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| cid:image003.png@01D43AF0.079B0930 | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 27 February 2019 |
| Ref: | **TSB Collective letter 4/9SG9/SP** | - To Administrations of Member States of the Union; - To ITU T Sector Members;- To ITU T Associates of Study Group 9;- To ITU Academia |
| Tel: | +41 22 730 5858 |
| Fax: | +41 22 730 5853 |
| Email: | tsbsg9@itu.int  |
| Web: | <http://itu.int/go/tsg09> |
| Subject: | **Meeting of Study Group 9; Geneva, 6 - 13 June 2019** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of Study Group 9 (*Broadband cable and TV*), which will be held at ITU headquarters, Geneva, 6 to 13 June 2019 inclusive.

I draw your attention to two important updates: meeting registration now requires focal point approval, and the process for requesting fellowships and visas has changed. Please see **Annex A** and [TSB Circular 68](https://www.itu.int/md/T17-TSB-CIR-0068) for details.

Join SG9 to influence the international standardization work shaping the future of broadband and TV over cable.

The upcoming meeting of SG9 features a co-located ITU workshop on **“Future of TV for Europe”**, to be held on 7 June 2019. It should be noted that registration for the workshop is separate from that of Study Group 9. Any updates will be available on the SG9 home page (<https://itu.int/go/tsg09>).

Also, a meeting of the Intersector Rapporteur Group on Audiovisual Media Accessibility (IRG-AVA) will be organized in Geneva on 6 June 2019 afternoon. The meeting will make use of remote participation capabilities. More information will be made available in the IRG‑AVA website: <https://itu.int/en/irg/ava>.

The SG9 meeting will open at 0930 hours on the first day, and participant registration will begin at 0830 hours at the [Montbrillant building entrance](https://www.itu.int/en/about/Documents/itu-plan.pdf). Daily meeting room allocations will be displayed on screens throughout ITU headquarters, and online [here](http://handle.itu.int/11.1002/apps/meeting-rooms).

The draft **Agenda** of the meeting and its draft **Timetable**, prepared in agreement with the Chairman of the Study Group 9 (Mr Satoshi Miyaji) and its management team, are set out in **Annexes B** and **C**,respectively.

**Key deadlines**:

|  |  |  |
| --- | --- | --- |
| Two months | 06-04-2019 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| Six weeks | 25-04-2019 | - Submit fellowship requests (via the online registration form; see details in Annex A)- Submit interpretation requests (via the online registration form) |
| One month | 06-05-2019 | - Pre-registration (via the online registration form on the study group home page)- Submit requests for visa support letters (see details in Annex A) |
| 12 calendar days | 24-05-2019 | - [Submit ITU-T Member contributions (via Direct Document Posting)](http://www.itu.int/net/ITU-T/ddp/) |

I wish you a productive and enjoyable meeting.

|  |  |
| --- | --- |
| Yours faithfully,*(signed)*Chaesub LeeDirector of the TelecommunicationStandardization Bureau | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg9ITU-T SG9 |
| Latest meeting information |

**Annexes**: 3

ANNEX A
Practical meeting information

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS:** The meeting will be run paperless. Member contributions should be submitted using [Direct Document Posting](http://itu.int/net/ITU-T/ddp/); draft TDs should be submitted by e-mail to the study group secretariat using the [appropriate template](https://www.itu.int/en/ITU-T/studygroups/Pages/templates.aspx). Access to meeting documents is provided from the study group homepage, and is restricted to ITU-T Members/[TIES account holders](http://www.itu.int/TIES/).

**INTERPRETATION:** Due to budget restrictions,interpretationwill be available for the closing plenary of the meeting if requested by Member States. Requests should be made by checking the corresponding box on the registration form **at least six weeks before the first day of the meeting**.

**WIRELESS LAN** facilities are available to delegates in all ITU meeting rooms (SSID: “ITUwifi”, Key: itu@GVA1211). Detailed information is available on‑site and on the ITU‑T website (<http://itu.int/ITU-T/edh/faqs-support.html>).

**E-LOCKERS** are available for the duration of the meeting using delegates’ ITU-T RFID identity badges. The e‑lockers are located immediately after the registration area on the ground floor of the [Montbrillant building](https://www.itu.int/en/about/Documents/itu-plan.pdf).

**PRINTERS** are available in the delegates’ lounges and near all [major meeting rooms](https://www.itu.int/en/about/Documents/itu-plan.pdf). To avoid the need to install drivers on delegates’ computer, documents may be “e‑printed” by e-mailing them to the desired printer.
Details at: <http://itu.int/go/e-print>.

**LOAN LAPTOPS** for delegates are available from the ITU Service Desk (servicedesk@itu.int) on a first-come, first‑served basis.

**PRE-REGISTRATION, NEW DELEGATES, FELLOWSHIPS AND VISA SUPPORT**

**PRE-REGISTRATION:** Pre-registration is mandatory and is to be done online via the study group homepage **at least one month before the start of the meeting**. As outlined in [TSB Circular 68](https://www.itu.int/md/T17-TSB-CIR-0068), the new registration system requires focal-point approval for all registration requests. The membership is invited to include women in their delegations whenever possible.

**NEW DELEGATES** are invited to attend a mentoring programme, including a welcome briefing upon arrival, a guided tour of ITU headquarters, and an orientation session on the work of ITU‑T. If you would like to participate, please contact ITU-Tmembership@itu.int. A quick-start guide for newcomers is available [here](https://www.itu.int/en/ITU-T/info/Documents/ITU-T-Newcomer-Guide.pdf).

**FELLOWSHIPS:** Two partial fellowships per administration may be awarded, subject to available funding, to facilitate participation from [eligible countries](https://www.itu.int/en/ITU-T/gap/Documents/Fellowships_BSG_EligibleCountries.pdf). As part of the new registration system, fellowship request forms will be sent to those delegates who check the corresponding box on the registration form. **Fellowship requests must be received by 25 April 2019 at the latest, and it is strongly recommended to register for the event and to start the request process at least seven weeks before the meeting**. Please note that the decision criteria to grant a fellowship include: available ITU budget; active participation, including the submission of written contributions; equitable distribution among countries and regions; and gender balance.

**VISA SUPPORT:** If required, visas must be requested before the date of arrival in Switzerland from the 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. Deadlines vary, so it is suggested to check directly with the appropriate representation and apply early.

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. Requests should be made by checking the corresponding box on the registration form **no later than one month before the meeting**. Enquiries should be sent to the ITU Travel Section (travel@itu.int), bearing the words “**visa support**”.

**VISITING GENEVA: HOTELS, PUBLIC TRANSPORT**

**VISITORS TO GENEVA:** Practical information for delegates attending ITU meetings in Geneva can be found at: <http://itu.int/en/delegates-corner>.

**HOTEL DISCOUNTS:** A number of Geneva hotels offer preferential rates for delegates attending ITU meetings, and provide a card giving free access to Geneva’s public transport system. A list of participating hotels, and guidance on how to claim discounts, can be found at: <http://itu.int/travel/>.

**ANNEX B**

**Draft Agenda of the SG9 meeting (Geneva, Switzerland, 6-13 June 2019)**

|  |  |  |
| --- | --- | --- |
| **#** | **Agenda items** |  |
|  | Opening of the SG9 meeting * 1. Approval of the agenda
	2. Approval of the previous SG9 Reports
	3. Approval of the meeting time plan
	4. Document allocation
	5. Incoming liaison statements
	6. Meeting facilities and useful information
	7. Newcomers’ welcome pack
 |  |
|  | Feedback on interim activities since the last meeting |  |
|  | SG9 organization* 1. SG9 Management team
	2. Working Party structure and its Management
	3. Questions Rapporteurs and Associates
	4. Liaison Officers
 |  |
|  | Contributions for the opening Plenary |  |
|  | TSAG results relevant to SG9 |  |
|  | Report and liaison statements from other Groups/Workshops |  |
|  | Promotion of SG9 work, workshops organization |  |
|  | Documents planned for Approval/Consent/Determination/Agreement at this meeting* 1. Intellectual Property Rights inquiry
 |  |
|  | AOB for opening Plenary |  |
|  |
|  | Intellectual Property Rights inquiry |  |
|  | Approval/Consent/Determination of draft Recommendations and agreement of other deliverables* 1. Recommendations
	2. Supplements
	3. Technical Papers and Reports
	4. Others
 |  |
|  | Approval of Working‑Party reports and Question meeting report  |  |
|  | Outgoing Liaison Statements  |  |
|  | Agreement to start new work items  |  |
|  | Update of the SG9 Work Programme |  |
|  | New/revised Questions (if any)  |  |
|  | New appointment of Rapporteurs, Associate Rapporteurs, Liaison Officers |  |
|  | Date and place of the next SG9 meeting |  |
|  | Future Interim Activities (Working Party and Rapporteur meetings) |  |
|  | Future events related to SG9 |  |
|  | AOB for closing Plenary |  |
|  | Closing  |  |

***Note 1:*** *Items 1 to 9 are expected to be addressed in the opening Plenary (6 June 2019) and items 10 to 22 are expected to be addressed in the closing Plenary (13 June 2019).*

***Note 2:*** *Updates to the agenda can be found in SG9-TD511.*

**ANNEX C**

**Draft Timetable of the SG9 meeting (Geneva, Switzerland, 6-13 June 2019)**

|  | **Thursday 6 June** | **Friday 7 June** | **Sat 8June** | **Sun 9June** | **Monday 10 June** | **Tuesday 11 June** | **Wednesday 12 June** | **Thursday 13 June** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Sessions*** | ***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** | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** |
| **WPs** |  | **2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** |  |  |
| **Workshop** |  |  |  |  | **3** | **3** | **3** | **3** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q1/9** (ex.Q1/9) |  |  | -- | -- |  |  |  |  |  |  | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- |  |  |  |  |
| **Q2/9** (ex.Q3/9) |  |  | -- | -- |  |  |  |  |  |  | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- |  |  |  |  |
| **Q4/9** (ex.Q11/9) |  |  | -- | -- |  |  |  |  |  |  | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- |  |  |  |  |
| **Q5/9** (ex.Q4/9) |  |  | -- | -- |  |  |  |  |  |  | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- |  |  |  |  |
| **Q6/9** (ex.Q5/9) |  |  | -- | -- |  |  |  |  |  |  | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- |  |  |  |  |
| **Q7/9** (ex.Q7/9) |  |  | -- | -- |  |  |  |  |  |  | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- |  |  |  |  |
| **Q8/9** (ex.Q8/9) |  |  | -- | -- |  |  |  |  |  |  | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- |  |  |  |  |
| **Q9/9** (ex.Q10/9) |  |  | -- | -- |  |  |  |  |  |  | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- |  |  |  |  |
| **Q10/9** (ex.Q13/9) |  |  | -- | -- |  |  |  |  |  |  | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- |  |  |  |  |
| **IRG-AVA** |  |  |  | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Newcomers** |  |  |  |  |  |  |  |  |  |  |  | **1🡪** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Session 1: 0930-1045; Session 2: 1115-1230; Session 3: 1430-1545; Session 4: 1615-1730; Session 5: 1800-1915**

|  |  |
| --- | --- |
| **PLEN** | SG9 Plenary sessions |
| **WPs** | Working Parties 1/9 and 2/9 Plenary sessions |
| **X** | Represents a meeting session |
| **🡪** | Indicates a lunch/evening session |
| **--** | Detailed time plan including Question sessions will be made available from the SG9 webpage as SG9-TD512 |
| **1** | A newcomers orientation session will take place (1230-1330)  |
| **2** | SG9 Working Parties Opening Plenaries will be held as part of SG9 Opening Plenary.  |
| **3** | Workshop on “***Future of TV for Europe***” (see <http://itu.int/go/TSG9>). |

**Colour legend**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | SG and WP Plenary sessions |  | Workshop |  | Questions of WP1 |  | Questions of WP2 |  | Questions of Plenary |

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