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| INTERNATIONAL TELECOMMUNICATION UNION | **Focus Group OnAudiovisual Media Accessibility** |
| **TELECOMMUNICATIONSTANDARDIZATION SECTOR**STUDY PERIOD 2009-2012 | **AVA-O-0005** |
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# 1 Introduction

The fifth meeting of the ITU-T Focus Group on Audiovisual Media Accessibility (FG AVA) meeting was kindly hosted by Nippon Hōsō Kyōkai (NHK, Japan Broadcasting Corporation) and took place at their Science & Technology Research Laboratories Headquarters, in Tokyo, Japan, 29 May 2012 and. The meeting was preceded by a one-day workshop on “Making Television Accessible – From idea to reality” ([http://itu.int/en/ITU-T/Workshops-and-Seminars/‌accessibility/201205](http://itu.int/en/ITU-T/Workshops-and-Seminars/accessibility/201205)) on 28 May 2012 at the same location.

Twenty-five participants reviewed fifty-five contributions. An average of five participants attended the meeting remotely. The FG AVA chairman, Mr Peter Olaf Looms (European Broadcasting Union and Denmark) chaired the meeting assisted by the vice-chair Mr Masahito Kawamori (NTT) and TSB FG AVA coordinator Mrs Alexandra Gaspari.

The FG AVA web site is: <http://itu.int/en/ITU-T/focusgroups/ava>.

After an update on the status of the work and the recent achievements and work progress of the Focus Group, the FG AVA chair started the meeting reviewing the agenda and the document allocation (input document AVA-I-0113 Rev.1). Some adjustments were made in the agenda in order to allow remote participants to present their input documents and were reflected in the revision 2 of the agenda which is to be found in Annex A of this report. The report of the fourth meeting (output document [AVA-O-004](http://ifa.itu.int/t/fg/ava/docs/1203-new%20delhi/out/)) was approved by the meeting.

# 2 Agenda and documentation

The revised agreed agenda for the meeting is found in [**Annex A**](#_Annex_A:_Meeting).

The input documents to the meeting (contributions, meeting agenda, and list of participants) are available at <http://ifa.itu.int/t/fg/ava/docs/1205-tokyo/>. Access to documentation is restricted to TIES, or registered Guest users (<http://itu.int/ITU-T/edh/faqs-guest.html>). The documentation is organized in input (AVA-I-nnnn) and output (AVA-O-nnnn) documents. Meeting documentation is shown in [**Annex B**](#_Annex_B:_Meeting).

# 3 Accessible working methods and remote participation

Remote participation was a key element also for the fifth meeting to facilitate continued contribution from experts unable to be physically present, including experts with disabilities. Approximately ten participants from Europe and North America joined remotely the meeting and participated fully in the discussions. Those participating at a distance were active, raising questions and contributing with comments, both in writing and via audio, using VoIP and the GoToWebinar chat box. The meeting was also captioned. Unedited transcripts of the real time captioning have been posted and are available on the FG AVA website at <http://ifa.itu.int/t/fg/ava/docs/1205-tokyo/in/> and <http://itu.int/en/ITU-T/focusgroups/ava/Pages/meetings-past.aspx>.

Three inputs were submitted by the WG K (see §4.6 herein below).

Participants were further reminded of the need to join the mailing list reflector in order to follow up the subsequent discussions, new documents, meeting announcements, etc. Subscription instructions are found in the FG AVA website (<http://itu.int/en/ITU-T/focusgroups/ava>). Those who need assistance should contact the FG AVA secretariat at tsbfgava@itu.int.

# 4 Progress and achievements of the FG AVA Meeting 4 and Progress of final deliverables

The meeting review input documents and presented the main highlights for the work under WGs B, C, D, G and K. Details for each Working Groups are presented below.

AVA-I-0146 is one of the potential deliverables of the Focus Group, the “Roadmap of actions to make digital audiovisual media accessible”. This deliverable – currently at version 02 – aims at addressing two items:

* Identify actions that are needed to promote digital AV media accessibility
* Recommend a sub-set of actions that should be followed up by the ITU to promote digital AV media accessibility

The meeting agreed to a one month review period which will allow FG AVA participants to comment on the structure. A subsequent version 03 will be dispatched to the reflector and made available on the FTP website for further review at the meeting no. 6 in Toronto, Canada (end of September 2012).

One another deliverables which has been progressing is being discussed in Working Group F Participation and Digital Media.

## 4.1 Working Group A: Captioning

Working Group A coordinator Mr Gion Linder (SWISS TEXT, Switzerland) introduced the current work on WG A. He presented AVA-I-0141 “Will automatic subtitling make subtitlers superfluous?”. He presented an overview of the researches on automatic subtitling, automatic voice recognition that could be used for automatic subtitling.

There is a strong interest from the SWISS TEXT to follow on this topic and research for the coming years.

## 4.2 Working Group B: Audio/Video description and spoken captions

Working Group B Co-coordinator Mrs Pilar Orero presented the following documents: AVA-I-0156 “Audio Description Should we have a standard sound” and AVA-I-0163 “Information from Audio Description”.

She outlined the need to consider some important issues which are linked to the current status of the work. They are as follows:

* there is a need to clarify the audio description icon, in order to identify when it is on both on the screen and as a sound. This will help to identify when the audio description is on air;
* there are different methodologies to deliver audio description, one for dubbing countries and voiceover countries and the other one for subtitling countries. So one would be audio description, the other one audio subtitling or your captioning, or it could be both audio description plus audio subtitling. It could also be the audio description done by speech recognition, or speech synthesis in this case.
* metrics and standards for the quality of access services
* user identification, which is a very important question as FG AVA is a user-centric group.

Because of the lack of formal training in audio description and the requests some experts are receiving (Iceland recently addressed the Working Group B Coordinators), the Working Group coordinator proposed to launch online courses in audio description, which would be led by universities that are running research on the field. The course will be run in English, given that courses in other languages (Spanish, Italian) already exist. The industry could also play a key role. This proposal could be extended to other thematic areas as for instance subtitling for respeaking and on how to set up subtitling by respeaking. The online course would be in English and address the global community.

Input document AVA-I-030 was introduced by Mr Robert Pearson, Accessible Media Inc. (AMI), Canada that intervened by remote participation. AMI is a not-for-profit multimedia organization which operates two broadcast services, AMI-audio and AMI-TV, and a companion website (ami.ca).

The input is an overview of the services operated in the country and the current situation in Canada. Cable providers in Canada are mandated to deliver AMI's channels to their viewers and pay AMI a fee per subscriber. These fees fund AMI's activities to serve the visually and hearing impaired communities by offering 100% described video and 100% captioning. In total, there are ten local broadcast centres across the country.

In Canada, audio description is run as described video (DV), which is slightly different and defined as narrated description of a program's main visual elements such as settings, body language and other elements. The definition that Canada Radio-television and Telecommunications Commission (CRTC) has assigned to audio description is as following: audio description uses a program host to provide a basic voice-over reading text or describing graphics that appear on the screen. CRTC defines audio description as DV and the DV symbol is used to indicated that the service in on. AMI-TV provides 100% of the described video content, which is mostly produced by the organization itself. In Canada, other broadcasters are required to provide at least four hours per week of described programming.

As per standards, AMI developed many techniques in the audio description work: there is a description team within the organization who developed standards and best practices as they have continued to evolve the work that they do. In Canada, while there have been closed captioning standards for many years, audio description standards have not been considered on a wide basis. At this moment, CRTC has tasked AMI to cooperate in the creation of audio description standards in partnership with the remainder of the Canadian broadcast industry. They reported that this process will begin in the next weeks.

When considering where to begin with the standard process for audio description, AMI began to look at aspects of it being both a science and an art form. This is because an international standardized set of audio description standards has not produced to date is because it is partly a science and partly an art form. Although there are technical aspects, protocols that are followed to create the description, on the other side audio description is an art form. The way to define certain elements within a program and what is the best protocol for approaching that in terms of any standard that may be developed. How do you describe race? How do you describe gender? How do you describe a number of different events? Twenty elements have been identified.

In Canada, CRTC works with broadcasting partners, educational institutions, community organizations, advocacy organizations and description houses which are private organizations that work on described programming. Description houses have developed the standards on providing description. The goal overall is to develop a standard or a best practice for audio description, upon which to build a simplification of process, find a reduction in cost for the development of audio description, Description Video in this case, develop best practices and then to evolve them over time but needing to start somewhere, and that is certainly one of the key aspects of it.

## 4.3 Working Group C: Visual signing and sign language

The Working Group C coordinator, Mr Takayuki Ito (NHK, Japan) introduced all the inputs that were submitted under the WG C mandate: AVA-I-0147 “Sign Language Services issues and standardization”. This document presents the three visions of sign language services. Briefly, closed sign language services allow users to switch signing on and off, and to select style or size they prefer. This option would accelerate the use of sign language services because both users and nonusers will be satisfied. The second one is that remote production of sign language interpretation may help reducing the production cost of sign language service. The third one is automatic sign language interpretation technology.

Mr Toru Imai (NHK, Japan) presented document AVA-I-0144 “How Live Closed-Captions are created at NHK”. This document contains some technical requirements for closed caption that could be considered for an output document. Due to lack of time, the document could not be reviewed in detail but the meeting was very interested by the presentation offered by NHK.

AVA-I-0149 was presented by Mrs Supavadee Aramvith and Teeranoot Chauksuvanit, both from Chulalongkorn University, Thailand. The document describes the projects on electronic study sign language carried out by the University. The contributors plan to continue the cooperation with FG AVA, contributing to the final deliverables on visual signing and sign language.

## 4.4 Working Group D: Emerging access services

The Working Group D Co-coordinator, Mr Takebumi Itagaki (Brunel University, UK), introduced the status of the work in this area. He presented AVA-I-00145 “Status of HbbTV in Germany (May 2012)” and AVA-I-0137 “25th Symposium of the FKTG (Fernseh- und Kinotechnische Gesellschaft) (Television and Cinema Technology Society), Wiesbaden, 21 - 24 May 2012”.

The documents were noted by the meeting.

## 4.6 Working Group F: Participation and digital media

The Working Group F updated report is contained in input document AVA‑I‑0139. This document presents a framework for taxonomy of user’s participation. Four issues are being identified regarding the existing situation in audio visual media accessibility and its future. The various clauses present each of these issues with examples, summaries briefly its causes and effects and proposes tentative recommendations.

As in previous occasions, the WG F Coordinator invited FG AVA participants to cooperate to the on-going work on participation taxonomy. The input document will be one of the deliverables for the area of participation and digital media.

## 4.7 Working Group G: Digital Broadcasting

The Working Group G co-coordinator Mr Nick Tanton presented AVA-I-0161 “Media and Accessibility Research and Development in Europe”. He presented the main aspects of the industrialization of Access Services” and the challenges that this implies. The document also highlighted the BBC switchover help scheme that was set up to ensure that senior citizens and persons with disabilities were “not left behind with a blank screen as the UK switches to digital television.”

## 4.8 Working Group H: IPTV

The working Group H Coordinator presented the 2nd ITU IPTV Application Challenge calls for original IPTV applications running over ITU-T IPTV standards, which are discussed in [ITU-T IPTV Global Standards Initiative](http://www.itu.int/en/ITU-T/gsi/iptv/Pages/default.aspx) (IPTV-GSI). The information is contained in AVA-I-0168. The challenge aims at discovering innovative IPTV applications, and expanding the range of the broad IPTV ecosystem including e-health, ICT accessibility, and all areas to improve social welfare. An awards ceremony, as well as a showcasing of the most promising apps, will take place during WTSA-12 in Dubai, UAE, 20 - 29 November 2012.

## 4.9 Working Group I: Mobile and handheld devices

The Working Group I Co-coordinator, Mr John Lee (RIM, Canada) introduced the status of the work in this area. The Working Group B Co-coordination Ms Orero (UAB, Spain) requested detailed information on the current studies that describe the user identification. Mr Lee is leading the study in one another ITU-T Focus Group (Driver Distraction), which is currently working on the users’ description: FG AVA would benefit from this exchange.

## 4.10 Working Group K: Access of working procedures

Both Working Group K Co-coordinators, Ms Mia Ahlgren (Swedish Disability Federation) and Mr Mark Magennis (National Council for the Blind, Ireland), attended the meeting remotely.

They introduced the challenges that this Working Group faces, recollecting experiences on how to run accessible remote meetings and all the challenges that are linked to different briefly presented the following input documents: AVA-I-0124 - Notes on accessible tele-collaboration for remote meetings, AVA-I-0126 - Draft baseline document “Communication Support for ITU meetings – a procedure”.

An issue that has increased importance with the WG K is the successful use of remote meeting tools. In this regard, Mr Ellis (Feel The Benefit, Ireland) introduced two input documents (AVA-I-0164 and AVA-I-0125). He contributed to the discussion by explaining his experience as remote participant using assistive technology. He reported on the texts that were carried out two days before at the location of the workshop (NHK laboratories) and the meeting, in order to ensure the accessibility of the remote tools used, in particular the audio and the video connections. The meeting agreed on the necessity to systematically carry out tests, involving remote users and remote users using assistive technologies with local hosts when the meeting is organized abroad.

Finally, the Working Group Coordinators and the Feel The Benefit participant strongly recommended the need to include the comments, suggestions, way to proceed and things to avoid in the progress report of WG K and if applicable in the final deliverables from WG K.

# 5 FG AVA structure

The Focus group discussed and reviewed in details input document AVA-I-0122, which contained proposals to consolidate the working groups as following:

* Consolidation of Working Groups A, B, C, D into one on Access services;
* Consolidation of Working Groups E, H, I and G into one on Media Platforms;
* No changes for Working Group F and K.

As per the management, Mr Gion Linder (SWISS TXT. Switzerland) was confirmed as Coordinator for Working Group A.

The overall structure of the FG AVA, with the changes foreseen after the consolidation of the working groups, will look as following:

|  |
| --- |
| **Access Services** |
| Working Group A: | Captioning  |
| Coordinator: Gion Linder, SWISS TXT, Switzerland |
| Working Group B:  | Audio/Video description and spoken captions  |
| Coordinators: Pilar Orero, Universitat Autonoma de Barcelona, SpainAline Remael, University College Artesis, Belgium |
| Working Group C: | Visual signing and sign language  |
| Coordinator: Takayuki Ito, NHK Science & Technical Research Laboratories, Japan |
| Working Group D: | Emerging access services |
| Coordinators: David Wood, European Broadcasting Union (EBU)Takebumi Itagaki, Brunel University, UK |
| **Media Platforms** |
| Working Group E: | Electronic Programming Guides and on-air promotion  |
| Coordinator: Peter Olaf Looms, EBU and Denmark |
| Working Group G: | Digital Broadcast Television |
| Coordinators:Nick Tanton, BBC, UKPeter Molsted, Danish Broadcasting, Denmark |
| Working Group H: | IPTV |
| Coordinator: Masahito Kawamori, NTT, Japan |
| Working Group I: | Mobile and handheld devices |
| Coordinators: Axel Leblois, G3ict, USAJohn Lee, RIM, Canada |

|  |  |
| --- | --- |
| No changes for: |  |
| Working Group F: | Participation and digital media  |
| Coordinator: Pradipta Biswas, University of Cambridge, UK |
| Working Group J:  | Key Performance Indicators(WG J is divided in three sub working groups) |
| *Sub-Working Group J.1:* | ***Broadcast television*** |
| Coordinator: Peter Olaf Looms, EBU and Denmark |
| *Sub-Working Group J.2:* | ***IPTV***  |
| Coordinator: Masahito Kawamori, NTT, Japan |
| Working Group K: | **Access of Working Procedures** |
| Coordinators: Mia Ahlgrem, Swedish Disability Organization, SwedenMark Magennis, National Council for the Blind – NCBI, Ireland |

In principle, these proposals were approved, however the meeting did not reach a formal consensus. Therefore, additional review time is needed for the changes to be implemented.

# 6 Dissemination of FG AVA work

## 6.1 Dissemination of FG AVA work: reaching out to social networks

The Working Groups Co-coordinators on Participation and Media and Access to Working Procedures are responsible for the update of the FG AVA page on Facebook. The link to the social network is <https://facebook.com/accessiblemedia>.

## 6.2 Dissemination of FG AVA work with other organizations

Input document AVA-I-0116 contained the presentation made by the FG AVA liaison officer to International Electro technical Commission (IEC) Technical Committee 100 (TC 100). The document offered an update of FG AVA activities report to IEC TC 100 Advisory Group on Management (AGM) meeting of 16 May 2012, Dallas, USA.

# 7 Liaison statements

## 7.1 Incoming Liaison statements

The IEC TC 100 secretary Mr Tadashi Ezaki presented document AVA-I-0165 and gave an overview of the current initiatives that have been taking place in IEC TC 100, namely:

* IEC TC 100 AGM agreed to establish a preliminary project to develop a technical report of ambient assisted living (AAL) use cases. IEC TC 100 will start a survey and ask the IEC TC100 national mirror committees and liaison organizations to participate in this survey.
IEC TC 100 would be pleased to receive from FG AVA use cases with are related to accessibility and ambient assisted living.

Other related information given was as following:

* IEC 62665 "Multimedia e-publishing and e-books technologies – texture map for auditory presentation of printed texts" considers the needs of blind persons.
* Draft IEC 62731 CDV text to speech requirements for digital television was unanimously agreed on 18 May 2012 and the project will proceed to the next stage.
* IEC TC 100 is also starting to revise their TR 62678 on "Audio, video and multimedia systems and equipment activities and considerations related to accessibility and usability".

The meeting reviewed input document AVA-I-0117 "Smart Grid related issues (representative and deliverables)" which is the incoming LS from the Joint Coordination Activity on Smart Grid and Home Networking (JCA-SG&HN). The text requested to nominate a representative No FG AVA representatives were identified during the meeting. Input document AVA-I-00118 which is the Liaison Statement to ITU-T FG AVA (outgoing LS no. 7) was noted at the meeting.

## 7.2 Outgoing Liaison Statements

In view of the forthcoming World Conference on International Telecommunications (WCIT) (Dubai, United Arab Emirates, 3-14 December 2012), the Focus Group reviewed and discussed a proposal to be brought to the attention of the conference, relating to the accessibility services and international telecommunications.

The World Conference on International Telecommunications (WCIT) will consider a review of the International Telecommunication Regulations (ITRs), which define the general principles for the provision and operation of international telecommunications. Signed by 178 countries, ITRs are a global treaty applied around the world.

ITU-T FG AVA agreed to request SG16 to approve the liaison statement to be submitted to the Council Working Group of the World Conference on International Telecommunications (CWG-WCIT).

Therefore, the meeting agreed to produce one new liaison statement addressed to “ITU-T SG16 on proposal for Council Working Group on World Conference on International Telecommunications (CWG-WCIT) concerning adoption of global standards on ICTs accessibility services (LS no. 9). The text of this Liaison Statement is available at <http://ifa.itu.int/t/fg/ava/docs/1205-tokyo/ls/>.

| Doc. No. | Title | For | Destination |
| --- | --- | --- | --- |
| [AVA-LS-9](http://ifa.itu.int/t/fg/ava/docs/1205-tokyo/ls/final-LS-9-FGAVA.pdf) | LS to ITU-T SG16 on proposal for CWG-WCIT concerning adoption of global standards on ICTs accessibility services | Action | ITU-T SG16 |
| Information | ITU-R SG6JCA-AHF |

# 8 Extension and lifetime of the FG AVA

The meeting discussed the lifetime of the Focus Group and no final decision was made. The meeting was encourage by the approval to extend the FG AVA mandate till January 2013, which was decided by the parent group Study Group 16 during its last meeting (Geneva, 30 April – 11 May 2012), in order for the Focus Group to be able to complete its work.In order to rationalize the future work, the meeting agreed to define a set of deliverables with deadlines. The proposal was accepted: the FG Chair proposed to set one month deadline for the first deliverable for comments to be submitted on the skeleton.

# 9 Future activities

The meeting plan for the next FG AVA activities is as following:

| FG AVA Meeting/Event | Venue and date | Note |
| --- | --- | --- |
| No. 6 | 25 – 27 September 2012, Toronto, Canada |  |

The FG AVA received an invitation to hold its 6th meeting in Canada, hosted by RIM (Research in Motion), in Toronto, Canada, 25 – 27 September 2012. Details of the meeting can be found at <http://itu.int/en/ITU-T/focusgroups/ava>.

# 10 Closing

The FG AVA Chair expressed his gratitude to the host Mr Takayuki Ito of NHK and all the NHK team that worked incessantly to make the meeting running smoothly. He thanked the vice-chair Mr Masahito Kawamori, all the Working Group coordinators for their assistance, the participants in situ and remote for their active participation in the meeting and the real time captioners. He thanked the TSB FG AVA Coordinator, Ms Alexandra Gaspari for ensuring the smooth running of the meeting.

The meeting was adjourned on 29 May 2012, 1530 hours.

# Annex A:Meeting Agenda

(AVA-I-0113 Rev. 2)

**1 Opening of the Focus Group AVA and introductions from participants in
Tokyo and in remote mode**

 - Announcement regarding the FG AVA management
- Announcement regarding Working Group coordinators
- Proposal to amalgamate WGs (this item was moved up from 5.12 to item 1)

AVA-I-0122 - Proposal to consolidate FG AVA Working Groups

**2. Approval of draft agenda and documentation allocation**

 AVA-I-0113 Rev. 2 - Meeting Agenda – Fifth FG Audiovisual Media Accessibility

**3 Approval of fourth FG AVA meeting Report**

 AVA-O-0004 Report of the fourth FG AVA meeting (New Delhi, 13 March 2012)

**4 Review of progress on Logistics and infrastructure for the work of the FG and its Working Groups since fourth FG AVA meeting** (point 4 postponed and discussed at 14:30 JST)

 Test of the tool Accessible Event

**5 Overview of inputs addressed to 11 Working Groups and final deliverables**

 AVA-I-0146 - Draft final report with recommendations from FG AVA - Version 0.2

AVA-I-0151 - Objectives and Overview - The Focus Group on Audiovisual Media Accessibility

5.1 Working Group: ALL - Overview of inputs addressed to All WGs

AVA-I-0119 - ITU Kaleidoscope 2013 - Building Sustainable Communities - Call for Papers - Deadline 10 September 2012

AVA-I-0121 - “Making TV accessible” – ITU BDT Thematic Report and G3ict

AVA-I-0140 - “The role of television in breaking the barriers”, public debate on the 28 March 2012

AVA-I-0120 - “Making TV accessible” - Polish translation of the ITU BDT Thematic Report (March 2012)

AVA-I-0138 - Digital television for all

AVA-I-0127 - Introductions to the Tutorials (presentation no. 1/8) “Tutorial on Audiovisual Media Accessibility”, 14 – 15 March 2012, New Delhi, India

AVA-I-0128 -The Rationale of Accessible Media - Who needs them? (presentation no. 2/8) “Tutorial on Audiovisual Media Accessibility”, 14 – 15 March 2012, New Delhi, India

AVA-I-0129 - Introduction to media and accessibility (presentation no. 3/8) “Tutorial on Audiovisual Media Accessibility”, 14 – 15 March 2012, New Delhi, India

AVA-I-0131 CIS Report on Focus Group AVA Meeting & Tutorial on Audiovisual Media Accessibility, New Delhi, India, 13 – 14 – 15 March 2012

AVA-I-0132 - Making television accessible – what is in scope and out of scope? (presentation no. 4/8) “Tutorial on Audiovisual Media Accessibility”, 14 – 15 March 2012, New Delhi, India

AVA-I-0133 - Media Stakeholders and Interests (presentation no. 5/8) “Tutorial on Audiovisual Media Accessibility”, 14 – 15 March 2012, New Delhi, India

AVA-I-0135 - Accessibility and business models (presentation no. 7/8) “Tutorial on Audiovisual Media Accessibility”, 14 – 15 March 2012, New Delhi, India

AVA-I-0136 - Putting it all together – from vision to reality (presentation no. 8/8) “Tutorial on Audiovisual Media Accessibility”, 14 – 15 March 2012, New Delhi, India

AVA-I-0150 - How was disaster information distributed through broadcasting in the Great East Japan earthquake?

AVA-I-0152 - Hopes for Media Accessibility from the Blind and Low-vision

AVA-I-0153 - Proposal for Universal Design Broadcasting from the Deaf and the Hard of Hearing

AVA-I-0154 - What is Required by a Society with an Aging Population?

AVA-I-0157- Initiatives in Other Working Groups (The FG AVA and its relations with other entities)

AVA-I-0159 - Accessibility of Information and Communication Technology

**5.1** **Working Group A**: **Captioning** (Gion Linder, Clyde Smith)

AVA-I-0141 – “Will automatic subtitling make subtitlers superfluous?”

**5.2** **Working Group B: Audio/Video description and spoken captions** (Pilar Orero and
 Aline Remael)

AVA-I-0142 – Audio Description - Should we have a “standard” sound?

AVA-I-0130 – International Guidelines and the Development of Descriptive Video Standards - (Document discussed in the first half hour (Robert Pearson, AMI, presenting from Toronto Canada)

AVA-I-0156 - Audio Description Should we have a “standard” sound?

AVA-I-0163 - Information from Audio description

 AVA-I-0147 - Spoken subtitles in your smartphone (WGs, B D I)

**5.3** **Working Group C: Visual signing and sign language** (Takayuki Ito)

AVA-I-0143 – Sign Language Service Issues and Standardization

AVA-I-0144 - How Live Closed-Captions are created at NHK (Japan Broadcasting Corporation)

AVA-I-0149 - Electronics Sign Language (e-TSL) Communication System

AVA-I-0155 - Sign Language Service Issues and Standardization

**5.4 Working Group D: Emerging access services** (David Wood and Takebumi Itagaki)

AVA-I-0134 - Producing and delivering access services – the options (presentation no. 6/8) “Tutorial on Audiovisual Media Accessibility”, 14 – 15 March 2012, New Delhi, India

 AVA-I-0145 - Status of HbbTV in Germany (May 2012)

AVA-I-0137- 25th Symposium of the FKTG (Fernseh- und Kinotechnische Gesellschaft) (Television and Cinema Technology Society), Wiesbaden, 21 - 24 May 2012

 AVA-I-0147 - Spoken subtitles in your smartphone (WGs B D I)

**5.5** **Working Group E: Electronic Programming Guides and on-air promotion**
(Peter Olaf Looms)

**5.6** **Working Group F: Participation and digital media** (Pradipta Biswas)

 AVA-I-0139 - Taxonomy of Participation

**5.7 Working Group G: Digital Broadcast Television** (Nick Tanton and Peter Mølsted)

 AVA-I-0148 - “Now the subtitles are read aloud”

 AVA-I-0160 - Television Receiver Accessibility and International Standardization Activities at IEC

 AVA-I-0161 - Media Accessibility R&D in Europe AVA-I-0158 - Research on Universal
Broadcasting at NHK STRL

**5.8 Working Group H: IPTV** (Masahito Kawamori)

 AVA-I-0168 - “Call for Applications for the 2nd ITU IPTV Application Challenge – “a Better Quality of Life"

**5.9 Working Group I: Mobile and handheld devices** (Axel Leblois and John Lee)

 AVA-I-0147 - Spoken subtitles in your smartphone (WGs B D I)

**5.10** **Working Group J: Key Performance Indicators**

 AVA-I-00xx - Report from Working Group J “Key Performance Indicators”

 *5.*10*.1 Sub-Working Group J.1: Broadcast television -* Peter Olaf Looms

 *5.*10*.2 Sub-Working Group J.2: IPTV -* Masahito Kawamori

 *5.*10*.3 Sub-Working Group J.3: Mobile and handled devices -* Axel Leblois

**5.11 Working Group K: Access of working procedures** (Mia Ahlgren and Marc Magennis)
**(To be discussed at 14:30 JST)**

 (see also point 4 of the agenda)

 AVA-I-0124 - Notes on accessible tele-collaboration for remote meetings

 AVA-I-0125 - Making Meetings Accessible - A Personal Perspective by Mr. Gerard Ellis

 AVA-I-0126 - Draft baseline document “Communication Support for ITU meetings – a procedure”

AVA-I-0164 - ITU Workshop "making Television Accessible - From Idea to Reality", Tokyo, Japan, Monday, May 28th, 2012, Personal Experience by Mr. Gerard Ellis

**5.12 Proposal to amalgamate WGs** (this item was discussed with point 1)

AVA-I-0122 - Proposal to consolidate FG AVA Working Groups

**6 Resources and finances of FG AVA**

**7** **Next FG AVA meetings and events:**

 6th FG AVA Meeting: 25 – 27 September 2012, Toronto, Canada

**8** **Liaison, dissemination and reporting**

 (a) Review of forthcoming events of relevance to Audiovisual Media Accessibility:

 (b) Discussion and agreement on liaison and dissemination actions

AVA-I-0116 - FG AVA activities report to International Electro technical Commission (IEC) Technical Committee 100 (TC100) Advisory Group on Management (AGM) meeting of 16 May 2012, Dallas, USA

 (c) Reporting

AVA-I-0114 - Second progress report of ITU-T Focus Group on Audiovisual Media Accessibility (FG AVA)

AVA-I-0115- Progress report of ITU-T Focus Group on Audiovisual Media Accessibility (April 2012)

Incoming Liaison Statements (not discussed or mentioned earlier):

AVA-I-0118 - Liaison Statement to ITU-T FG AVA (outgoing LS no. 7)

AVA-I-0117 - Smart Grid related issues (representative and deliverables) – (for action)

Incoming Liaisons statements from other organizations (others than ITU)

Outgoing Liaison Statements

**9 Extension and lifetime of the FG AVA**

**10 Any other business**

**11 Meeting Closing**

# **Annex B:**Meeting documentation

(available at: <http://ifa.itu.int/t/fg/ava/docs/1205-tokyo/in/>)

| Doc No. | Title | Source |
| --- | --- | --- |
| AVA-I-0113R2 | Draft Agenda of the Fifth Meeting of Focus Group Audiovisual Media Accessibility, 29 May 2012, Tokyo, Japan | Chairman, of FG AVA |
| AVA-I-0114 | Second progress report of ITU-T Focus Group on Audiovisual Media Accessibility (FG AVA) | Chairman, FG AVA |
| AVA-I-0115 | Progress report of ITU-T Focus Group on Audiovisual Media Accessibility(April 2012) | Chairman, FG AVA |
| AVA-I-0116 | FG AVA activities report to International Electro technical Commission (IEC) Technical Committee 100 (TC100) Advisory Group on Management(AGM) meeting of 16 May 2012, Dallas, USA | ITU-T FG AVA Liaison Officer to IEC TC 100 |
| AVA-I-0117 | Smart Grid related issues (representative and deliverables) | Conveners, JCA-SG&HN |
| AVA-I-0118 | Liaison Statement to ITU-T FG AVA (outgoing LS no. 7) | JCA-AHF |
| AVA-I-0119 | ITU Kaleidoscope 2013 - Building Sustainable Communities - Call for Papers - Deadline 10 September 2012 | TSB |
| AVA-I-0120 | “Making TV accessible” - Polish translation of the ITU BDT Thematic Report (March 2012) | National Broadcasting Council, Poland |
| AVA-I-0121 | “Making TV accessible” – ITU BDT Thematic Report and G3ict | TSB |
| AVA-I-0122 | Proposal to consolidate FG AVA Working Groups | Chairman of FG AVA |
| AVA-I-0123 | Liaison Statement addressed to FG AVA | ITU-R WG6B |
| AVA-I-0124 | Notes on accessible tele-collaboration for remote meetings | Gallaudet University, WG K Coordinators |
| AVA-I-0125 | Making Meetings Accessible - A Personal Perspective by Mr. Gerard Ellis | Feel the Benefit, WG K Coordinators |
| AVA-I-0126 | Draft baseline document “Communication Support for ITU meetings – a procedure” | JCA-AHF Co-Convener, WG K Coordinators |
| AVA-I-0127 | Introductions to the Tutorials (presentation no. 1/8) “Tutorial on Audiovisual Media Accessibility”, 14 – 15 March 2012, New Delhi, India | Chairman of FG AVA |
| AVA-I-0128 | *The Rationale of Accessible Media - Who needs them?* (presentation no. 2/8) “Tutorial on Audiovisual Media Accessibility”, 14 – 15 March 2012, New Delhi, India | Chairman of FG AVA |
| AVA-I-0129 | *Introduction to media and accessibility* (presentation no. 3/8) “Tutorial on Audiovisual Media Accessibility”, 14 – 15 March 2012, New Delhi, India | Chairman of FG AVA |
| AVA-I-0130 | International Guidelines and the Development of Descriptive Video Standards | Accessible Media Inc. (AMI) |
| AVA-I-0131 | CIS Report on Focus Group AVA Meeting & Tutorial on Audiovisual Media Accessibility, New Delhi, India, 13 – 14 – 15 March 2012 | Center for Internet and Society (CIS) |
| AVA-I-0132 | *Making television accessible – what is in scope and out of scope?* (presentation no. 4/8) “Tutorial on Audiovisual Media Accessibility”, 14 – 15 March 2012, New Delhi, India | Chairman of FG AVA |
| AVA-I-0133 | *Media Stakeholders and Interests* (presentation no. 5/8) “Tutorial on Audiovisual Media Accessibility”, 14 – 15 March 2012, New Delhi, India | Chairman of FG AVA |
| AVA-I-0134 | *Producing and delivering access services – the options* (presentation no. 6/8) “Tutorial on Audiovisual Media Accessibility”, 14 – 15 March 2012, New Delhi, India | WG D Co-coordinator |
| AVA-I-0135 | *Accessibility and business models* (presentation no. 7/8) “Tutorial on Audiovisual Media Accessibility”, 14 – 15 March 2012, New Delhi, India | Chairman of FG AVA |
| AVA-I-0136 | *Putting it all together – from vision to reality* (presentation no. 8/8) “Tutorial on Audiovisual Media Accessibility”, 14 – 15 March 2012, New Delhi, India | Chairman of FG AVA |
| AVA-I-0137 | 25th Symposium of the FKTG (Fernseh- und Kinotechnische Gesellschaft) (Television and Cinema Technology Society), Wiesbaden, 21 - 24 May 2012 | Chairman of ITU-R SG6 |
| AVA-I-0138 | Digital television for all | Chairman of ITU-R SG6, WG E Co-coordinator |
| AVA-I-0139 | Taxonomy of Participation | WG F Coordinator |
| AVA-I-0140 | “*The role of television in breaking the barriers”,* public debate on the 28 March 2012 | National Broadcasting Council, Poland |
| AVA-I-0141R1 | “Will automatic subtitling make subtitlers superfluous?” | WG A Coordinator |
| AVA-I-0142 | Audio Description - Should we have a “standard” sound? | WG B Co-Coordinator |
| AVA-I-0143 | Sign Language Service Issues and Standardization (presentation delivered at the Making TV Accessible Workshop, Tokyo, Japan, 28 May 2012) | WG C Coordinator |
| AVA-I-0144 | How Live Closed-Captions are created at NHK (Japan Broadcasting Corporation) | NHK |
| AVA-I-0145 | Status of HbbTV in Germany (May 2012) | IRT |
| AVA-I-0146 | Draft final report with recommendations from FG AVA. Version 0.2 | ITU-T FG AVA |
| AVA-I-0147 | Spoken subtitles in your smartphone | The Swedish National Dyslexia Association – FMLS, WG K Co-cordinator |
| AVA-I-0148 | “Now the subtitles are read aloud” | DK (Danish Broadcasting) Denmark, WG G Coordinator |
| AVA-I-0149 | Electronics Sign Language (e-TSL) Communication System | Chulalongkorn University, Thailand |
| AVA-I-0150 | How was disaster information distributed through Broadcasting in the Great East Japan Earthquake? | NHK |
| AVA-I-0151R1 | Objectives and Overview - The Focus Group on Audiovisual Media Accessibility | Chairman of FG AVA |
| AVA-I-0152 | Hopes for Media Accessibility from the Blind and Low-vision | NPO |
| AVA-I-0153 | Proposal for Universal Design Broadcasting from the Deaf and the Hard of Hearing | ZENNANCHO |
| AVA-I-0154 | What is Required by a Society with an Aging Population? | The Institute of Gerontology, The University of Tokyo |
| AVA-I-0155 | Sign Language Service Issues and Standardization | NHK |
| AVA-I-0156 | Audio Description Should we have a “standard” sound? | Universitat Autonoma de Barcelona (UAB) |
| AVA-I-0157 | Initiatives in Other Working Groups (The FG AVA and its relations with other entities) | TSB |
| AVA-I-0158 | Research on Universal Broadcasting at NHK STRL | NHK, Science & Technology Research Labs. |
| AVA-I-0159 | Accessibility of Information and Communication Technology | Nippon Telegraph and Telephone corp. |
| AVA-I-0160 | Television Receiver Accessibility and International Standardization Activities at IEC | Mitsubishi |
| AVA-I-0161 | Media Accessibility R&D in Europe | BBC |
| AVA-I-0162 | Withdrawn | - |
| AVA-I-0163 | Information from Audio description | WG B Coordinators |
| AVA-I-0164 | ITU Workshop "making Television Accessible - From Idea to Reality", Tokyo, Japan, Monday, May 28th, 2012, Personal Experience by Mr Gerard Ellis | Feel the Benefit |
| AVA-I-0165 | Incoming LS from IEC TC 100 (Technical Committee No.100: Audio, Video and Multimedia Systems and Equipment Advisory Group on Management) | Tadashi Ezaki, IEC TC 100 Secretary |
| AVA-I-0166 | Unedited transcripts of the 5th FG AVA meeting, 29 May 2012. Tokyo, Japan | TSB |
| AVA-I-0167 | Final list of participants | TSB |
| AVA-I-0168 | Call for Applications for the 2nd ITU IPTV Application Challenge – “a Better Quality of Life” | WG H Coordinator |

# Annex C:Final list of Participants

(ava-i-0167)

| # | Prefix | Family name | Given name | Entity | Country |
| --- | --- | --- | --- | --- | --- |
| 1 | Mrs | Gaspari | Alexandra | TSB |  |
| 2 | Ms | Ahlgren | Mia | The Swedish Disability Federation | Sweden |
| 3 | Mr | Ahmed | Mansoor | FBMIT | India (Republic of) |
| 4 | Miss | Aramvith | Supavadee | Chulalongkorn University | Thailand |
| 5 | Miss | Chauksuvanit | Teeranoot | Chulalongkorn University | Thailand |
| 6 | Ms | Choi | Miran | ETRI | Korea (Republic of) |
| 7 | Mr | Ellis | Gerard | Invited |  |
| 8 | Mr | Ezaki | Tadashi | Sony | Japan |
| 9 | Ms | Hamada | Mayu | Assistive Technology Development Organization | Japan |
| 10 | Mr | Imai | Atsushi | Nippon Hoso Kyokai | Japan |
| 11 | Mr | Imai | Toru | Nippon Hoso Kyokai | Japan |
| 12 | Mr | Itagaki | Takebumi | Brunel University | United Kingdom of Great Britain and Northern Ireland |
| 13 | Mr | Ito | Takayuki | Nippon Hoso Kyokai | Japan |
| 14 | Mr | Iwahashi | Momoko | Nippon Hoso Kyokai | Japan |
| 15 | Mr | Kawamori | Masahito | NTT | Japan |
| 16 | Mr | Linder | Gion | Swiss Teletext Cooperation | Switzerland (Confederation of) |
| 17 | Mr | Looms | Peter Olaf | Denmark | Denmark |
| 18 | Mr | Magennis | Mark | NCBI | Ireland |
| 19 | Mr | Naito | Yushi | Mitsubishi Electric | Japan |
| 20 | Mr | Nishida | Yukihiro | Nippon Hoso Kyokai | Japan |
| 21 | Mrs | Orero | Pilar | Universitat Autonoma de Barcelona | Spain |
| 22 | Mr | Pearson | Robert | Accessible Media Inc., (AMI) | Canada |
| 23 | Mr | Tanton | Nick | BBC | United Kingdom of Great Britain and Northern Ireland |
| 24 | Mr | Vlaming | Marcel | EHIMA | Netherlands (Kingdom of the) |

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