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| itu_logo | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 6 August 2018 |
| Ref: | **TSB Collective letter 5/16** | - 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 |
| Web: | <http://itu.int/go/tsg16>  |
| Subject: | **Meeting of Working Party 1/16; Geneva, 26 October 2018 (1430-1730 hours)** |

Dear Sir/Madam,

In agreement with the decisions taken at the latest ITU-T Study Group 16 meeting in Ljubljana, Slovenia from 9 to 20 July 2018, it is my pleasure to invite you to attend the meeting of Working Party 1/16 (Multimedia content delivery) that is to take place at the ITU headquarters in Geneva on Friday, 26 October 2018 from 1430 to 1730 hours. Its main objective is to Consent work items of WP 1/16 Questions that will be sufficiently mature and in particular one draft new Recommendation (see **Annex B**, §‎8).

The WP1/16 meeting will be preceded by Rapporteur group meetings for Questions 13/16 and 14/16 to be held in the same venue from 22 to 26 October 2018. 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 1/16, Messrs Seong-Ho Jeong (Korea Rep. of) and Marcelo Moreno (Brazil), is set out in **Annex B**.

**KEY DEADLINES (before meeting)**

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| Two months | 2018-08-26 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| One month | 2018-09-26 | - Pre-registration ([online](http://itu.int/reg/tmisc/3001096) 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 | 2018-10-09 | - [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 LeeDirector of the TelecommunicationStandardization 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 WP1/16 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. 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) on a first-come, first served basis.

 **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), 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) or fax (+41 22 730 5853) **no later than one month before the meeting, namely 26 September 2018**, bearing the words **“visa request”**. A sample request 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 WP1/16 meeting (Ljubljana, Slovenia 9-20 July 2018, SG16-R11) |
|  | Report of interim WP1/16 Activities |
|  | Q11/16 "Multimedia systems, terminals, gateways and data conferencing" |
|  | Q13/16 "Multimedia application platforms and end systems for IPTV" |
|  | Q14/16 "Digital signage systems and services" |
|  | Q21/16 "Multimedia framework, applications and services" |
|  | Status of WP1/16 Recommendations Consented on 20 July 2018 |
| 1.
 | Start of approval process for Recommendations (WTSA-16 Res.1 and ITU-T A.8) |
|  | 1. [H.DS-DCI](http://www.itu.int/ITU-T/workprog/wp_item.aspx?isn=14192) "*Digital signage: Display device control interface*"
2. Other WP1/16 texts that may be mature
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|  | Approval of outgoing liaison statements |
|  | Future meetings |
|  | Any other business |
|  | Closing of the meeting |

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