ITU-T P.NATS

5. Approval of liaison documents

6. Any other business

7. Closure of the meeting

**ANNEX C**

(to TSB Collective letter 9/12)

Draft Agenda WP3/12

Thursday, 20 October 2016, following WP2/12

1. Opening

2. Approval of the Agenda

3. Document allocation

4. Consent of draft new Recommendation ITU-T G.OM\_HEVC

5. Approval of liaison documents

6. Any other business

7. Closure of the meeting

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1. See <http://itu.int/net/ITU-T/lists/rgmeetings.aspx?Group=12> [↑](#footnote-ref-1)