|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 20 January 2020 | |
| Ref: | **TSB Collective letter 5/9**  **SG9/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 | |
| E-mail: | [tsbsg9@itu.int](mailto:tsbsg9@itu.int) | |
| Web: | <http://itu.int/go/tsg09> | |
| **Subject**: | **Meeting of Study Group 9; Tokyo, 16-23 April 2020** | | | |

Dear Sir/Madam,

It is my pleasure to inform you that Study Group 9 (*Broadband cable and TV*) will meet in Tokyo, Japan, from 16 to 23 April 2020 inclusive, at the kind invitation of the Ministry of Internal Affairs and Communications.

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

I would like to inform you that the meeting will open at 0930 hours on the first day. Participant registration will begin at 0830 hours at the venue entrance. Detailed information concerning the meeting rooms will be circulated via the SG9 e-mail list and displayed onsite by the local host. Additional information about the meeting is set forth in **Annex A**, while practical and logistics information can be found in **Annex D**.

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.

The upcoming meeting of SG9 features a co-located ITU workshop on **“the future of TV for Asia & Pacific”**, to be held on 20 April 2020. 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>).

This meeting will also finalize the discussions related to Study Group 9 restructuring towards WTSA-20. As the next (and last) TSAG meeting before WTSA takes place before the next SG9 meeting (planned in Gambia, Africa in September/October 2020), SG9 is invited to finalize the proposed structure for next Study Period at this meeting which will submit the views of SG9 to WTSA and TSAG.

Please see on next page the key deadlines for the coming meeting in Japan.

**Key deadlines**:

|  |  |  |
| --- | --- | --- |
| Two months | 16-02-2020 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| Six weeks | 05-03-2020 | - Submit fellowship requests (via the online registration form; see details in Annex A) |
| One month | 16-03-2020 | - Pre-registration (via the online registration form on the <http://itu.int/ITU-T/go/sg9>)  - Submit requests for visa support letters ( see details in Annex E) |
| 12 calendar days | 03-04-2020 | - [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,    Chaesub Lee Director of the Telecommunication Standardization 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: 5**

ANNEX A  
Additional 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 who have an [ITU user account](http://www.itu.int/TIES/) with TIES access.

**INTERPRETATION**: As per agreement of the ITU-T SG9 management team, this meeting will be held in English only.

**WIRELESS LAN** facilities are available to delegates at the venue. Detailed information will be provided on site.

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

**PRE-REGISTRATION**:Pre-registration is mandatory and is to be done online via the study group home page **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 ITU-T registration system requires focal-point approval for registration requests; [TSB Circular 118](https://www.itu.int/md/T17-TSB-CIR-0118) describes how to set up automatic approval of these requests. Some options in the registration form apply only to Member States, including: function, interpretation requests and fellowships 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](mailto: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**: Up to two partial fellowships per country may be awarded, subject to available funding, to facilitate participation from [eligible countries](http://handle.itu.int/11.1002/apps/fellowships). 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 [5 March 2020] at the latest. 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 relevant written contributions; equitable distribution among countries and regions; and gender balance.

**VISA SUPPORT**: To enter Japan, you may need a letter of introduction from the host, which you will need to present to the Japanese Embassy/Consulate in your area in order to obtain your visa. The visa must be requested and obtained from the office (embassy or consulate) representing Japan in your country or, if there is no such office in your country, from the one that is closest to the country of departure. Please be aware that visa approval might take time so kindly make your visa request **as soon as possible**. See **item 3 of ANNEX D and E** for more information.

ANNEX B  
Draft agenda of the SG9 meeting (16-23 April 2020, Tokyo, Japan)

|  |  |  |
| --- | --- | --- |
| **#** | **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 |  |
|  | PP-18 and 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 (16 April 2020) and items 10 to 22 are expected to be addressed in the closing Plenary (23 April 2020).*

***Note 2:*** *Updates to the agenda can be found in SG9-TD671.*

**ANNEX C**

**Draft Timetable of the SG9 meeting (16-23 April 2020, Tokyo, Japan)**

|  | **Thursday 16 April** | | | | | **Friday 17 April** | | | | | **Sat 18 April** | **Sun 19 April** | **Monday 20 April** | | | | | **Tuesday 21 April** | | | | | **Wednesday 22 April** | | | | | **Thursday 23 April** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Sessions*** | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** |  |  | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***1*** | ***2*** | ***3*** | ***4*** |
| **PLEN** | **X** | **2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** |
| **WPs** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** | **X** |  |  |
| **Workshop** |  |  |  |  |  |  |  |  |  |  |  |  | **3** | **3** | **3** | **3** | **3** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q1/9** |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |
| **Q2/9** |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |
| **Q4/9** |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |
| **Q5/9** |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |
| **Q6/9** |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |
| **Q7/9** |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |
| **Q8/9** |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |
| **Q9/9** |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |
| **Q10/9** |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |
| **QA/9** |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |
| **Training** |  | **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 session |
| **\*** | Remote participation facilities |
| **--** | Detailed time plan including Question sessions will be made available from the SG9 webpage as SG9-TD672 |
| **1** | A leadership team training programme, tailored for rapporteurs, editors as well as newcomers, will take place (1230-1330). Everyone is invited., see SG9-TD677 |
| **2** | SG9 Working Parties Opening Plenaries will be held as part of SG9 Opening Plenary. |
| **3** | Workshop on “***Future of TV for Asia & Pacific***” (see <http://itu.int/go/TSG9>). |

**Colour legend**

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

***Note:*** *Updates to the agenda can be found in SG9-TD672.*

**ANNEX D**

## PRACTICAL INFORMATION

## Meeting Venue

The meeting will be held at KDDI Hall, which is located at  
1-8-1 Otemachi, Chiyoda-ku, Tokyo 100-0004, Japan

## Transportation and site information

**Public transportation:**The venue is directly connected to Exit C1 of Otemachi (大手町) station. Also, you can walk from Tokyo station (1.0 km, 13 minutes) or from Kanda station (1.0 km, 13 minutes).

**If you choose a taxi:**Please show the address above, or the following Japanese notation might be more convenient for taxi drivers:

KDDIホール  
東京都千代田区大手町1-8-1

The **map** of the meeting venue is available at the following URL:  
<https://goo.gl/maps/yjRp2izmsUMkLidL8>

## Passports and Visas

All foreign visitors entering Japan must have a valid passport. Visitors from countries whose citizens require a visa should apply for a visa at the Japanese Embassy or Consulate as early as possible and well in advance of travel.

For requesting an invitation letter for visa purposes from the Japanese Administration, please see **Annex E**.

The focal point for visa support in Japan is:

E-mail: [itutsg9-visa2020@ituaj.jp](mailto:itutsg9-visa2020@ituaj.jp)

## Climate – April in Japan

Monthly Average temperature and precipitation in April in Tokyo, Japan, are given in the table below:

|  |  |
| --- | --- |
|  | **April** |
| Average Maximum Temperature | 19°C |
| Average Minimum Temperature | 10°C |
| Average Precipitation | 100mm |

## Information about Hotels around the meeting venue

Hotel Metropolitan Marunouchi: <https://www.hotelmetropolitanmarunouchi.jp/en/>

Mitsui Garden Hotel Otemachi: <https://www.gardenhotels.co.jp/otemachi/eng/>

Keio Presso Inn Otemachi: <https://www.presso-inn.com/english/otemachi.html>

Mitsui Garden Hotel Nihonbashi Premier: <https://www.gardenhotels.co.jp/nihonbashi-premier/eng/>

Kanda Grand Central Hotel: <http://www.pelican.co.jp/grandcentralhotel/en/index.html>

## Internet access and wireless coverage at the venue

The venue offers Internet access in all meeting rooms. You will find more information once at the venue.

## Electricity

The electricity in Tokyo, Japan is generally 100V, 50Hz. Please make sure you have the proper adapter.



This socket is common in Japan.

## Useful information

*Currency exchange*

The currency in **Japan** is the "**yen"**; please check the currency exchange rate in the local bank system or use the following link as a reference: <http://www.xe.com/>.

## Additional information

**9.1 Mobile phones:** Cell (mobile) phone and mobile data coverage is excellent. Most unlocked cell phones will work with a local SIM card.

**9.2 Tipping:** Tipping is not customary in Japan.

**9.3 Time Zone in April 2020**: UTC+9

**9.4 Emergency Number:** In case of emergency please dial 110 (Police), 119 (Medical Emergency and Fire).

## Contact

[wtsa-sg9@ml.soumu.go.jp](mailto:wtsa-sg9@ml.soumu.go.jp)

# ANNEX E

**PROCEDURES FOR INVITATION LETTER REQUEST AND FORM**

**Participants who require a visa** 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 consulate /diplomatic mission may take two weeks (more than one month in some cases) 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/index.html>

Please ensure that you should **fill out all items in this ANNEX E from the next page** used for issuing the Visa Supporting Documents, and **submit together with a Photo-Copy of PASSPORT (the page which includes photo and passport number)** to [**itutsg9-visa2020@ituaj.jp**](mailto:itutsg9-visa2020@ituaj.jp)by **Friday, 20 March 2020.**

***NOTE:***

***As for the flight information for Visa Supporting Documents, planned flight information is accepted. If your flight information is tentative, please send the accurate flight information later to the above email address no later than 20 March 2020.***

***The host will do its best to provide invitation letters that are requested late; however, it cannot guarantee that a visa will be received in time for the SG9 meeting.***

|  |  |
| --- | --- |
| C:\Users\clarker\AppData\Local\Temp\7zE02DABAA6\ITU official logo_blue_RGB.png | **VISA SUPPORTING LETTER REQUEST FORM**  **Meeting of ITU-T Study Group 9 (Tokyo, Japan, 16-23 April 2020)** |
| **Please indicate the meetings you will be attending**  16, 17 & 21-23 April 2020: SG9 Meeting  20 April 2010 : Workshop | |
| **PERSONAL INFORMATION:** | |
| Name ( Dr. / Mr. / Ms. )  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Given Name Middle Name Surname  Administration/Organization  Present Post (Title)  Business Address (PO BOX not allowed)    City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postal Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Country \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Where you live)  Office Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office Fax No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| **FLIGHT INFORMATION:** |
| Arrival Flight No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Arrival Date Time  Arrival Airport Narita Airport Haneda Airport Other (airport name: )  Departure Flight No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Departure Date Time  Departure Airport Narita Airport Haneda Airport Other (airport name: ) |
| **PASSPORT INFORMATION:**  **※Please attach Photo-Copy of PASSPORT (the page which includes photo and passport number)** |
| Passport No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nationality  Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Expiry \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **HOTEL INFORMATION:** |
| Hotel Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No.  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Check-in Date Check-out Date |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_