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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 5 July 2021 |
| Ref: | TSB Collective letter 11/16SG16/SC | - To Administrations of Member States ofthe Union;- To ITU‑T Sector Members;- To ITU‑T Associates of Study Group 16;- To ITU Academia |
| Tel: | +41 22 730 6805 |
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| E-mail: | tsbsg16@itu.int |
| Web: | <https://www.itu.int/go/tsg16> |
| **Subject**: | **Virtual meeting of Working Party 2/16, 27 September 2021** |

Dear Sir/Madam,

In agreement with the decisions taken at the latest ITU-T Study Group 16 meeting, that was held online from 19 to 30 April 2021, it is my pleasure to invite you to attend the fully virtual meeting of Working Party 2/16 (Multimedia e-services) that is planned to take place online on Monday, 27 September 2021 from 1100 to 1400 hours (Geneva time). Its main objective is to Consent and Determine work items of WP 2/16 Questions that will be sufficiently mature.

The WP2/16 meeting will be preceded by Rapporteur group meetings for WP2/16 Questions meeting in the period from May to September 2021 (currently, Questions 23/16, 24/16, 27/16 and 28/16). The page <https://itu.int/go/rgm/tsg16> will be updated as details become available.

Since this will be a fully virtual meeting, no fellowships will be awarded. The entire meeting will run in English only with no interpretation.

Please note that registration is mandatory (online at <https://itu.int/go/tsg16/reg>). Participation in the session will only be possible for registrations approved by the respective focal point.

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**:

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| 2021-07-27 | - 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 |
| 2021-08-27 | - Registration (via the online registration form on the [study group homepage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/16/Pages/default.aspx)) |
| 2021-09-14 | - [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 | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg16ITU-T SG16 |
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**Annexes**: 2

ANNEX A
Additional details for the WP2/16 meeting

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS**:Member contributions should be submitted using [Direct Document Posting](https://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](https://www.itu.int/TIES/) with TIES access.

**WORKING LANGUAGE**: The entire meeting will run in English only.

**INTERACTIVE REMOTE PARTICIPATION**: The [MyMeetings](https://remote.itu.int/) tool is the main remote participation tool for this meeting. Only delegates registered for the meeting will be able to participate. 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 Chairman may interrupt the remote participant and may refrain from giving the participant the floor until there is indication that the problem is resolved. Use of the meeting chat facility is encouraged to facilitate efficient time management during the sessions.

**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 (Question 26/16 and 28/16), 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.

**REGISTRATION, NEW DELEGATES, FELLOWSHIPS AND VISA SUPPORT**

**REGISTRATION:** 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](https://www.itu.int/go/tsg16). Without registration, delegates will not be able to access the [MyMeetings remote participation tool](https://remote.itu.int/).

**NEW DELEGATES, FELLOWSHIPS AND VISA SUPPORT**: For fully virtual meetings, since there is no travel involved, no fellowships are provided and visa support is not applicable.

ANNEX B
Draft agenda

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| **#** | **Agenda items** |
|  | Opening Remarks |
|  | Approval of agenda |
|  | Document allocation |
|  | IPR roll call |
|  | Report of the previous WP2/16 meeting (Online, 19-30 April 2021, [SG16-R30](https://www.itu.int/md/T17-SG16-R-0030/en)) |
|  | Report of interim WP2/16 activities (as applicable) |
|  | Q22/16 "Multimedia aspects of distributed ledger technologies and e-services" |
|  | Q23/16 "Digital culture-related systems and services" |
|  | Q24/16 "Human factors for intelligent user interfaces and services" |
|  | Q26/16 "Accessibility to multimedia systems and services" |
|  | Q27/16 "Vehicular multimedia communications, systems, networks, and applications" |
|  | Q28/16 "Multimedia framework for digital health applications" |
|  | Status of WP2/16 Recommendations Consented on 30 April 2021 |
| 1.
 | Start of approval process for Recommendations (WTSA-16 Res.1 and ITU-T A.8) |
|  | 1. ITU-T [F.VM-VMA](https://www.itu.int/itu-t/workprog/wp_item.aspx?isn=17062) "Architecture of vehicular multimedia systems"
2. Other WP2/16 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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