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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 04 November 2024 |
| Ref: | **TSB Collective letter 1/21**SG21/SC-SP | - To Administrations of Member States of the Union;- To ITU‑T Sector Members;- To ITU‑T SG21 Associates (it includes all Associates of ex Study Groups 9 and 16);- To ITU Academia |
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| Web: | <https://itu.int/go/tsg21> |
| **Subject:** | **Meeting of Study Group 21; Geneva, 13-24 January 2025** |
| Dear Sir/Madam,It is my pleasure to invite you to attend the inaugural meeting of ITU-T Study Group 21 (Technologies for multimedia, content delivery and cable television), which is planned to be held at ITU headquarters, Geneva, from 13 to 24 January 2025, inclusive.ITU-T Study Group 21 has been established by WTSA-24 as a consolidation of ITU-T Study Groups 9 and 16 that existed in previous study periods and is responsible for studies relating to multimedia technologies, capabilities, systems, applications and services for existing and future networks, including Internet Protocol-based networks and cable-based networks. Several other meetings will be collocated during the same period, including the Joint Video Experts Team ([JVET](https://www.itu.int/en/ITU-T/studygroups/2022-2024/16/video/Pages/jvet.aspx)), ISO/IEC JTC1 SC29 and its [MPEG-related WGs](https://www.mpeg.org/meetings/mpeg-149/). It should be noted that registration for each of these events will be separate from that of Study Group 21.Given that the meeting will be held shortly after the end-of-year closure of ITU, specific procedures and deadlines will apply for submission of contributions. Please refer to Annex A for further information.I would like to call your attention to TSB Circular [207 (Rev.1)](https://www.itu.int/md/T22-TSB-CIR-0207/en) (23 September 2024), which concerns the TAP Member State consultation on Determined draft Recommendation ITU-T F.748.39 (ex F.AICP-FRRC), and TSB Circular [234](https://www.itu.int/md/T22-TSB-CIR-0234/en) (7 October 2024), which concerns the TAP Member State consultation on Determined draft Recommendations ITU-T F.743.27 (ex F.IVSP-PGI) and ITU-T F.743.28 (ex F.RIIS-CEC). Member States are kindly reminded that the deadline for replies to these consultations is 2359 hours UTC on **2 January 2025**.The meeting will open at 0930 hours on the first day, and participant registration will begin at 0830 hours at the [Montbrillant building entrance](https://www.itu.int/en/about/Documents/itu-plan.pdf). Daily meeting-room allocations will be displayed on screens throughout ITU headquarters, and online [here](https://handle.itu.int/11.1002/apps/meeting-rooms).Practical meeting information is set out in **Annex A**. Delegates are reminded that, as per the provisions currently in force, decisions will be taken by those physically present in the meeting room. The opening and closing plenary sessions will be supported by interactive remote participation (see Annex A for more details).A draft meeting **agenda and time plan**, prepared by SG21 Chair Mr Noah Luo (People's Republic of China), 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/tsg21).**Key deadlines**:

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| 2024-11-13 | - 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=T25-SG21) for which translation is requested |
| 2024-12-02 | - Submit fellowship requests (via the forms on the [study group homepage](https://itu.int/go/tsg21); see details in Annex A)- Submit interpretation requests (via the online registration form) |
| 2024-12-03 | - Pre-registration (via the online registration form on the [study group homepage](https://itu.int/go/tsg21/reg))- Submit requests for visa support letters (via the online registration form; see details in Annex A) |
| 2025-01-02 | - [Submit ITU-T Member Contributions (via Direct Document Posting)](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T25-SG21) |
| 2025-01-02 | - Submit the form in Annex 2 of TSB Circulars [207 (Rev.1)](https://www.itu.int/md/T22-TSB-CIR-0207/en) concerning TAP Member State consultation on Determined draft Recommendation ITU-T F.748.39 (ex F.AICP-FRRC)- Submit the form in Annex 2 of TSB Circulars [234](https://www.itu.int/md/T22-TSB-CIR-0234/en) concerning TAP Member State consultation on Determined draft Recommendations ITU-T F.743.27 (ex F.IVSP-PGI) and ITU-T F.743.28 (ex F.RIIS-CEC) |

I wish you a productive and enjoyable meeting. |
| Yours faithfully,Seizo OnoeDirector of the TelecommunicationStandardization Bureau | ITU-T SG21 |
| Latest meeting information |
| **Annexes**: 3 |

ANNEX A
Practical meeting information

**WORKING METHODS AND FACILITIES**

**DEADLINES FOR CONTRIBUTIONS:** Due to the end-of-year closure of ITU, the deadline for contributions at this meeting was set exceptionally at the first ITU working day in 2025. Contributions will be published on the Study Group 21 website and must therefore be received by TSB **not later than 2 January 2025**. As usual, contributions received at least two months before the start of the meeting may be translated, if requested.

**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=T25-SG21); 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**: 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**.

**WIRELESS LAN** facilities are available to delegates in all ITU meeting rooms. Detailed information is available on‑site and on the ITU‑T website (<https://www.itu.int/en/general-secretariat/ICT-Services>).

**E-LOCKERS** are available for the duration of the meeting using delegates’ ITU-T RFID identity badges. The e‑lockers are located in the ITU Tower entrance floor and first basement, as well as on the ground floor of the Montbrillant building.

**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’ computers, documents may be printed by e-mailing them to the desired printer.
Details at: <https://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.

**REMOTE PARTICIPATION**: Remote participation is provided on a best-effort basis. The opening and closing study group plenary sessions will be supported by interactive remote participation. As per the provisions currently in force, decisions will be taken by delegates physically present in the meeting room.

Interactive remote participation will be provided for all other sessions for which a request is received at least 24 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 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.

**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 on accessibility and digital health), 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.

**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) (2018), the ITU-T registration system requires focal-point approval for registration requests; [TSB Circular 118](https://www.itu.int/md/T17-TSB-CIR-0118) (2018) 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** 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**: To facilitate participation from [eligible countries](https://www.itu.int/en/fellowships/Documents/2024/ListEligibleCountries2024.pdf), up to two partial in-person fellowships per country may be awarded, subject to available funding. A partial 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 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.

The request form is available from the [study group homepage](https://itu.int/go/tsg21). **Fellowship requests must be received at the latest by 2 December 2024.** They are to be sent by e-mail to 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**: 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. Once your registration has been approved by your organization's registration focal point, there is normally a 15-day delay before the visa request letter is issued. Therefore, 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: <https://itu.int/en/delegates-corner>.

**HOTEL DISCOUNTS**: A number of 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: <https://itu.int/travel/>.

ANNEX B
Draft agenda of Study Group 21; Geneva, 13-24 January 2025

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| **#** | **Agenda items** |  |
|  | Opening of the SG21 meeting* 1. Opening remarks
	2. Approval of the agenda
	3. Approval of the meeting time schedule
	4. Document allocation
	5. Incoming liaison statements
	6. Meeting facilities and useful information
	7. Newcomers’ training and welcome pack
 |  |
|  | Approval of SG21 Reports* 1. Approval of the previous SG9 Reports: SG9-[R13 to R15](https://www.itu.int/md/T22-SG09-240902-R/en) (September 2024)
	2. Approval of the previous SG16 Reports: SG16-[R23 to R27](https://www.itu.int/md/T22-SG16-240415-R/en) (April 2024), [R28 to R30](https://www.itu.int/md/T22-SG16-240830-R/en) (August 2024)
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|  | Overview of WTSA-24 results* 1. SG21 mandate and Questions
	2. SG21 leadership team
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|  | SG21 organization* 1. Working party structure and SG management
	2. Rapporteurs and Associate Rapporteurs
	3. Liaison officers
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|  | Status of texts determined, consented, agreed, deleted and current list of implementors guides |  |
|  | TAP and AAP texts for approval at this meeting |  |
|  | Feedback and status reports on interim activities and collaboration matters |  |
|  | Contributions for review at the opening plenary, if any |  |
|  | Guidelines for the meeting of working parties and of Questions assigned to the plenary |  |
|  | Report and liaison statements from other groups/workshops |  |
|  | Promotion of SG21 work, including workshops |  |
|  | Documents planned for Approval/Consent/Determination/Agreement at this meeting |  |
|  | AOB for opening plenary |  |
|  | Intellectual property rights inquiry |  |
|  | Review and approval of SG21 meeting results* 1. Approval of reports of working parties and of Questions assigned to the plenary
	2. Approval/Consent/Determination of draft Recommendations and agreement of other deliverables
	3. Outgoing liaison statements
	4. Agreement to start new work items
	5. Appointement of Rapporteurs, Associate Rapporteurs, Liaison Officers
	6. Future Interim Activities (Working party and Rapporteur meetings)
	7. SG21 work programme updates
 |  |
|  | New/revised Questions (if any) and working party structure |  |
|  | Date and place of the next SG21 meeting |  |
|  | AOB for closing Plenary |  |
|  | Closing  |  |

***Note 1:*** *Items 1 to 13 are expected to be addressed in the opening Plenary (13 January 2025) and items 14 to 19 are expected to be addressed in the closing Plenary (24 January 2025).*

***Note 2:*** *Updates to the agenda can be found in* [*SG21-TD1/PLEN*](https://www.itu.int/md/T25-SG21-250113-TD-plen-0001/en)*.*

ANNEX C
Draft time plan



**Notes:**

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|  | "P" stands for plenary sessions, including working party plenaries.  |
|  | Sessions time slots: [1] 0930-1045; [2] 1115-1230; [3] 1430-1545; [4] 1615-1730; and [5] 1800-1915. Session [5] will be used if needed. Lunch breaks are planned 1230-1430 (Geneva time) |

*For schedule updates, please see:* <https://itu.int/go/tsg21> as well as [SG21-TD2/PLEN](https://www.itu.int/md/T25-SG21-250113-TD-plen-0002/en).

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