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| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 5 April 2019 | |
| Ref: | **TSB Collective letter 7/16** | | - 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, 14 June 2019, 1600-1730 hours** | | | |

Dear Sir/Madam,

In agreement with the decisions taken at the latest ITU-T Study Group 16 meeting in Geneva, Switzerland from 19 to 29 March 2019, 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 ITU headquarters in Geneva on Friday, 14 June 2019. Its main objective is to Consent work items of WP 2/16 Questions that will be sufficiently mature and in particular one draft new Recommendation (see **Annex B**, §‎8).

The WP2/16 meeting will be preceded by Rapporteur group meetings for Questions 26/16 and 28/16 to be held at the same venue from 10 to 14 June 2019. 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 and Hideki Yamamoto, is set out in **Annex B**.

**KEY DEADLINES (before meeting)**

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| Two months | 2019-04-14 | * [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| One month | 2019-05-14 | * Pre-registration (via the online registration form on the [study group homepage](http://itu.int/ITU-T/go/sg16)) * Submit requests for visa support letters (see details in Annex A) |
| 12 calendar days | 2019-06-01 | * Submit ITU-T Member contributions ([via Direct Document Posting](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-SG16)) |

The debates at this quarter-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 at [tsbsg16@itu.int](mailto:tsbsg16@itu.int) 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 having a [TIES account](http://www.itu.int/TIES/).

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

**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.

**PRE-REGISTRATION AND FELLOWSHIPS**

**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.

**FELLOWSHIPS:** Fellowships and interpretation will *not* be available for this quarter-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 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](mailto:travel@itu.int)), bearing the words “**visa support**”.

**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 (Geneva, 19-29 March 2019, SG16-R17) | |
|  | Report of interim WP2/16 activities (as applicable) | |
|  | | Q22/16 "Distributed ledger technologies and e-services" |
|  | | 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 29 March 2019 | |
|  | Start of approval process for Recommendations (WTSA-16 Res.1 and ITU-T A.8) | |
|  | | 1. [F.WAAD](http://www.itu.int/ITU-T/workprog/wp_item.aspx?isn=14436) "Safety requirements for personal sound amplifiers" 2. 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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