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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 10 June 2019 |
| Ref: | TSB Collective letter 8/16SG16/SC | - 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 |
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| E-mail: | tsbsg16@itu.int |
| Web: | <http://itu.int/go/tsg16>  |
| Subject: | **Meeting of ITU-T Study Group 16; Geneva, 7-17 October 2019** |

Dear Sir/Madam,

It is my pleasure to inform you that Study Group 16 (*Multimedia coding, systems and applications*) will meet in Geneva, Switzerland, from 7-17 October 2019 inclusive.

Several other meetings will be collocated during the period, in particular: JCT-VC, JVET and WG11 (MPEG), as well as the JCA on multimedia aspects of e-services (JCA-MMeS). It should be noted that registration for each of these events is separate from that of Study Group 16.

I should 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 Montbrillant building entrance. Detailed information concerning the meeting rooms will be displayed onsite. Additional information about the meeting is set forth in **Annex A**.

The draft **agenda** of the meeting and the draft **time plan**, prepared in agreement with the Chairman of Study Group 16, Mr Noah Luo (People's Republic of China), and its management team, are set out in **Annexes B** and **C**,respectively.

**Key deadlines (see Annex A for details)**:

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| Two months | 2019-08-07 | - Submit requests for real-time captioning and/or sign-language interpretation- [Submit ITU-T member contributions](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-SG16) for which translation is requested |
| Six weeks | 2019-08-26 | - Submit fellowship requests (via the online registration form on the study group home page)- Submit interpretation requests (via the online registration form) |
| One month | 2019-09-07 | - Pre-registration (via the online registration form on the study group home page)- Submit requests for visa support letters |
| 12 calendar days | 2019-09-24 | - Submit ITU-T member contributions ([via Direct Document Posting](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-SG16)) |

I wish you a productive and enjoyable meeting.

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| Yours faithfully,Chaesub LeeDirector of the TelecommunicationStandardization Bureau**Annexes: 3** | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg16ITU-T SG16 |
| Latest meeting information |

ANNEX A
Practical 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](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-SG16); 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 home page and is restricted to ITU-T Members having an [ITU account with TIES access](http://www.itu.int/TIES/).

**INTERPRETATION:** Due to budget restrictions,interpretationwill be available for the closing plenary of the meeting if requested by Member States. Requests should be made by checking the corresponding box on the registration form, **at least six weeks before the first day of the meeting.** (This option in the registration form is valid only for Member State delegates).

**WIRELESS LAN** facilities are available to delegates in all ITU meeting rooms (SSID: “ITUwifi”, Key: itu@GVA1211). Detailed information is available on‑site and on the ITU‑T website (<http://itu.int/ITU-T/edh/faqs-support.html>).

**ACCESSIBILITY:** 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 (Questions 24/16 and 26/16), subject to availability of interpreters and funding. These accessibility services must be requested **at least two months before the beginning date of the meeting** by checking the corresponding box on the registration form.

**E-LOCKERS** are available for the duration of the meeting using delegates’ ITU-T RFID identity badges. The e‑lockers are located immediately after the registration area on the ground floor of the [Montbrillant building](https://www.itu.int/en/about/Documents/itu-plan.pdf).

**PRINTERS** are available in the delegates’ lounges and near all [major meeting rooms](https://www.itu.int/en/about/Documents/itu-plan.pdf). To avoid the need to install drivers on delegates’ computer, documents may be “e‑printed” by e-mailing them to the desired printer.
Details at: <http://itu.int/go/e-print>.

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

**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 new registration system requires focal-point approval for all registration requests. Several options in the form are only valid for delegates attending on behalf of a member state, in particular: function; interpretation; fellowship; visa support. 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. A quick-start guide for newcomers is available [here](https://www.itu.int/en/ITU-T/info/Documents/ITU-T-Newcomer-Guide.pdf).

**FELLOWSHIPS:** Two partial fellowships per administration may be awarded, subject to available funding, to facilitate participation from [eligible countries](https://www.itu.int/en/ITU-T/gap/Documents/Fellowships_BSG_EligibleCountries.pdf). As part of the new registration system, fellowship request forms will be sent to eligible registrants who check the corresponding box on the registration form. **Fellowship requests must be received by 26 August 2019 at the latest, and 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:** 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), bearing the words “**visa support**”.

**VISITING GENEVA: HOTELS, PUBLIC TRANSPORT**

**VISITORS TO GENEVA:** Practical information for delegates attending ITU meetings in Geneva can be found at: <http://itu.int/en/delegates-corner>.

**HOTEL DISCOUNTS:** Several 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](http://itu.int/travel/).

ANNEX B
Draft agenda

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|  | Opening of meeting, meeting agenda and documentation |
|  | Status of texts consented, agreed, deleted and current list of Implementors guides |
|  | Approval of previous SG16 and WP2/16 meeting reports (SG16-R15 to R19) |
|  | Progress of the work of SG16 FGs and new Questions |
|  | Feedback and status reports on interim activities and collaboration matters |
|  | Promotion activities and workshops |
|  | Objectives for this meeting |
|  | Guidelines for the meeting of Working Parties and of Plenary Question |
|  | IPR Roll call |
|  | Review and approval of meeting results, including update of SG16 work programme |
|  | Preparations for WTSA-20 |
|  | Future work |
|  | Date and place of the next meeting of SG16 |
|  | Miscellaneous |
|  | Closing of the meeting |

**ANNEX C
Draft time plan of SG16 meeting (Geneva, 7-17 October 2019)**

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**Notes:**

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|  | "P" stands for plenary. |
|  | Question 1/16, which is allocated to the Plenary, will have sessions as needed during the meeting. |
|  | Intermediate Working Party plenaries may be organized on Friday afternoon to wrap-up work of Questions that completed their sessions during the first week of the meeting. This would be announced in due time via the applicable SG16 mailing lists. |
|  | ISO/IEC JTC1/SC 29/WG11 (MPEG) is expected to meet from 7 to 11 October 2019, with the usual ad hoc sessions over the preceding weekend (5-6 October).  |
|  | The Joint Collaborative Team on Video Coding (JCT-VC) and the Joint Video Experts Team (JVET) meeting will start before start of the SG16 meeting and will also meet during the weekend. The planned dates are from 1 to 11 October 2019, the closing day being subject to confirmation. See <http://itu.int/go/jctvc> and <http://itu.int/go/jvet> for final details closer to the meeting. |
|  | Last meeting day is Thu 17 October. **No** sessions on Friday 18 October. |
|  | There are no firm plans to organize a workshop during the SG16 meeting. Should one be organized, a specific Circular will be issued and information circulated in the applicable SG16 mailing lists. |

*For schedule updates, please see:* <http://itu.int/go/tsg16>.

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