|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 22 October 2021 | |
| Ref: | | TSB Collective letter 12/16  SG16/SC | | - To Administrations of Member States of the Union;  - To ITU‑T Sector Members;  - To ITU‑T Associates of Study Group 16;  - To ITU Academia | |
| Tel: | | +41 22 730 6805 | |
| Fax: | | +41 22 730 5853 | |
| E-mail: | | [tsbsg16@itu.int](mailto:tsbsg16@itu.int) | |
| Web: | | <https://www.itu.int/go/tsg16> | |
| **Subject**: | | **Meeting of ITU-T Study Group 16;** **fully virtual meeting, 17-28 January 2022** | | | |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of ITU-T Study Group 16 (*Multimedia coding, systems and applications*), which is planned to be run fully virtual from 17 to 28 January 2022, inclusive.

Several other related meetings will take place during the same period, in particular: ISO/IEC JTC1 SC29 WG1 (JPEG), WGs 2 to 8 (MPEG), and the Joint Video Experts Team (JVET). It should be noted that detailed information and registration for each of these events is separate from that of Study Group 16.

Work items under development in ITU-T SG16, including reference to the latest working drafts, can be accessed at <https://www.itu.int/itu-t/workprog/wp_search.aspx?sg=16>. The template for Contributions can be accessed on the ITU website for [Direct Document Posting](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-SG16), and guidelines for preparation of Contributions can be accessed at <https://www.itu.int/rec/T-REC-A.2-201211-I>.

Since this will be a fully virtual meeting, no fellowships will be awarded. The entire meeting will run in English only with no interpretation. The opening plenary will open at 1130 hours (time slot 3) of the first day.

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

I take the opportunity to call your attention to TSB Circulars [312](https://www.itu.int/md/T17-TSB-CIR-0312) (11 May 2021) and [347](https://www.itu.int/md/T17-TSB-CIR-0347/en) (12 October 2021), which concern the planned TAP Decision for two draft new Recommendations, ITU-T F.747.10 and H.551, respectively.

Practical meeting information is set out 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. The updated draft time plan will be available from the [study group homepage](https://www.itu.int/en/ITU-T/studygroups/2017-2020/16/Pages/default.aspx).

**Key deadlines**:

|  |  |
| --- | --- |
| 2021-11-17 | - 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 |
| 2021-12-17 | - 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)) |
| 2022-01-04 | - [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.

|  |  |
| --- | --- |
| Yours faithfully,  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 |
|  |

**Annexes:** 3

ANNEX A  
Practical meeting information

**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; exceptions will be noted in the time plan. 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. Briefing materials will be provided to new delegates and an orientation session by the study group chairman may be organized if there is enough interest.

ANNEX B  
Draft agenda

|  |  |
| --- | --- |
| **#** | **Agenda items** |
|  | Opening of meeting, meeting agenda, documentation, objectives and updates |
|  | Approval of previous SG16 and WP2/16 meeting reports ([SG16-R28 to R32](https://www.itu.int/md/T17-SG16-210419-R/en), [R33 and R34](https://www.itu.int/md/T17-SG16-210927-R/en)) |
|  | Status of texts consented, agreed, deleted and current list of Implementors' Guides |
|  | Consideration of texts for TAP Decision ([TD533/Plen](https://www.itu.int/md/T17-SG16-220117-TD-PLEN-0533); [SG16-R32](https://www.itu.int/md/T17-SG16-R-0032/en) and [R34](https://www.itu.int/md/T17-SG16-R-0034/en); TSB Circulars [312](https://www.itu.int/md/T17-TSB-CIR-0312) and [347](https://www.itu.int/md/T17-TSB-CIR-0347/en)) |
|  | Updates concerning SG16 FGs, new Questions, new collaborative teams |
|  | Feedback and status reports on interim activities and collaboration matters |
|  | Promotion activities and workshops |
|  | Preparations for WTSA-20 (1-9 March 2022) |
|  | 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 |
|  | Future work |
|  | Date and place of the next meeting of SG16 |
|  | Miscellaneous |
|  | Closing of the meeting |

**ANNEX C  
Draft time plan of SG16 meeting (Online, 17-28 January 2022)**



**Notes:**

|  |  |
| --- | --- |
|  | "P" stands for plenary. Planned time slots are: [1] 0800-0930; [2] 0945-1115; [3] 1130-1300;  [4] 1315-1445; and [5] 1500-1630 hours (Geneva time). |
|  | 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/SC29 MPEG is expected to meet 17-21 January 2022. ISO/IEC JTC1/SC29/WG1 (JPEG) is expected to meet 17-21 January 2022. SC29 will hold its plenary after the SG16 meeting, 8-10 February 2022. All these meetings will be held online. |
|  | The planned dates for the Joint Video Experts Team (JVET) meeting are 12-21 January 2022, **subject to confirmation**. See <https://www.itu.int/go/jvet> for final details closer to the meeting. |

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_