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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | Geneva, 23 January 2025 | |
| Ref: | **TSB Collective letter 2/12**  SG12/MA | - To Administrations of Member States of the Union;  - To ITU‑T Sector Members;  - To ITU‑T Associates of Study Group 12;  - To ITU Academia | |
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| Web: | <https://itu.int/go/tsg12> |
| **Subject:** | **Virtual meeting of Working Party 1/12; 25 March 2025** | | |
| Dear Sir/Madam,  It is my pleasure to invite you to attend the meeting of **Working Party 1 (Terminals and multimedia subjective assessment)** of **Study Group 12** (**Performance, QoS and QoE**), which is planned to be run fully virtually on Tuesday, 25 March 2025, from **1400 to 1530 hours, Geneva time**.  The objective of the meeting is to consider draft revised Recommendation ITU-T P.501 (Test signals for use in telephony and other speech-based applications) for possible consent. Decisions will be based on consensus. The meeting will only address contributions related to the revision of ITU‑T P.501.  The Working Party 1/12 meeting will be preceded by a fully virtual Rapporteur Group Meeting of Question 6/12 (Analysis methods for speech and audio using complex measurement signals) the same day from 1000 to 1130 hours Geneva time, which will review and finalize the draft to be considered by WP1/12.  Remote participation will be provided via [MyMeetings remote participation tool](https://remote.itu.int/). Documentation and other related information can be found on the home page of the [study group](https://www.itu.int/en/ITU-T/studygroups/2025-2028/12/Pages/default.aspx). The meeting will be run in English only, and no fellowships will be awarded.  **Key deadlines**:   |  |  | | --- | --- | | 25 February 2025 | - Registration via the online registration form on the study group homepage at: <https://itu.int/go/tsg12> | | 12 March 2025 | - [Submit ITU-T Member contributions (via Direct Document Posting](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T25-SG12)) |   Practical meeting information is set out in **Annex A**. A draft meeting **agenda**, prepared by WP1/12 Chair  Mr Lars Birger Nielsen (Denmark), is set out in **Annex B**.  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/sg12 ITU-T SG12 |   **Annexes**: 2 | | | |

ANNEX A  
Practical meeting information

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS**: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 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](http://www.itu.int/TIES/) with TIES access.

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

**INTERACTIVE REMOTE PARTICIPATION**: The [MyMeetings](https://remote.itu.int/) tool will be used to provide remote participation for all sessions, including decisions-making sessions such as working party and study group plenaries. Delegates must register for the meeting and identify themselves and their affiliation when taking the floor. Remote participation is provided on a best-effort basis. Participants should be aware that the meeting will not be delayed or interrupted because of a remote participant’s inability to connect, listen or be heard, as per the chair's discretion. If the voice quality of a remote participant is considered insufficient, the Chair 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 chair's discretion.

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

**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 e-fellowships 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/en/ITU-T/studygroups/2025-2028/12/Pages/default.aspx). 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 virtual meetings, since there is no travel involved, no fellowships are provided and visa support is not applicable.

ANNEX B  
Draft agenda

1. Opening of the meeting
2. Adoption of the agenda
3. Guidelines for remote participation
4. IPR call
5. Draft revised Recommendation ITU-T P.501
6. Any other business
7. Acknowledgments and closure of the meeting

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