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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 14 April 2025 |
| **Ref**: | TSB Collective letter 2/21SG21/SP | - To Administrations of Member States of the Union;- To the State of Palestine (Res. 99 (Rev. Dubai, 2018));- To ITU‑T Sector Members;- To ITU‑T Associates of Study Group 21;- To ITU Academia |
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| **Subject:** | **Meetings of WP2/21, WP4/21 and related Rapporteur Groups (Geneva, 30 June - 4 July 2025)** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the meetings of Working Party 2/21 (WP2/21) on *Multimedia digital services and human aspects* and Working Party 4/21 (WP4/21) on *Infrastructure for multimedia systems, services and applications, including metaverse*, planned to take place on Friday, 4 July 2025.

Both meetings will be held at the headquarters of the International Telecommunication Union (ITU) in Geneva and will be preceded by the meetings of related Rapporteur Groups and the ad hoc group on metaverse
(AHG-MV) from 30 June to 3 July 2025.

Other Rapporteur Group (RGM) meetings under WP2/21 and WP4/21 are scheduled to take place in the preceding months, see information on how to contribute and participate to all SG21 RGM meetings at: <https://www.itu.int/net/ITU-T/lists/rgm.aspx?Group=21&Q=-1&From=2025-06-01&To=2025-10-17> .

The **main objectives** of WP2/21 and WP4/21 meetings are to review the results of preceding interim RGM activities and to Consent work items of WP2/21 and WP4/21 that will be sufficiently mature (see draft agendas in **Annex B** for details).

All the co-located meetings in Geneva are:

* WP2/21 (4 July 2025)
* WP4/21 (4 July 2025)
* Q10/21 (30 June – 2 July 2025)
* AHG-MV (30 June, and 2 July 2025)
* Q2/21 (3 July 2025)

*NOTE: Q2/21 will join the ITU-WHO stakeholders' consultation on the Make Listening Safe initiative (Geneva, Switzerland, 1-3 July 2025), see* [*TSB Circular 42*](https://www.itu.int/md/T25-TSB-CIR-0042/en) *and the dedicated* [*event webpage*](https://www.itu.int/en/ITU-T/Workshops-and-Seminars/2025/0701/Pages/default.aspx)*.*

These meetings will be held in English only.

Please note that to attend the WP2/21, WP4/21 and related co-located meetings in Geneva, registration is *mandatory* (online at <https://itu.int/go/tsg21/reg>) to *all participants*, either in-person or online. Participation will only be possible for registrations *approved* by the respective *focal point*.

The WP4/21 meeting on 4 July will open at 0930 hours, while the WP2/21 meeting will open at 1430 hours. All other meetings timing and schedule is provided in Annex C. Participants registration will begin at 0800 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. All meetings, including WP plenary sessions, will be supported by interactive remote participation (see Annex A for more details).

Draft meeting **agendas**, as prepared in agreement with Mr Hideki Yamamoto, Chair of WP2/21, and Mr Shin-Gak Kang and Mr Hideo Imanaka, Co-chairs of WP4/21, are set out in **Annex B**.

**Key deadlines**:

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| 2025-05-04 | - Submit requests for real-time captioning and/or sign-language interpretation- [Submit ITU-T Member contributions](https://itu.int/net/ITU-T/ddp/) to WP2 and WP4 meetings, for which translation is requested |
| 2025-06-04 | - Pre-registration (via the online registration form on the [study group homepage](https://www.itu.int/en/ITU-T/studygroups/2025-2028/21/Pages/default.aspx))- Submit requests for visa support letters (via the online registration form; see details in Annex A) |
| 2025-06-21 | - [Submit ITU-T Member Contributions to WP2 and WP4 meetings (via Direct Document Posting)](https://www.itu.int/net/ITU-T/ddp/) |

I wish you a productive and enjoyable meeting.

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| Yours faithfully,A black text on a white background  AI-generated content may be incorrect.Seizo OnoeDirector of the TelecommunicationStandardization Bureau | ITU-T SG21 |
| 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.

**WORKING LANGUAGE**: The working party meetings will be held in English only.

**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/Pages/default.aspx>).

**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**: The [MyMeetings](https://remote.itu.int/) tool will be used to provide remote participation for each Working Party meeting. As per the provisions currently in force, decisions will be taken by delegates physically present in the meeting room.

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.

**PRE-REGISTRATION AND VISA SUPPORT**

**PRE-REGISTRATION**:Pre-registration is mandatory for both in-person and remote participants and is to be done online via the study group home page **at least one month before the start of the meeting**. The ITU-T registration system requires focal-point approval for registration requests; however, this can be changed to allow automatic approval as outlined in [TSB Circular 1](https://www.itu.int/md/T25-TSB-CIR-0001). 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.

**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 WP4/21 meetings (Geneva, 4 July 2025)

**TIME: 0930 – 1230 CEST**

1 Opening remarks

2 Approval of the agenda for the plenary meetings of Working Party 4/21

3 Issues relevant to WP4 from the previous SG21 meeting (January 2025)

4 Review the results of WP4 Rapporteur Group meetings, including start of approval process (WTSA-20 Res.1 and ITU-T A.8) for mature texts, approval of new work items.

* Question 8/21
* Question 9/21 (Planned for consent: H.USMArch and F.CEMP-DHS)
* Question 10/21 (Planned for consent: F.VG-DS)
* Question 12/21
* Question 13/21

5 Approval of work programme updates and outgoing Liaison Statements

6 Future meetings

7 Any other business

8 Closing of the meeting

Draft agenda of WP2/21 meeting (Geneva, 4 July 2025)

**TIME: 1430 – 1730 CEST**

1 Opening remarks

2 Approval of the agenda for the plenary meeting of Working Partys 2/21

3 Issues relevant to WP2 from the previous SG21 meeting (January 2025)

4 Review the results of WP2 Rapporteur Group meetings, including start of approval process (WTSA-20 Res.1 and ITU-T A.8) for mature texts, approval of new work items.

* Question 1/21
* Question 2/21 (Planned for consent: F.MEMgt and F.MESafFra \* )
* Question 3/21 (Planned for consent: F.DC-CRATS-Meta )
* Question 4/21

5 Approval of work programme updates and outgoing Liaison Statements

6 Future meetings

7 Any other business

8 Closing of the meeting

(\*) The listed two WI were being studied in Q2/21. More WIs from Q2/21 may be moved for Consent if they will become matured in the interim Rapporteur meetings.

ANNEX C
Draft timetable of Meetings of WP2/21, WP4/21 and
related Rapporteur Groups (Geneva, 30 June - 4 July 2025)

|  | **Monday30 June**  | **Tuesday1 July** | **Wednesday2 July** | **Thursday3 July** | **Friday4 July** |
| --- | --- | --- | --- | --- | --- |
| ***Sessions*** | ***S1*** | ***S2*** | ***S3*** | ***S4*** | ***S1*** | ***S2*** | ***S3*** | ***S4*** | ***S1*** | ***S2*** | ***S3*** | ***S4*** | ***S1*** | ***S2*** | ***S3*** | ***S4*** | ***S1*** | ***S2*** | ***S3*** | ***S4*** |
| **WP2/21** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X | X |
| **WP4/21** |  |  |  |  |  |  |  |  |  |  |  |  | 2 | 2 |  |  | X | X |  |  |
| **AHG-MV** |  |  | X | X |  |  |  |  |  |  | X | X |  |  |  |  |  |  |  |  |
| **Q2/21** |  |  |  |  | **WSP** | **WSP** | **WSP** | **WSP** | **WSP** | **WSP** | **WSP** | **WSP** | **WSP** | **WSP** | X | X |  |  |  |  |
| **Q10/21** | 1 | X |  |  | 1 | X | X | X | 1 | X |  |  |  |  |  |  |  |  |  |  |

**Sessions timing : Session 1: 0930 – 1045; Session 2: 1115-1230; Session 3: 1430-1545; Session 4: 1615-1730**

**NOTES:**

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| **WSP** | ITU-WHO stakeholders' consultation on the Make Listening Safe initiative (Geneva, 1-3 July 2025):<https://itu.int/en/ITU-T/Workshops-and-Seminars/2025/0701> |
| **1** | Start at 08h30 |
| **2** | Review session for documents for Consent |

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