INTERNATIONAL TELECOMMUNICATION UNION

TELECOMMUNICATION STANDARDIZATION SECTOR

STUDY PERIOD 2017-2020

SG16-TD455-R4/PLEN

STUDY GROUP 16

Original: English

Question(s):	ALL/16	Online, 19-30 April 2021

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TD

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Source:	TSB	
Title:	Draft timetable for ITU-T SG16 meeting (Online, 19-30 April 2021)	
Purpose:	Admin	
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Keywords:	ITU-T SG16, meeting plan, timetable
Abstract:	This TD contains the meeting plan for the SG16 virtual meeting, 19-30 April 2021.

Please always use the latest revision of this document.

Considering the time zones of the various SG16 participants, the following session structure is proposed for the Virtual Meeting of SG16:

–   Session 1: 0800 - 0930 hours (Geneva time)

–   Session 2: 0945 - 1115 hours (Geneva time)

–   Session 3: 1130 - 1300 hours (Geneva time)

–   Session 4: 1315 - 1445 hours (Geneva time)

–   Session 5: 1500 - 1630 hours (Geneva time)

The following illustrates time difference across a sample of time zones for Mon 19 April, Geneva (you can customize it here):

	San Francisco	Washington DC	Brasilia	Geneva	Moscow	Beijing	Tokyo
	Sun 22:00 *	Mon 01:00 *	Mon 02:00	Mon 07:00 *	Mon 08:00	Mon 13:00	Mon 14:00
S1	Sun 23:00 *	Mon 02:00 *	Mon 03:00	Mon 08:00 *	Mon 09:00	Mon 14:00	Mon 15:00
	Mon 00:00 *	Mon 03:00 *	Mon 04:00	Mon 09:00 *	Mon 10:00	Mon 15:00	Mon 16:00
S2	Mon 01:00 *	Mon 04:00 *	Mon 05:00	Mon 10:00 *	Mon 11:00	Mon 16:00	Mon 17:00
	Mon 02:00 *	Mon 05:00 *	Mon 06:00	Mon 11:00 *	Mon 12:00	Mon 17:00	Mon 18:00
S3	Mon 03:00 *	Mon 06:00 *	Mon 07:00	Mon 12:00 *	Mon 13:00	Mon 18:00	Mon 19:00
	Mon 04:00 *	Mon 07:00 *	Mon 08:00	Mon 13:00 *	Mon 14:00	Mon 19:00	Mon 20:00
S4	Mon 05:00 *	Mon 08:00 *	Mon 09:00	Mon 14:00 *	Mon 15:00	Mon 20:00	Mon 21:00
	Mon 06:00 *	Mon 09:00 *	Mon 10:00	Mon 15:00 *	Mon 16:00	Mon 21:00	Mon 22:00
S5	Mon 07:00 *	Mon 10:00 *	Mon 11:00	Mon 16:00 *	Mon 17:00	Mon 22:00	Mon 23:00
	Mon 08:00 *	Mon 11:00 *	Mon 12:00	Mon 17:00 *	Mon 18:00	Mon 23:00	Tue 00:00
	Mon 09:00 *	Mon 12:00 *	Mon 13:00	Mon 18:00 *	Mon 19:00	Tue 00:00	Tue 01:00

* means the place/city is observing daylight saving time (DST) at time shown

🟥 Normal sleeping hours   🟨 General non-working hours   🟩 Daytime weekend

Guidance on meetings

– Remote sessions will be organized with ITU MyMeetings, except for the joint ITU and ISO/IEC work and the Accessibility work, which will use Zoom.

– Registration for ITU-T SG16 meeting is mandatory at https://www.itu.int/go/tsg16/reg. You will **not be able to join** if not registered.

– Each session lasts 1.5 hours. Between virtual sessions, a break of 15 min is planned. Questions should not meet longer than 4 hours in a single day.

– All sessions are expected to end on time. Rapporteurs are invited to finish their Question meetings five minutes earlier to allow delegates to properly break and prepare for next virtual session. Delegates can join a session 30 minutes before its start, to ensure their working set up if properly configured.

– No "lunch break" is scheduled since it is meaningless for a distributed time-zone event.

General notes:

– The **SG16 and WP plenaries** will be held on Sessions 3, 4 and 5 to allow most participants to join.

– Joint video work with MPEG

    o **JVET** (aka ISO/IEC JTC1/SC 29/WG 5) will meet on 20-23 and 26-28 April 2021 (weekend sessions are not planned except for night sessions extending from the evening of 23 April).

    o See https://itu.int/go/jvet and respective mailing list announcements for final details

– **JPEG** of ISO/IEC JTC1/SC 29 [WG 1] will meet virtually 19-23 April 2021, with some ad hoc sessions in the preceding week and weekend (12-18 April).

– **MPEG** of ISO/IEC JTC1/SC 29 [AGs 2, 3, 5 and WGs 2 to 8] will meet virtually 26-30 April 2021, with some AG 2 (coordination), WG 5 (JVET per above), WG 6 (audio) and ad hoc sessions in the preceding week and weekend (20-25 April).

– For the following sessions, **Zoom** will be used instead of MyMeetings:
Leadership training session, JVET; Joint session on JPEG AI, and Q26/16 / Joint Q26/16 & JCA-AHF.

– Intermediate Working Party plenaries *may* be organized on 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.

– No JCA-MMeS meeting will be held on this occasion.

Draft Timetable of SG16 meeting (Online, 19-30 April 2021) – FIRST WEEK

(GENEVA TIME): Session 1: 0800-0930;   Session 2: 0945-1115;   Session 3: 1130-1300;   Session 4: 1315-1445;   Session 5: 1500-1630;

	Mon 19 April					Tue 20 April					Wed 21 April					Thu 22 April					Fri 23 April					Sat 24 April
	1	*2*	*3*	*4*	*5*	*1*	*2*	*3*	*4*	*5*	*1*	*2*	*3*	*4*	*5*	*1*	*2*	*3*	*4*	*5*	*1*	*2*	*3*	*4*	*5*	April
PLEN			X																							
IRG-IBB													X													
Q1/16									X																	
Leadership training													7													
WP1/16				X																						
Q11/16																		X								
Q12/16							X	X	X			X	X				X	X	X							
Q13/16									X	X								X	X					X	X	
Q21/16						X	X				X	X				X	X				X	X				
Joint Q13, Q21/16																			5							
WP2/16				X																						
Q22/16							X	X					X	X												
Q23/16																	X	X					X	X		
Q24/16																	X	X					X	X		
Q26/16																										
Q27/16							X	X									X	X						X		
Q28/16									3				X	X			X	X								
WP3/16				X																						
Joint Q5 Q6 & JPEG on JPEG AI																			6							8
Joint Q5, Q8, Q12, Q21/16														X												
Joint Q5, Q6 and Q8/16																										X
Q5/16						X	X	X			X	X	X			X	X	X			X	X				
Q6/16															X											
JVET (4)										X				X						X				X		
Q8/16						X	X											X								

	NOTES	
	1	Question 1/16, which is allocated to the Plenary, will have sessions as needed during the meeting.
	2	Intermediate Working Party plenaries may be organized on 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.
	3	Q28/16 Session dedicated to Safe Listening. Captioning can be accessed via http://www.streamtext.net/player?event=TSG16&start=0. Working hours will be 15:00 to 18:00.
	4	The planned dates for the Joint Video Experts Team (JVET) meeting are 20-23 and 26-28 April 2021 (likely *not* including the weekend except for night sessions extending from the evening of 23 April). JVET sessions are generally planned for 1500-1700, 1720-1920, 2300-0100 and 0120-0320 (the following day) in Geneva time. See https://www.itu.int/go/jvet.
	5	Q13, Q21/16 joint session
	6	Joint session of Q5/16 and Q6/16 with JPEG on JPEG AI, 1600-1700 hours (Geneva time). Zoom will be used.
	7	The leadership training session will be provided with Zoom, https://itu.zoom.us/meeting/register/tJAkdO-hqD0qGtTWWSSaRSi6q-Fp8cHW3qAY.

Draft Timetable of SG16 meeting (Online, 19-30 April 2021) – SECOND WEEK

(GENEVA TIME): Session 1: 0800-0930; Session 2: 0945-1115; Session 3: 1130-1300; Session 4: 1315-1445; Session 5: 1500-1630;

	Sun 25 April	Mon 26 April					Tue 27 April					Wed 28 April					Thu 29 April					Fri 30 April				
	April	*1*	*2*	*3*	*4*	*5*	*1*	*2*	*3*	*4*	*5*	*1*	*2*	*3*	*4*	*5*	*1*	*2*	*3*	*4*	*5*	*1*	*2*	*3*	*4*	*5*
PLEN																								X	X	X
Q1/16										X																
AHG on Regional Group				X																						
WP1/16																			X	X	X					
Q11/16					X																					
Q12/16								X	X	X																
Q13/16					X	X				X	X															
Q21/16		X	X				X	X				X	X													
WP2/16																			X	X	X					
Q22/16					X										X	X										
Joint Q22/16 & Q14/17 on DLT						5																				
Q23/16									X	X																
Q24/16																										
Q26/16						1					1					1,2										
JCA-AHF																1,2										
Q27/16				X	X				X	X																
Q28/16																										
WP3/16																			X	X	X					
Q5/16							X	X																		
Q6/16						X					3				X											
JVET (4)						X					X					X										
Q8/16								X	X																	

NOTES	
1	**Q26/16** will adopt a special schedule due to the use of sign language interpretation, from **1500** to **1800** hours (Geneva time). Zoom will be used, link accessible from MyMeetings the dashboard. Captioning can be accessed via http://www.streamtext.net/player?event=TSG16&start=0
2	The Q26/16 session on Wed 28 April will be joint with the JCA-AHF.
3	Joint session of Q6/16 with MPEG. Zoom will be used.
4	The planned dates for the Joint Video Experts Team (JVET) meeting are 20-23 and 26-28 April 2021 (likely *not* including the weekend except for night sessions extending from the evening of 23 April). JVET daily session times are generally planned for 1500-1700, 1720-1920, 2300-0100 and 0120-0320 (the following day) in Geneva time. See https://www.itu.int/go/jvet for final details.
5	This session of Q22/16 will be joint with Q14/17, to focus on DLT security topics