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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 18 September 2020 |
| Ref: | **TSB Collective letter 7/9****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 |
| Web: | [http://itu.int/go/tsg09](http://itu.int/ITU-T/go/sg9)  |
| **Subject**: | **Meeting of Working Party 2/9; fully virtual meeting, 25 November 2020 (1030 to 1330 hours)** |

Dear Sir/Madam,

In agreement with the decisions taken by ITU-T Study Group 9 (Broadband cable and TV) Management, it is my pleasure to invite you to attend the fully virtual meeting of Working Party 2/9 (Cable-related terminals and applications) that is planned on 25 November 2020 from 1030 to 1400 hours (CET).

The terms of reference of the Working Party 2/9 fully virtual meeting include review of interim activities of Questions under this Working Party as well as considering the Consent of six work items, which will be finalized in the previous interim rapporteur meeting of Questions 5/9, 6/9, 7/9, 8/9 and 9/9:

- J.acf-hrm

- J.cloud-vr

- J.pcnp-smgw

- J.uoc

- J.fdx-fspec

- J.CBCMS-part 1

See SG9 work programme at <https://www.itu.int/ITU-T/workprog/wp_search.aspx?sg=9>

The WP2/9 meeting will start at 1030 (CET) hours.

Please note that registration is mandatory (via the online registration form also available on the <http://itu.int/ITU-T/go/sg9>). Without registration the remote participation tool ([MyMeetings](https://www.itu.int/myworkspace/%22%20%5Cl%20%22/my-workspace/remote_participation)) will not be accessible. Further details of the meeting will be made available shortly at SG9 website.

Additional information about the meeting is set forth in **Annex A**.

The draft agenda of the meeting, as prepared in agreement with the Chair of Working Party 2/9, Mr TaeKyoon Kim, from ETRI, Korea Rep. of (tkkim@etri.re.kr), is set out in **Annex B**.

**Key deadlines**:

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| One month | 2020-10-25 | - Pre-registration (via the online registration form on the [study group homepage](http://itu.int/ITU-T/go/sg9)) |
| 12 calendar days | 2020-11-12 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) |

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

I wish you a productive and enjoyable meeting.

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| Yours faithfully,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 |

**Annexes**: 2

ANNEX A
Additional details for the WP1/9 and WP2/9 meetings

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS**: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**: The entire meeting will run in English only.

**INTERACTIVE REMOTE PARTICIPATION**: ITU-T SG9 management team agreed to use the MyMeetings Remote Participation tool ([ITU MyMeetings](https://www.itu.int/myworkspace/#/my-workspace/remote_participation), <https://remote.itu.int>) for these Working Party sessions, as done for Study Group 9 meeting last April 2020. Delegates must register for the meeting and identify themselves and their affiliation when taking the floor. Remote participation is provided on a best-effort basis. The meeting should not be delayed or interrupted because of a remote participant’s inability to connect, listen or be heard. If the voice quality of a remote participant is considered insufficient, the Chair of the Working Party meeting should interrupt the remote participant and refrain from giving the participant the floor until the problem is resolved.

**PRE-REGISTRATION**

**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. The membership is invited to include women in their delegations whenever possible.

Registration is mandatory via the online registration form on the [study group homepage](http://itu.int/go/tsg09). Without registration, delegates will not be able to access the remote participation tool highlighted above.

ANNEX B
Draft agenda WP2/9
(Fully Virtual, 25 November 2020)

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| **25 November (1030-1400 CET)** | **Documents** |
| Opening of the Working Party 2/9 meeting* 1. Approval of the agenda
	2. Documents allocation
 | [SG9-TD908](https://www.itu.int/md_int/T17-SG09-201125-TD-GEN-0908/en) |
| Feedback on interim activities since the last SG9 meeting |  |
| Documents planned for Consent at this meeting* 1. WP2 (Question 5/9): **J.acf-hrm**
	2. WP2 (Question 6/9): **J.pcnp-smgw**
	3. WP2 (Question 7/9): **J.uoc** and **J.fdx-fspec**
	4. WP2 (Question 8/9): **J.CBCMS-part1**
	5. WP2 (Question 9/9): **J.cloud-vr**

Report of interim e-meetings related to WP2/9* 1. Questions (Q5/9, Q6/9, Q7/9, Q8/9, Q9/9, Q11/9)
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| Incoming and Outgoing Liaison Statements |  |
| Update of the WP2/9 Work Programme |  |
| Next SG9, WP2/9 and Questions Rapporteur meetings |  |
| AOB for closing Working Parties Plenary |  |
| Closing |  |

NOTE1 ‒ Updates to the agenda can be found in [[TD908](https://www.itu.int/md_int/T17-SG09-201125-TD-GEN-0908/en)/SG9].

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