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| **Telecommunication Standardization Bureau** |  |
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Geneva, 25 November 2013

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| Ref: | **TSB Collective letter 2/16**  SCN/ra | To:   * Administrations of Member States of the Union, * ITU-T Sector Members, * ITU-T Associates participating in the work of Study Group 16 and * ITU-T Academia |
| Tel: Fax: E-mail: | +41 22 730 6805 +41 22 730 5853 [tsbsg16@itu.int](mailto:tsbsg16@itu.int) |  |

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| Subject: | **Meeting of Working Party 2/16; Geneva, 28 February 2014** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the meeting of Working Party 2/16 (**Multimedia services and accessibility**), which is to meet at ITU headquarters, Geneva, **on Friday 28 February 2014**, starting at 1430 hours.

Participant registration will begin at 0830 hours at the Montbrillant entrance. Detailed information concerning the meeting room will be displayed on screens at the entrances to ITU headquarters. Additional information about the meeting is set forth in **Annex A**.

The debates at this half-day meeting will be conducted in English without interpretation.

The draft **Agenda** of the meeting, as prepared in agreement with the Chairman of Working Party 2/16, Mr Seong‑ Ho Jeong, 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**

(to TSB Collective letter 2/16)

**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 16 website and must therefore be received by TSB **not later than 15 February 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/>. Should any difficulties arise in the submission process, please contact the study group secretariat at [tsbsg16@itu.int](mailto:tsbsg16@itu.int).

**TEMPLATES:** Please use the provided set of templates to prepare your contribution. 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, telephone number 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:** This working party meeting will be paperless.

**LOAN LAPTOPS:** The ITU Service Desk ([servicedesk@itu.int](mailto: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 sent 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, INTERPRETATION 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 28 January 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/go/sg16>**).**

**FELLOWSHIPS AND INTERPRETATION**: Fellowships and interpretation will **not** be available for this half-day working party meeting.

**KEY DEADLINES (before meeting)**

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| Six weeks | 17 January 2014 | - requests for visas |
| One month | 28 January 2014 | - pre-registration |
| 12 calendar days | 15 February 2014 | - final deadline for contributions |

**VISITING GENEVA: HOTELS AND VISAS**

Please note availability of the new visitor information web page at: <http://itu.int/en/delegates-corner>.

**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 six (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-1) 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](mailto:tsbreg@itu.int)) bearing the words **“visa request”**.

**FORM 1 - HOTELS**

(to TSB Collective letter 2/16)

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

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|  | **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 2/16)**

Draft Agenda  
Geneva, 28 February 2014 at 1430 hours

|  |  |  |
| --- | --- | --- |
|  | Opening Remarks | |
|  | Approval of agenda | |
|  | Document allocation | |
|  | Report of last meeting - COM 16-R 7 (Geneva, 28 October – 8 November 2013) | |
|  | Reports of Interim WP 2/16 Activities | |
|  | | Questions at IPTV-GSI, Geneva, 24-28 February 2014 (Q13/16, Q14/16, Q26/16, and Q28/16) |
|  | | Q25/16 (IoT-GSI, Geneva, 17-21 February 2014) |
|  | | Q27/16 (Rennes, France, 27-28 February 2014) |
|  | Status of WP 2/16 Recommendations Consented on 8 November 2013 | |
|  | Start of approval process for Recommendations (WTSA-12 Res.1 and ITU-T A.8) | |
|  | Approval of outgoing liaison statements | |
|  | Future meetings | |
|  | Any other business | |
|  | Closure of meeting | |

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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-1)