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| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | | |  |
|  | | | Geneva, 12 January 2023 | | |
| Ref: | TSB Collective letter 7/16  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 | |
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| E-mail: | [tsbsg16@itu.int](mailto:tsbsg16@itu.int) | |
| Web: | <https://itu.int/go/tsg16> | |
| **Subject:** | **Meeting of Study Group 16;** **Rennes, France, 15 to 26 April 2024** | | | | |
| Dear Sir/Madam,  It is my pleasure to invite you to attend the next meeting of Study Group 16 (*Multimedia and related digital technologies*), which is planned to be held in Rennes, France, from 15 to 26 April 2024, inclusive, at the kind invitation of AFNOR Normalisation at the *Couvent des Jacobins – Rennes Metropolis Convention Center*.  Other related collocated meetings will take place during the same period, in particular ISO/IEC JTC1 SC29 WGs 2 to 8 (MPEG) and the Joint Video Experts Team (JVET). It should be noted that detailed information and registration for 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://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 found in <https://itu.int/rec/T-REC-A.2-201211-I>.  I would like to call your attention to TSB Circulars [128](https://www.itu.int/md/T22-TSB-CIR-0128/en) (14 September 2023) and [153](https://www.itu.int/md/T22-TSB-CIR-0153/en) (13 December 2023), which concerns the TAP Member State consultation on the following draft new Recommendations:   * ITU-T F.748.23 (ex F.ML-ICSMIReqs) [[SG16-R13](https://www.itu.int/md/T22-SG16-R-0013/en)] * ITU-T F.748.24 (ex F.TCEF-FML) [[SG16-R14](https://www.itu.int/md/T22-SG16-R-0014/en)] * ITU-T F.749.17 (ex F.CUAV-MVAreqs) [[SG16-R15](https://www.itu.int/md/T22-SG16-R-0015/en)] * ITU-T F.760.2 (ex F.FR-ERSS) [[SG16-R16](https://www.itu.int/md/T22-SG16-R-0016/en)] * ITU-T H.741.5 (ex H.IPTV-PS) [[SG16-R17](https://www.itu.int/md/T22-SG16-R-0017/en)] * ITU-T F.749.7 (ex F.VGP-RDSreqs) [[SG16-R19](https://www.itu.int/md/T22-SG16-R-0019/en)] * ITU-T H.552 (ex H.VM-VMIA) [[SG16-R20](https://www.itu.int/md/T22-SG16-R-0020/en)]   Member States are kindly reminded that the deadline for replies to this consultation is 2359 hours UTC on **3 April 2024**.  The meeting will open at 0930 hours on the first day, and participant registration will begin at 0830 hours. Detailed information concerning registration and the meeting rooms will be circulated via the SG16 e-mail list and displayed onsite by the host.  Practical 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**. Detailed agenda, draft time plan and logistics information will be available and updated regularly at the [study group homepage](https://www.itu.int/go/tsg16).  **Key deadlines**:   |  |  | | --- | --- | | 2024-02-15 | - Submit requests for real-time captioning and/or sign-language interpretation  - [Submit ITU-T Member contributions](https://itu.int/net/ITU-T/ddp/Default.aspx?groupid=T22-SG16) for which translation is requested | | 2024-03-04 | - Submit (e-)fellowship requests (via the forms on the [study group homepage](https://www.itu.int/go/tsg16); see details in Annex A)  - Submit interpretation requests (via the online registration form) | | 2024-03-15 | - Pre-registration (via the online registration form on the [study group homepage](https://www.itu.int/go/tsg16) at <https://itu.int/go/tsg16/reg>)  - Submit requests for visa support letters (see details in Annex A) | | 2024-04-02 | - [Submit ITU-T Member Contributions (via Direct Document Posting)](https://www.itu.int/net/ITU-T/ddp/) | | 2024-04-03 | - Submit the form in Annex 2 of TSB Circulars [128](https://www.itu.int/md/T22-TSB-CIR-0128/en) and [153](https://www.itu.int/md/T22-TSB-CIR-0153/en) concerning TAP Member State consultation on the before-mentioned seven draft new Recommendations. |   I wish you a productive and enjoyable meeting. | | | | | |
| Yours faithfully,  Seizo Onoe 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**: 3 | | | | | |

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://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.

**INTERPRETATION**: As per earlier ITU-T SG16 agreements, meetings outside Geneva such as this are held in English only.

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

**INTERACTIVE REMOTE PARTICIPATION**: Remote participation will be provided on a best-effort basis for all sessions for which a request is received at least 72 hours in advance. In order to access sessions remotely, delegates **must register** for the meeting. Participants should be aware that, as per usual practice, the meeting will not be delayed or interrupted because of a remote participant's inability to connect, listen or be heard, at the Chairman's discretion. 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, at the Chairman's discretion.

**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.

**FACILITY AND RELATED LOGISTIC INFORMATION:** Information on the venue, transportation modalities, hotels, etc., are found in the logistics document available from the study group homepage.

**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 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. Some options in the registration form apply only to Member States, including function, interpretation requests and fellowships requests. The membership is invited to include women in their delegations whenever possible.

**NEW DELEGATES:** A quick-start guide for newcomers is available [here](https://www.itu.int/en/ITU-T/info/Documents/ITU-T-Newcomer-Guide.pdf). 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.

**FELLOWSHIPS**: To facilitate participation from [eligible countries](https://www.itu.int/en/fellowships/Documents/2023/ListEligibleCountries2023.pdf), **two types** of fellowships are offered for this meeting:

* the traditional **in-person fellowships**; and
* **e-fellowships**.

For e-fellowships, reimbursement is provided for the cost of connectivity for the duration of the event. For in‑person fellowships, up to two partial fellowships per country may be awarded, subject to available funding. A partial in-person fellowship will cover either a) the **air ticket** (one return economy class ticket by the most direct/economical route from the country of origin to the meeting venue), or b) an appropriate **daily subsistence allowance** (intended to cover accommodation, meals and incidental expenses). In case two partial in-person fellowships are requested, *at least one* should be an *air ticket*. The applicant's organization is responsible to cover the remaining participation costs.

In line with Plenipotentiary Resolution 213 (Dubai, 2018), it is encouraged that fellowship nominations take into consideration gender balance and inclusion of persons with disabilities and with specific needs. The criteria to grant a fellowship include: available ITU budget; active participation, including the submission of relevant written contributions; equitable distribution among countries and regions; application by persons with disabilities and specific needs; and gender balance.

Request forms for both types of fellowship are available from the [study group homepage](https://www.itu.int/go/tsg16). **Fellowship requests must be received by 4 March 2024 at the latest.** They are to be sent by e-mail to [fellowships@itu.int](mailto:fellowships@itu.int) or by fax to +41 22 730 57 78. **Registration (approved by the focal point) is *required* before submitting a fellowship request**, and it is strongly recommended to register for the event and to start the request process *at least* seven weeks before the meeting.

**VISA SUPPORT**: As this meeting is organized outside Switzerland, visa support requests are to be addressed directly to the host of the meeting. Instructions will be provided in the [SG16 homepage](https://www.itu.int/go/tsg16). **Registration (approved by the focal point)** is required **before** submitting a visa support letter.

ANNEX B  
Draft agenda

|  |  |
| --- | --- |
|  | Opening of meeting, meeting agenda, documentation, objectives and updates |
|  | Approval of previous SG16 and WP meeting reports ([SG16-R9 to R12](https://www.itu.int/md/T22-SG16-230710-R), [SG16-R18](https://www.itu.int/md/T22-SG16-R-0018/en), [R21](https://www.itu.int/md/T22-SG16-R-0021/en) and [R22](https://www.itu.int/md/T22-SG16-R-0022/en)) |
|  | Status of texts consented, agreed, deleted and current list of Implementors guides |
|  | Consideration of texts for TAP Decision (TSB Circulars [128](https://www.itu.int/md/T22-TSB-CIR-0128/en) and [153](https://www.itu.int/md/T22-TSB-CIR-0153/en); [TD195/Plen](https://www.itu.int/md/T22-SG16-240415-TD-PLEN-0195) and [TD196/Plen](https://www.itu.int/md/T22-SG16-240415-TD-PLEN-0196); [SG16-R13 to R17](https://www.itu.int/md/T22-SG16-230710-R), [SG16-R19 to R20](https://www.itu.int/md/T22-SG16-231116-R/en)) |
|  | Updates concerning SG16 Focus Groups, new Questions, new collaborative teams |
|  | Preparations for WTSA-24 |
|  | Feedback and status reports on interim activities and collaboration matters |
|  | Promotion activities and workshops of interest to SG16 |
|  | 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



**Notes:**

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|  | "P" stands for plenary. Planned time slots are: [1] 0930-1045; [2] 1115-1230; [3] 1430-1545;  [4] 1615-1730; and [5] afterhours (Rennes time). Lunch break is planned 1230-1430. |
|  | 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 the first 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. |
|  | A number of ISO/IEC JTC1/SC29 WGs are expected to meet from 22-26 April 2024. More details can be found at the [SC29 website](https://www.iso.org/committee/45316.html). |
|  | The planned dates for the Joint Video Experts Team (JVET) meeting are 16-24 April 2024, **subject to confirmation**. See <https://itu.int/go/jvet> for final details closer to the meeting. |

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

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