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| itu_logo | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 21 November 2017 | |
| Ref: | **TSB Collective letter 3/16** | | - To Administrations of Member States of the Union;  - To ITU‑T Sector Members;  - To ITU‑T SG 16 Associates;  - To ITU Academia | |
| Tel: | +41 22 730 6805 | |
| Fax: | +41 22 730 5853 | |
| Email: | [tsbsg16@itu.int](mailto:tsbsg16@itu.int) | |
| Web: | <http://itu.int/go/tsg16> | |
| Subject: | **Meeting of Working Party 2/16; Geneva, 16 February 2018 (1430-1730 hours)** | | | |

Dear Sir/Madam,

In agreement with the decisions taken at the previous ITU-T Study Group 16 meeting in Macao, China, 16-27 October 2017, it is my pleasure to invite you to attend the meeting of Working Party 2/16 (Multimedia   
e-services) that is to take place at the ITU headquarters in Geneva on Friday, 16 February 2018, 1430-1730 hours. Its main objective is to Consent work items of WP 2/16 Questions that will be sufficiently mature and in particular three draft new Recommendations (see **Annex B**, §‎8).

The WP2/16 meeting will be preceded by Rapporteur groups meeting for Questions 8/16, 13/16, 26/16 and 28/16 to be held in the same venue from 12 to 16 February 2018. Additionally, Question 28/16 will also meet at the ITU headquarters on Friday, 9 February 2018 specifically to discuss draft (new) ITU-T F.SLD. Details of these meetings will be made available shortly at <https://itu.int/go/rgm/tsg16>.

Participant registration will begin at 1330 hours at the [Montbrillant building entrance](https://www.itu.int/en/about/Documents/itu-plan.pdf). 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 draft agenda of the meeting, as prepared in agreement with the co-chairmen of Working Party 2/16, Messrs Mohannad El-Megharbel (Egypt) and Hideki Yamamoto (Japan), is set out in **Annex B**.

**KEY DEADLINES (before meeting)**

|  |  |  |
| --- | --- | --- |
| Two months | 2017-12-16 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested  - Requests for accessibility accommodation |
| One month | 2018-01-16 | - Pre-registration ([online](https://www.itu.int/online/edrs/REGISTRATION/edrs.registration.form?_eventid=3001038) or via the [study group homepage](http://itu.int/ITU-T/go/sg16))  - Submit requests for visa support letters (a request sample can be found [here](http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf)) |
| 12 calendar days | 2018-02-03 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) |

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

I wish you a productive and enjoyable meeting.

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| Yours faithfully,  *(signed)*  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/sg16ITU-T SG16 |
| Latest meeting information |

**Annexes**: 2

**ANNEX A  
Additional details for the WP2/16 meeting**

**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) at [tsbsg16@itu.int](file:///C:\Users\angeles\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\I02I8YD0\tsbsg16@itu.int). Access to meeting documents is provided from the study group homepage, and is restricted to ITU-T Members having a [TIES account](http://www.itu.int/TIES/).

**WIRELESS LAN** facilities will be available for use by delegates at the venue.

**PRINTERS:** Printers will be made available to the delegates at the venue of the event.

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

**ACCESSIBILITY ACCOMMODATIONS:** Real-time captioning and/or sign-language interpretation may be provided on demand to those needing them for the sessions where accessibility matters will be discussed (Q26/16), subject to availability of interpreters and funding. These accessibility accommodations **must be requested at least two months before the beginning date of the meeting**, namely **16 December 2017**.

**PRE-REGISTRATION AND FELLOWSHIPS**

**PRE-REGISTRATION:** Pre-registration is to be done online via the study group home page **at least one month before the start of the meeting**. Additionally, and within the same deadline, focal points are requested to send by e-mail ([tsbreg@itu.int](mailto:tsbreg@itu.int)), letter or fax, the list of people who are authorized to represent their organization, indicating the names of the head and deputy head of delegation. The membership is invited to include women on their delegations whenever possible.

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

**VISITING GENEVA: HOTELS, PUBLIC TRANSPORT AND VISAS**

**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/>.

**VISA SUPPORT**: If required, visas must be requested at least one month 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. 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. Any such request must specify the name, function, date of birth, passport information, and registration confirmation for all applicants. Requests should be sent to TSB by e-mail ([tsbreg@itu.int](mailto:tsbreg@itu.int)) or fax (+41 22 730 5853) **no later than one month before the meeting, namely 16 January 2018**, bearing the words **“visa request”**. A request sample can be found [here](http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf).

**ANNEX B  
Draft agenda**

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|  | Opening Remarks | |
|  | Approval of agenda | |
|  | Document allocation | |
|  | IPR roll call | |
|  | Report of the previous WP2/16 meeting (Macau, China, 16-27 October 2017, SG16-R7) | |
|  | Report of interim WP2/16 Activities | |
|  | | Q24/16 "Human factors related issues for improvement of the quality of life through international telecommunications" |
|  | | Q26/16 "Accessibility to multimedia systems and services" |
|  | | Q27/16 "Vehicle gateway platform for telecommunication/ITS services and applications" |
|  | | Q28/16 "Multimedia framework for e-health applications" |
|  | Status of WP2/16 Recommendations Consented on 27 October 2017 | |
|  | Start of approval process for Recommendations (WTSA-16 Res.1 and ITU-T A.8) | |
|  | | 1. [F.Relay](http://www.itu.int/itu-t/workprog/wp_item.aspx?isn=13236) "*Multimedia telecommunication relay services*" 2. [F.Med-UHD](http://www.itu.int/itu-t/workprog/wp_item.aspx?isn=14080) "*Framework for telemedicine systems using ultra-high definition imaging*" 3. [H.MBI-BHQ](http://www.itu.int/itu-t/workprog/wp_item.aspx?isn=13333) "*Requirements on key performance indicators and protocols for establishing Brain Healthcare Quotients in MBI-PF*" 4. Other WP2/16 texts that may be mature |
|  | Approval of outgoing liaison statements | |
|  | Future meetings | |
|  | Any other business | |
|  | Closing of the meeting | |

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