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| itu_logo | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 18 January 2016 |
| Ref: | **TSB Circular 185**COM 16 SCN/ra | - To Administrations of Member States of the Union;- To ITU-T Sector Members;- To ITU-T Associates;- To ITU Academia;- To the Chairmen and Vice-Chairmen of all ITU-T Study Groups |
| Tel: | +41 22 730 6805 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbiptv@itu.int | **Copy:**- To the Director of the Telecommunication Development Bureau;- To the Director of the Radiocommunication Bureau |
| Subject: | **ITU-T IPTV-GSI event(Tokyo, Japan, 2-9 March 2016)** |

Dear Sir/Madam,

1 I would like to inform you that the next ITU-T IPTV-GSI event will take place in Tokyo, Japan, from 2 to 9 March 2016, at the kind invitation of the Impulsing Paradigm Change through Disruptive Technologies Program (ImPACT) of Japan Science and Technology Agency, the IPTV Accessibility Consortium, and the Japanese Organization of CS Broadcasting for People with Disabilities.

The meeting will open at 0930 hours on the first day. Participant registration will begin at 0830 hours. Detailed information concerning the meeting rooms will be provided in the registration area.

2 Discussions will be held in English only.

3 The ITU-T webpage <http://itu.int/ITU-T/gsi/iptv/> gives details related to the event and will be kept updated as necessary.

4 A draft IPTV-GSI work plan is provided in **Annex 1** hereto. The proposed agendas of Rapporteur groups will be accessible from the IPTV-GSI web page.

5 Additional information on the meeting is provided in **Annex 2**, including hotel, registration and visa information.

Yours faithfully,

Chaesub Lee
Director of the Telecommunication
Standardization Bureau

**Annexes: 3**

**ANNEX 1
(to TSB Circular 185)**

**Draft IPTV-GSI work plan\*,\*\*,\*\*\*
(Tokyo, Japan, 2-9 March 2016)**

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Wednesday2 March 2016** | **Thursday 3 March 2016** | **Friday 4 March 2016** | **Monday7 March 2016** | **Tuesday8 March 2016** | **Wednesday9 March 2016** |
|  | **AM** | **PM** | **(0)** | **AM** | **AM** | **(0)** | **PM** | **(0)** | **(0)** | **AM** | **PM** | **(0)** | **AM** | **PM** | **(0)** | **AM** | **PM** | **(0)** |
| TSR [50] | X |  |  |  | X | X |  |  |  |  |  |  |  |  |  | X |  |  |  |  |  |  |  |  |  |  |  |  | X |  |
| IRG-AVA\*\*\*\* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| JCA-AHF |  |  |  |  |  |  |  |  |  |  |  |  | X | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Showcasing\*\*\* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |
| Q13/16 [20] |  | X | X | X |  |  | X | X |  |  | X | X | X | X |  | X |  | X | X |  | X | X |  | X |  | X | X |  |  |  |
| Q14/16 [30] |  | X | X |  |  | X | X | X |  |  | X | X | X | X |  | X |  |  |  |  | X | X |  |  |  | X |  | X |  |  |
| Q26/16 [15] |  | X | X | X |  |  | X | X | X |  | X | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Q28/16 [10] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X |  | X | X |  | X | X |  | X |  | X | X |  |  |  |
| Joint Q13/16 & Q26/16 |  |  |  |  |  | **J** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Joint Q13/16 & Q14/16 |  |  |  |  |  |  |  |  | **J** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Joint Q13/16, Q14/16 & Q28/16 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **J** |  |  |  |  |  | **J** |  |  |  |  |  |  |  |

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| **Notes/Legend:** |
| \* The list of participating Questions is *tentative* at the time of issuance of this Circular. The final list of Questions and their meeting times are subject to change. Confirmation of participation of individual Questions is subject to confirmation by the *parent SG management*, as per the usual rules for confirmation of Rapporteur group meetings. |
| \*\* Session times, unless otherwise stated, are 0930-1045, 1115-1230, 1430-1545 and 1615-1730 hours. Evening sessions start at 1800 hours. |
| \*\*\* An IPTV and e-health showcase may be organized. |
| \*\*\*\* The possibility of an IRG-AVA meeting during the IPTV-GSI will be confirmed at a later date. |
| [N] Room capacity | J: Joint session |  |
| (0) Evening session | (1) Reviewing and editing, as needed. | (2) Wrap-up sessions |

## ANNEX 2

**(to TSB Circular 185)**

**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 18 February 2016**.

Contributions are to be submitted by electronic mail to the TSB IPTV secretariat tsbiptv@itu.int and will be posted at <http://itu.int/ITU-T/gsi/iptv/>.

**TEMPLATES:** Please use the provided set of templates to prepare your contribution. The templates are accessible from the IPTV-GSI web page, under "Resources" (<http://itu.int/oth/T0A0F000010>). The name, fax and telephone numbers and e-mail address of the person to be contacted about the contribution should be indicated each contribution and on the cover page of all documents.

**WORK METHODS AND FACILITIES**

**INTERPRETATION:** No interpretation will be available for this meeting.

**PAPERLESS MEETINGS:** The meeting will be run paperless. Meetings and discussions will be held in English.

**ACCESSIBILITY ACCOMMODATIONS:** Real-time captioning and/or sign-language interpretation may be provided on demand to those needing them, for the sessions were accessibility matters will be discussed (Q26/16), subject to availability of interpreters and funding. These accessibility accommodations **must be requested at least six (6) weeks before the date of beginning of the meeting**, namely **20 January 2016**.

**REGISTRATION**

Registration for the meeting will be carried out exclusively through the ITU website; see the link at the IPTV-GSI home page (<http://itu.int/en/ITU-T/gsi/iptv>).

To enable TSB to make the necessary arrangements concerning the organization of the IPTV-GSI event, delegates should register as soon as possible, but **not later than 2 February 2016**.

**VENUE AND TRANSPORTATION**

**VENUE:** The venue of the meeting will be:

 **Japan Science and Technology Agency (JST)**

 **Tokyo Headquarters Annex,**

 **K's Gobancho,**

 **7 Gobancho, Chiyoda-ku, Tokyo 102-0076 Japan**

 Tel: +81-3-6380-9012

 <http://www.jst.go.jp/EN/location/index.html>

**TRANSPORTATION**

Access to JR Ichigaya Station from Narita Airport

<http://www.narita-airport.jp/en/access/>

By Train

Either the JR Narita Express (N'EX) or Keisei Skyliner quickly and simply brings you to the centre of Tokyo. Although there may be other stations that are closer to your hotel, JR Ichigaya station is the easiest to reach the meeting venue:

1) By the N'EX

* Take the N'EX from the Narita airport terminal 1 or 2 and get off at Tokyo (3,020 Yen, 60 minutes).
* Transfer to the JR Chuo Line at Tokyo and get off at Ochanomizu.
* Change to the JR Sobu Line at Ochanomizu and get off at Ichigaya (160 Yen, 15 minutes).

2) By the Skyliner

* Take the Skyliner from the Narita airport terminal 1 or 2 and get off at Nippori (2,470 Yen, 40 minutes).
* Transfer to the JR Yamanote Line at Nippori and get off at Akihabara.
* Change to the JR Sobu Line at Akihabara and get off at Ichigaya (170 Yen, 20 minutes).

By Taxi

The fare is fixed for the route from the Narita airport terminal 1 or 2 to Ichigaya (19,000 Yen or 23,300 Yen).

Alternatively, catch a taxi from any major urban area in Tokyo that are reachable by N'EX or Skyliner, which will be considerably cheaper.

Access to JR Ichigaya Station from Haneda Airport

<https://www.tokyo-airport-bldg.co.jp/en/access/>

By Train

The easiest and quickest way to Ichigaya (the nearest station to our Tokyo headquarters) from Haneda airport is:

* Take the Tokyo Monorail from either of the airport terminals and get off at Hamamatsucho (490 Yen, 20 minutes).
* Transfer to the JR Yamanote Line at Hamamatsucho and get off at Akihabara.
* Change to the JR Sobu Line at Akihabara and get off at Ichigaya (170 Yen, 20 minutes).

By Taxi

The fare varies depending on traffic conditions for the route from each of the airport terminals to Ichigaya (5,000 Yen ~ 10,000 Yen).

The distance from the Haneda airport to the city centre varies between 15-30 minutes. Ground transportation options are: taxi, route-taxi and bus.

**ACCOMMODATION**

The venue is near Ichigaya, which is a district in the eastern part of Shinjuku Ward bordering Chiyoda Ward of Tokyo. The area is known for the several universities located here. It is conveniently situated and quite accessible from other parts of Tokyo. But it is recommended you reserve a room as soon as possible. Here is a list of some hotels quite near the venue. For more information and questions, please contact the IPTV-GSI coordinator ([masahito.kawamori@ties.itu.int](file:///C%3A%5CUsers%5Cangeles%5CDropbox%5CTo%20be%20checked%5CIPTV-GSI%5Cmasahito.kawamori%40ties.itu.int)).

**Hotel Grand Hill Ichigaya**

4-1 Motomura-machi, Ichigaya, Shinjuku, Tokyo 162-0845

Tel: + (81) 3 3268-0117

<http://ghi.gr.jp>

This hotel is at a walking distance from the venue.

**Tokyo Green Palace**

Niban-cho 2, Chiyoda-ku, 102-0084 Tokyo, Japan

Tel.: +81-3-5210-4600

<http://www.tokyogp.com/english/index.html>

This hotel is at a walking distance from the venue.

**Hotel Monterey Hanzomon**

23-1 Ichiban-cho, Chiyoda-ku, Tokyo, 102-0082,

Tel: +81-3-3556-7111

<http://www.hotelmonterey.co.jp/hanzomon/>

**Hotel Grand Palace**

1-1-1 Iidabashi Chiyoda-ku, Tokyo, 102-0072

Tel.: +81-3-3264-1111

<http://www.grandpalace.co.jp/index.html>

**APA Hotel Hanzomon Hirakawacho**

1-3-5 Hirakawa-cho, Chiyoda-ku, Tokyo 102-0093

Tel.: +81-3-3556-7660

<http://www.apahotel.com/hotel/shutoken/34_hirakawacho-hanzomon/>

**VISAS**

Participants who require a visa to enter Japan should apply for a visa at a Japanese consulate or diplomatic mission in their respective country well in advance of their departure. Participants are also advised to contact their local travel agents or carriers. The embassy may take at least two weeks for visa processing. For more information, please visit the website of the Ministry of Foreign Affairs of Japan at <http://www.mofa.go.jp/j_info/visit/visa/>.

Participants who need visa support letters for entering Japan shall fill out all items in the **application form in Annex 3**, then e-mail it to the IPTV-GSI coordinator (masahito.kawamori@ties.itu.int) together with **a copy of the photograph page of their passport,** **no later than 3 February 2016.**

**KEY DEADLINES (before meeting)**

|  |  |
| --- | --- |
| 2016-01-20 | * requests for accessibility accommodations
 |
| 2016-02-03 | * requests for visa support letters
 |
| 2016-02-02 | * pre-registration on the IPTV-GSI website
 |
| 2016-02-18 | * final deadline for contributions
 |

**GENERAL INFORMATION**

The venue is at the centre of Tokyo. It is about 10 minutes train ride from Shinjuku as well as to Korakuen Bigglobe. A few more minutes of train ride will take one to Akihabata. The Akasaka Imperial Guest House is in a walking distance. A few minutes’ subway ride will take one to the National Diet and the Imperial Palace itself.

There are many restaurants near the venue. Particularly notable is Saci Pererê, whose owner is the father of Ono Lisa, a famous Japanese Bossa Nova singer.

**INSURANCE**

Proof of insurance is *not* necessary for coming to Japan.

**VACCINATION REQUIREMENTS AND MEDICAL FACILITIES**

No need for vaccination. A medical service will be available on-site, with immediate transportation and admission to a hospital for emergencies.

**CLIMATE**

The average temperature in the end of February and the beginning of March is expected to be around 9C degrees, but it may go as low as 2C degrees.

**TIME ZONE**

Japan is 9 hours ahead of [Greenwich Mean Time](http://wwp.greenwichmeantime.com/) (GMT+9).

**CURRENCY**

The national currency of Japan is the Japanese Yen (JPY). All payments must be made in the national currency.

**ELECTRICITY**

The standard voltage is 100V. The standard frequency is 50 Hz,

The power sockets that are used are of type A and B (just as in the North America).

**ANNEX 3
(to TSB Circular 185)**

Application form for visa support letters

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| --- |
| **ITU-T IPTV-GSI meeting****Tokyo, Japan, 2-9 March 2016** |
| **PRINT ALL ITEMS AND SAVE TO WORD OR PDF, THEN SEND BY E-MAIL** |
| **Name**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (**🖵**Mr. **🖵**Ms.) |  |  |  |  |  |

Family Name Middle Name Given Name

|  |  |
| --- | --- |
| 漢字姓名(\*) |  |

 **\*If you are a Chinese participant, please write your name in Chinese characters.**

|  |  |
| --- | --- |
| **Occupation** |  |
| **Job title** |  |
| **Company / Organization** |  |
| **(\*\*):** |  |

**\*\*If you are a Chinese participant, please write your company/organization in Chinese characters as well.**

|  |  |
| --- | --- |
| **Country** (where you live) |  |
| **Address (\*1)**: |  |

 **(\*1) VISA supporting documents will be sent to the address above by courier service.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Phone No:** |  | **Fax No:** |  | **E-mail:** |  |

**PASSPORT INFORMATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Passport No:** |  |  |  |  |
| **Date of issue:** |  | (DD/MM/YYYY) | **Expiry date:** |  | (DD/MM/YYYY) |
| **Place of birth:** |  | **Date of birth:** |  | (DD/MM/YYYY) |
| **Nationality:** |  |  |  |  |

**THE DATE of ARRIVAL in / DEPARTURE from JAPAN and FLIGHT INFORMATION** (\*2) **:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Overseas airport |  | JPN airport |  | Date |  | Flight No. |  | Time |
| Arrival in Japan | from |  | to |  |  |  |  |  |  |  |
|  |  | JPN airport |  | Overseas airport |  | Date |  | Flight No |  | Time |
| Departure from Japan | from |  | to |  |  |  |  |  |  |  |

 **(\*2) For VISA supporting documents, a planned flight schedule is available as well.****HOTEL ACCOMMODATION****This information is NOT for hotel reservation order sheet, but NEEDED for staying schedule for visa supporting documents.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hotel name:** |  |  |  |  |
| **Address:** |  | **Phone No.:** |  |
| **Check in date:** |  | (DD/MM/YYYY) | **Check out date:** |  | (DD/MM/YYYY) |

 \* If making your own accommodation arrangement other than hotels, please indicate your contact address and phone number:

|  |  |  |
| --- | --- | --- |
| **Name of contact person:** |  |  |
| **Address** |  | **Phone No.** |  |

**Date: Signature:****Deadline of submission: 3 Feb 2016 for all visa related documents** |
| **Please submit this form to:** Mr Masahito Kawamori E-mail: masahito.kawamori@ties.itu.int |

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