ITU-T SG16 guidelines for organization of rapporteur group meetings

TELECOMMUNICATION STANDARDIZATION SECTOR OF ITU

(3 June 2016)
ITU-T SG16 guidelines for organization of Rapporteur Group meetings

Summary
This document aims to provide Rapporteurs, Working Party Chairs, and Study Group Chair with guidance on how to plan, approve, manage, and report on Rapporteur Group meetings. While it is focused on physical meetings, it may also be applied to virtual meetings with applicable changes (e.g. adapting templates and relaxing some deadlines). Additionally, the document defines roles that may be assigned by the Rapporteur in the case where there are a large number of contributions or where more than one question might be meeting jointly. Finally, templates are provided for both contributions and for meeting reports that Rapporteurs may elect to use when holding a meeting. Appendix O contains an embedded spreadsheet for calculation of important dates involved in the organization of a Rapporteur Group meeting (as identified in this guideline document). This spreadsheet is available for download.

It is the intent that each Rapporteur or Working Party Chairman would adapt the examples given in the various Appendices according to their Question(s). The Questions listed and templates used reflect the context of Working Party 1/16, and are provided for reference. Updated templates for normal use by SG16 are found at http://ifa.itu.int/t/2013/sg16/exchange/templates/ (TIES credentials needed).

It should be noted that the guidelines in this document complement, and are not intended to override, the provisions in WTSA-12 Resolution 1, ITU-T A.1 or the ITU-T Manual for Rapporteurs and Editors.

Document History

<table>
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<tr>
<th>Version</th>
<th>Date</th>
<th>Reference</th>
<th>Description</th>
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</tr>
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ITU-T SG16 guidelines for organization of Rapporteur Group meetings

1 Rapporteur Group meeting overview

Broadly there are six steps for holding a Rapporteur Group meeting:
- Pre-authorization
- Planning/Invitation (Convening Letter)
- Authorization
- Confirmation
- Holding
- Reporting

The timeline for these steps is illustrated below:

1.1 Pre-authorize
- At Study Group or Working Party meeting, obtain agreement in principle to hold a Rapporteur Group meeting
- Provide
  - Host, venue, dates (tentative or confirmed)
  - Mandate for the meeting (e.g. items for discussion)
- Normally, the information can be somewhat generic
- When dealing with controversial topics, information needs to be more specific
- Normally at least two months’ notice
- List of pre-authorized Rapporteur Group meetings are posted in the Study Group home page
- Urgent cases: Study Group management can authorize holding non-planned Rapporteur Group meetings upon request from the Rapporteur
  - In these cases, the announcement needs to go out with extra antecedence than for a pre-authorized meeting

1.2 Invitation
- The meeting invitation should be sent at least two months before the planned start of the meeting.
If time to get a visa is an issue, announcement should come as early as necessary to allow delegates to get a visa.

- The meeting invitation is the next step towards holding a meeting. An invitation should be made with the knowledge that delegates will use this information to organize travel and thus should represent a serious intention that the meeting will be held.
- The Invitation must contain all necessary information so as to enable the delegates to start preparing for their travel and successfully contribute to the meeting. The contents of the meeting invitation are outlined in Table 1.

### Table 1 – Contents of the Invitation

<table>
<thead>
<tr>
<th>Item</th>
<th>Mandatory (M) or Optional (O)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>List of Question(s)</td>
<td>M</td>
<td>The list of Questions that are meeting must be clearly stated in the invitation</td>
</tr>
<tr>
<td>Meeting date and venue</td>
<td>M</td>
<td>The Rapporteur is responsible for obtaining this information from the host.</td>
</tr>
<tr>
<td>Meeting registration deadline</td>
<td>M</td>
<td>Rapporteurs must consider the deadline for requesting authorization to hold the meeting</td>
</tr>
<tr>
<td>Objectives for the meeting</td>
<td>M</td>
<td>For meetings of multiple Questions, the objectives for each Question must be enumerated separately</td>
</tr>
<tr>
<td>Document registration deadline</td>
<td>M</td>
<td>Rapporteurs must consider the deadline for requesting authorization to hold the meeting</td>
</tr>
<tr>
<td>Document submission deadline</td>
<td>M</td>
<td>Administrative documents (like agendas, updated drafts and reports) and liaison statements are excluded from this deadline.</td>
</tr>
<tr>
<td>Document templates</td>
<td>O</td>
<td>A meeting document template can help smooth document processing and enable a productive meeting</td>
</tr>
<tr>
<td>Useful logistical information</td>
<td>O</td>
<td></td>
</tr>
<tr>
<td>Visa information and how to obtain a letter of invitation</td>
<td>M</td>
<td>Rapporteurs must coordinate with the meeting host to ensure that each participant receives necessary invitation letters in order to obtain a visa</td>
</tr>
<tr>
<td>Other information</td>
<td>O</td>
<td>Other information, such as suggested hotels, social event details, or local attractions might be included in the invitation or provided as a separate document</td>
</tr>
</tbody>
</table>

- TSB does not circulate convening letters for meetings below working party level
  - TSB will post a notice on the Study Group web page, as provided by the study group and update it as needed, using a pre-defined template. The Rapporteur(s) in charge are responsible for providing TSB with the necessary information.
  - The Rapporteur is responsible for circulating meeting notices to the concerned experts (e.g. via mailing lists) soliciting contributions and participation
- Rapporteur Group meetings, as such, are not held during working party or study group meetings
  - Discussion on a Question during the Study Group/Working Party meeting is not a "meeting of the Question" (i.e. a Rapporteur group meeting), but a part (i.e. a session) of the Study Group/Working Party meeting
During Study Group and Working Party meetings, the more relaxed rules at Rapporteur Group meetings are not applicable

- Rapporteur Group meetings *in Geneva*
  - As soon as possible, ask TSB about room availability
  - Meeting registration: via ITU website (ask TSB for a web form)

- Rapporteur Group meetings *outside Geneva*
  - *no* meeting fees, unless agreed in advance by the study group and on an exceptional and fully justified cases
  - Caveat: no participant should be excluded from participation if he or she is unwilling to pay the charge
  - Additional services offered by the host shall be voluntary, and there shall be no obligation on any of the participants resulting from these additional services
  - Meeting registration: handled by Rapporteur (or host), not TSB

- Rapporteur responsible for consulting experts well in advance (> 2 months) and collect their feedback on:
  - Intention to submit contributions (tentative titles)
  - Intention to attend the meeting

1.3 *Authorisation*

- Rapporteurs are responsible for seeking authorization from the SG management for actually holding the meeting.
  - Once granted, this authorization is a confirmation that the meeting outlined in the invitation can proceed.
  - In SG16, this authorization is granted by the SG16 chairman.

- E-mail to Study Group Chairman and Counsellor
  - Copy concerned Working Party Chair(s)
  - At least four weeks before the start of the Rapporteur Group meeting
  - Subject field: clearly indicate it is a request for authorization to hold a Rapporteur Group meeting

  - The e-mail must contain information on the number of participants:
    - Close to the number attending in previous meetings
    - Similar representation as to previous meetings

  - The e-mail must provide evidence of sufficient documentation:
    - List of documents submitted by members (e.g. contributions) for your Question
    - List of documents prepared by the chairs, rapporteurs, editors and TSB (e.g. TDs), including liaison statements, for your Question

  - If sufficient number of contributions/participants cannot be identified, the meeting may be cancelled. In case the rapporteur seeks the authorization of a planned Rapporteur Group meeting with an insufficient number of documents/participants, the Rapporteur shall provide justification to the Study Group chair for holding the meeting.
– A request can be collective (collocated meetings), as long as it is organized by Question (i.e. details e.g. for agenda and documentation are discriminated for each participating question, not bundled in consolidated figures)
  o Responsibility still is of each Rapporteur

1.4 Confirmation
– Circulate confirmation of date and venue:
  o After authorization by Study Group Chairman
  o At least three weeks before the meeting to participants
– Copy to TSB, the Study Group chairman and Working Party chairman when sending the confirmation message
– Updated status will be displayed in the Study Group website
  o TSB takes care of that (once informed!)

1.5 Reporting
– Obligation, as a TD, before the start of the next meeting of the parent group
  o If contains draft Recs: as much as possible at least six weeks before the meeting
– Needed elements:
  o Date, venue and chairman
  o Attendance list with affiliations
  o Agenda of the meeting
  o Summary of technical inputs & results
  o Result of IPR roll call
  o LSs sent to other organizations
– Additionally: stable archive of meeting documents needed
  o Default: Study Group Informal FTP Area
– Transparency of the process
  o Succinct, clear, timely

2 Roles
To help ensure a smooth meeting, particularly one where there are a number of Questions meeting together or where there are numerous contributions, the Rapporteur(s) may assign roles for the meeting. Namely:
– Meeting Organizer
– Document Manager
– Meeting Host
– Meeting Delegate
A summary description of these roles is found in Table 2.
Table 2 – Summary of various roles for a Rapporteur Group meeting

<table>
<thead>
<tr>
<th>Roles</th>
<th>Description</th>
<th>Key actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Organizer (NOTE 1)</td>
<td>Normally a Rapporteur or Associate Rapporteur</td>
<td>Coordinate preparation of invitation</td>
</tr>
<tr>
<td></td>
<td>– Key interface with the host for organizing the meeting</td>
<td>– Send invitation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>– Consolidate feedback from delegates</td>
</tr>
<tr>
<td></td>
<td></td>
<td>– Seek permission from the SG Chairman to hold the meeting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>– Coordinate the preparation of the report for the meeting and integrate the document into a single TD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>– Timely submit the TD to TSB</td>
</tr>
<tr>
<td></td>
<td></td>
<td>– Provide TSB with final version of LSs and respective attachments for processing and dispatch.</td>
</tr>
<tr>
<td>Document Manager (NOTE 1)</td>
<td>Rapporteur or any person designated by the Rapporteur</td>
<td>Receives, checks and posts documents submitted by the delegates</td>
</tr>
<tr>
<td></td>
<td></td>
<td>In coordination with the Rapporteur concerned, solves issues with document submissions (use of templates, etc.)</td>
</tr>
<tr>
<td>Meeting Host</td>
<td>Person(s) designated by the host organization assigned to liaise with the Meeting Organizer</td>
<td>Organize the meeting facilities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contact point for logistic support</td>
</tr>
<tr>
<td>Meeting Delegate</td>
<td>They are the attendees to the meeting</td>
<td>Provide timely and reliable information to the Meeting Organizer on attendance and contribution to the meeting</td>
</tr>
<tr>
<td></td>
<td>– They may author and/or present Contributions for the meeting.</td>
<td>Respect the instructions on document preparation and submission</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Promptly work with Document Manager to solve any identified issues with submitted Contributions</td>
</tr>
</tbody>
</table>

NOTE 1 – When a single Question is meeting and/or when there are relatively few contributions, the Rapporteur may perform both roles

While the Rapporteur may delegate the first three roles they are ultimately responsible for the meeting. Thus they shall ensure that the tasks outlined are performed and are responsible for the smooth running of the meeting.

In the following sections, the tasks of each role are detailed.

### 2.1 Meeting Organizer

The Meeting Organizer is always a Rapporteur or Associate Rapporteur, as two primary tasks of the Meeting Organizer is seeking permission from the Study Group Chairman to hold the meeting and to produce the final report for the meeting.

The specific tasks the Meeting Organizer must perform are enumerated below. Note that the Meeting Organizer may perform the following tasks sooner, but should not perform these tasks any later than the timing specified.

As soon as possible after the Study Group / Working Party meeting but before eight weeks before the start of the meeting

– Discuss with the Meeting Host the details for the meeting
Ensure with the Meeting Host that all information necessary for delegates to plan their attendance is being provided

Send a meeting invitation with the intent to hold a meeting (see Appendix A1 for an example)

Provide TSB with meeting information in an appropriate template format for posting in the SG web page.

Record necessary contact information for attendees who register (see Appendix D)

Note that while Rapporteurs may invite experts who are believed to be positive contributors to the work of the Question, the Rapporteur is not obliged to accept registrations from non-members of the ITU. Normally, they should become a member, or join under the sponsorship of a member; a sample reply is found in Appendix A2.

Five weeks before the meeting

Send a reminder to the mailing list to encourage experts to register to attend the meeting and to register contributions

Four weeks before the meeting

The meeting organiser shall ensure that each Rapporteur review the number of contributions (planned and received) and registered attendees and provide their opinion and justification to hold the meeting of their question

If there are insufficient contributions or participants, consider sending another reminder (if time allows) or take necessary steps to cancel the meeting (see the example in Appendix B2)

The Meeting Organiser should then collate this information and in consultation with the Working Party and SG16 Management determine if the meeting should be held

Send a request for confirmation to the SG16 chair and vice-chairs (see Appendix B1 for an example)

If the decision it to cancel the meeting, send a notice to the experts of the decision not to hold the meeting (see Appendix B2)

If positive final confirmation is received, send a notice to attendees indicating that the meeting is confirmed, encouraging late registrants to register (see Appendix B3)

Be mindful that a request for final confirmation must be sent no later than four weeks before the meeting date

One week before the meeting

Produce the initial Temporary Document for the meeting (e.g., TD-01) containing an agenda, schedule, and logistics (see Appendix C as an example)

The Agenda should contain topics for general discussion

At the meeting

Chair the introductory session of the meeting

Present TD-01 and discuss input document handling.

In coordination with the host, prepare the participants list (see Appendix D as an example)

Manage and record the schedule of the meeting

Produce the report of General discussions

(Note – Rapporteurs are responsible for the report of their Questions)
After the meeting
– Collate the relevant Question reports and integrate them into a report of the meeting (see Appendix E for an example)
– Provide TSB with final version of LSs and respective attachments for processing and dispatch.
– Send the report to TSB as an input to the SG16 meeting

2.2 Document Manager
The Document Manager may be a Rapporteur or any responsible person with whom the Rapporteur wishes to entrust the handling of documents for the meeting. In the case were a single Question is meeting and/or where there are relatively few contributions, the Rapporteur may perform both roles.

The role of Document Manager is important, as documents must be published quickly and accurately to ensure a successful meeting. The Document Manager must have write access to the document repository for the meeting.

The specific tasks to be performed by the Document Manager are detailed below.

NOTE – The descriptions below assume that there are two series of documents, one for input documents (contributions and LSs) and another for documents produced at the meeting (labelled as TDs)

Before the meeting
– Create a directory for the meeting in the document repository (e.g. IFA or FTP3 servers)
– Create a stand-alone template for contributions and a separate template for liaison statements for experts’ use (see Appendix F and Appendix G as examples)
– Send reminders from time-to-time to the mailing list seeking document registration and reminding experts of deadlines (see Appendix H for an example)
– Advise document numbers to those who have requested document registration, posting a copy of each response to the mailing list to stimulate relevant submissions (see Appendix I for an example)
– Register relevant liaison statements that have been made available by TSB
– Place input documents at the meeting directory after virus scanning and zipping
– Produce a list of registered documents with hyperlinks to the documents already uploaded and upload it to the document repository (see http://ftp3.itu.int/av-arch/avc-site/2009-2012/1209_Bri/TD-02.zip as an example), saved in HTML format take make document access easier from a web browser

Four weeks before the meeting
– Send an updated list of documents to the Meeting Organizer who will be seeking final confirmation for the meeting with the SG16 management

Just before the deadline for document registration
– Send out a final reminder with deadlines for registration and document submission

Just before the document submission deadline
– Send an email to the list reminding experts of the document submission deadline
– Mention the procedure for the "late arrival", not discouraging such submissions (see Appendix J for an example)
One week before the meeting
- Issue TD-02 as the list of registered documents for the meeting
- Send a notice to the mailing list notifying experts that all documents have been posted and referring them to the document list (see Appendix K for an example)

At the meeting
- Assign TD numbers as requested
- Upload TDs to the document repository
- Continue to update the list of documents to include TD numbers allocated during the meeting
- Publish the updated list, either as a revised TD-02 or as an HTML file

After the meeting
- Publish the final revised TD-02 listing all contributions and TDs
- Post a list of the Question reports to the mailing list to facilitate the participant's debriefing (see Appendix L for an example)
- Send outgoing liaison statements to TSB for dispatching to the destinations, preferably within seven days (see Appendix M for an example)

2.3 Meeting Host

Physical meetings cannot occur without a meeting host. The Meeting Host is the person designated by the Meeting Host organization to liaise with the Meeting Organizer. They are responsible for providing the meeting venue and facilities and for providing the logistic information to the Meeting Organizer.

At the Study Group / working Party meeting
- If interested in hosting a meeting, contact the relevant Rapporteur to discuss the possibility
- In consultation with the Rapporteur(s), determine the requirements for the facilities needed for the meeting, i.e. number and size of meeting rooms, internet access, location etc.
- If the requirements are met, provide a confirmation to the Rapporteur or Working Party Chairman of the intent to host a meeting.

As soon as possible after the Study Group / Working Party meeting
- Provide location specific information to the Meeting Organiser in order to send the meeting invitation.

At least 9 weeks before the meeting
- Provide all necessary logistic information to the Meeting Organiser, including in particular visa assistance procedures.

After the meeting invitation (= at least 8 weeks before the meeting)
- Continue to coordinate with the Meeting Organizer during the planning process.
- Provide visa letters upon request to delegates (see Appendix N as an example)
- The Meeting Host may issue an invitation via the Meeting Organizer to experts to attend the meeting with information on the meeting place, hotel accommodation, visa requirements, power requirements, etc. (see http://ftp3.itu.int/av-arch/avc-site/2005-2008/0502_Mel/Mel Invitation.doc for an example)
At the meeting
– Provide suitable meeting facilities
– Provide internet connection

2.4 Delegates
The Delegate is an attendee to the meeting. They provide input to the meeting within a set of guidelines.

Delegates are responsible for the inputs to the meeting. These inputs should be provided in a timely manner according to the meeting invitation.

Those experts who intend to submit contributions should register their documents with the Document Manager by the day designated in the meeting notice (typically at least 28 calendar days in advance of the meeting date) and upload them to the ftp site by the time and day designated in the meeting notice (usually seven calendar days in advance of the meeting date). Otherwise, the contributions are classified as “late arrival” and their consideration is left to the agreement of the meeting.

NOTE – All specific deadlines are spelled out in the meeting invitation / announcement.

2.4.1 Member participation
WTSA-08 Res.1 §2.3.1:
… Chairmen of meetings may invite individual experts as appropriate.

CV248A (PP-98) [Article 20, §7 bis]:
Following a procedure developed by the Sector concerned, the Director of a Bureau may, in consultation with the chairman of the study group concerned, invite an organization which does not participate in the Sector to send representatives to take part in the study of a specific matter in the study group concerned or its subordinate groups.

PP-10 Res.145 resolves 2:

that the participation of organizations and entities which, in accordance with the Convention, participate as observers in an advisory capacity in specific conferences, assemblies and meetings of the Union shall be guided by the terms set out in Annex 2 to this resolution

PP-10 Res.145 Annex 2:

Based on long-standing practice, the participation in ITU Sector meetings such as study groups or their subordinate groups by those organizations which have no status in ITU other than that of observers in an advisory capacity may include the submission of contributions and oral interventions in meetings.

In practice that means:
– Chairman of the meeting invites experts:
  o Study Group / Working Party meetings: Study Group / Working Party Chairman invites
  o Rapporteur Group meeting: Rapporteur invites
  o They attend on their own personal capacity
  o They do NOT represent any entity
  o “Invited experts” appear in list of participants under their own name and country (not company)
  o Person must come from a country that is a member of ITU
2.4.2 Academia

- Participation sponsored by members (MSs/SMs/Associates)
- Participation as Academia member
- Participation as invited experts (submission of written contributions at the discretion of the group)

As members – not an issue:

- PP-10 Res.169 – Admission of academia, universities and their associated research establishments
- WTSA-12 Res.71 – Admission of academia to participate in the work of the ITU Telecommunication Standardization Sector

3 References

Appendix A1

Example of meeting invitation with the intent to hold a meeting

To Experts of ITU-T SG16 Questions 1, 2, 3, 5, and 21/16

Cc Mr Y Naito, Chairman of SG16 <yushi.naito@ties.itu.int>
Mr P Jones, Vice Chairman of SG16 <paulej@packetizer.com>
Mr S-H Jeong, Vice Chairman of SG16 <shjeong@hufs.ac.kr>
Mr N Luo, Vice Chairman of SG16 <noah@huawei.com>
Mr G Daniel, Vice Chairman of SG16 <danielgaby@hotmail.com>
Mr M El-Megharbel, Vice Chairman of SG16 <melmegharbel@tra.gov.eg>
Mr K Isaev, Vice Chairman of SG16 <kh.isaev@aci.uz>
Mr H Kullmann, Vice Chairman of SG16 <Harald.Kullmann@telekom.de>
Mr N Ntlatlapa, Vice Chairman of SG16 <Nntlatlapa@csir.co.za>
Mr S Campos-Neto, ITU TSB <simao.campos@itu.int>

Mr P Luthi, Rapporteur for Q1/16 <pluthi@cisco.com>
Mr P Jones, Rapporteur for Q2/16 <paulej@packetizer.com>
Mr C Groves, Rapporteur for Q3/16 <Christian.Groves@nteczone.com>
Mr S Botzko, Rapporteur for Q5/16 <Stephen.Botzko@polycom.com>
Mr N Luo, Rapporteur for Q21/16 <noah@huawei.com>
Mr W Kai, Associate Rapporteur for Q21/16 <weikai@catr.cn>

Subject: Preliminary Notice of Joint Rapporteur Group meeting in Brisbane, Australia
Date: 22-26 April 2013

Dear Experts of 1, 2, 3, 5, 21/16,

The subject meeting of ITU-T SG16 experts will be held at the <Venue> in <Location>. Details of the proposed meeting are contained herein.

1. Date

22 (Monday) - 26 (Friday) April 2013
Rapporteur Group meeting will start at 9:00 on the first day and close around 18:00 on the last day.

2. Venue

The rooms are S-636 and S-637 in the School of Engineering Systems at the Gardens Point Campus of Queensland University of Technology
3. Topics (tentative)

1) Review of the relevant group activities

2) Q1/16 - Multimedia systems, terminals and data conferencing

The objectives for this meeting are:
(list objectives)

3) Q2/16 - Packet-based conversational multimedia systems and functions

The objectives for this meeting are:
(list of objectives)

4) Q3/16 - Multimedia gateway control architectures and protocols

The objectives for this meeting are:
(list of objectives)

5) Q5/16 - Telepresence systems

The objectives for this meeting are:
(list of objectives)

6) Q21/16 - Multimedia framework, applications and services

The objectives for this meeting are:
(list of objectives)

4. Documents

Registration of the document: by 23:59 UTC, 22 March 2013
Distribution of the document: by 23:59 UTC, 15 April 2013
Use the ftp site (or e-mail reflector) for distribution

1) Documents must be registered by 23:59 UTC, Friday 22 March 2013. The preferred means of registering documents is via the web form accessible via
If this form is inaccessible, you may submit your requests to Mr Paul Jones <paulej@packetizer.com>, Document Manager for this meeting.

With either means of registration, document numbers will be assigned manually and shown in the list of registered documents. To see the list of registered documents, visit http://www.packetizer.com/standards/itu-sg16/ and select the list for this meeting.

Once registered, a document number AVD-nnnn will be allocated. Early indication of your submission plan is welcome and encouraged.

Note - Prefix "AVD" comes from Audio, Video and Data.
2) You are advised to use the document template available at the following place:

   http://ftp3.itu.int/av-arch/avc-site/2013-2016/1304_Bri/AVD-template_1304_Bri.docx

3) File format: Use of Word, PDF, ASCII or HTML is recommended.

4) All the contributors are requested to distribute their documents as early as possible, at least 7 calendar days in advance of the meeting (23:59 UTC, Monday 15 April 2013 or before) by posting them at either of the following:

   - Uploading via FTP
     Site: ftp3.itu.int/
     Login: avguest
     Password: Avguest201007 (Note the uppercase 'A')
     Directory: av-arch/avc-site/Incoming

   - E-mail reflector
     E-mail address: sg16-avd@lists.packetizer.com
     To subscribe: sg16-avd-join@lists.packetizer.com

   - E-mail to the Document Manager
     Paul E. Jones <paulej@packetizer.com>

   Please avoid the use of the mailing list when your document is voluminous.

5) Input documents can be retrieved from 1304_Bri directory of the ftp site once Mr Paul Jones has an opportunity to put them into place.

   The documents will be available through the following URLs:
   http://ftp3.itu.int/av-arch/avc-site/2013-2016/1304_Bri/
   ftp://ftp3.itu.int/avc-site/2013-2016/1304_Bri/
   Login: avguest
   Password: Avguest201007 (Note the uppercase 'A')

6) The document distribution/presentation at the meeting will be all electronic. Participants must bring along a laptop to access documents via the wireless LAN.

   Internet access will be available in the meeting rooms.

   Note: make sure you have the right power adapter for Australia, see http://wikipedia.org/wiki/Domestic_AC_power_plugs_and.Sockets Australian standard AS/NZS 3112 (Australasian 10 A/240 V).

5. Logistic Information

The meeting will be hosted by <Host> at the <Venue> in <location>... The closest airport is Brisbane Airport <http://bne.com.au>. Brisbane Airport is smaller and immigration and customs clearance may be quicker than in Sydney or Melbourne. There are direct flights from Singapore, Korea, Japan, China and the US. There are two flights a day from LA (Qantas and Virgin Australia) and one from Dallas/FortWorth (Qantas).

There are a number of transport options to and from the Brisbane airport and the hotel/venue precinct. An overview of the options can be found at: http://bne.com.au/to-from-airport/transport-options
A map of the airport, venue and hotels can be found at:
http://g.co/maps/8s7qn

The meeting venue is walking distance from the hotels.

There should be no need to hire a car. However, if you need to hire a car there are a number of car hire places in the city:
Hertz          55 Charlotte St.
Budget         53 Albert St.
Europcar       576 Queen St.

The additional meeting information can be found at:

6. Registration and Visa Information

To register your meeting attendance, please send e-mail to Meeting Organizer, <Name> <Email>, providing the family name, given name, company name, and e-mail address of person(s) attending.

Early registration of your attendance is welcome and encouraged, but preferably before 25 March 2013, as the meeting cannot proceed without a reasonable number of attendees.

Anyone wanting to enter Australia must carry a valid passport or similar certificate of identification and everyone, except holders of Australian and New Zealand passports, requires a visa to enter Australia.

Australian Immigration requires that you supply information about your first night’s accommodation on your arrival form. Please have this information with you, not in your checked in luggage. This will minimise delays on arrival.

For information on Australian Visas for event participants, see:

People needing visa support letters should register as soon as possible. Participants who need an invitation letter for visas should contact <Name> <Email>, providing the family name, first name, and other identifying information required by the Australian embassy in your country.

7. Hotel Room Reservation

Participants should contact the hotels directly regarding room availability and for making room bookings. No rooms have been reserved for this event.

Suggested Hotels nearby are (in no particular order or price):

Sebel Hotel
http://www.mirvachotels.com/sebel-king-george-square-brisbane

Holiday Inn Brisbane (Roma St Station)
Ibis Hotel

Mercure Hotel

Rendezvous Hotel

Sofitel Brisbane (Central Station)

Quay West Suites Brisbane
http://www.mirvachotels.com/quay-west-suites-brisbane

Treasury Casino and Hotel

Rydges South Bank Hotel

We are looking forward to meeting with you in Brisbane.

Sincerely yours,

Christian GROVES (Meeting Organizer for this meeting)
Paul JONES (Document Manager for this meeting)
Patrick LUTHI
Stephen BOTZKO
Noah LUO
<Meeting Host>
Appendix A2

Example reply to a registration request from non-members

From: <Meeting Organizer>
To: <Registrant Address>
Subject: Re: Registration for Meeting of Questions 1, 2, 3, 5, and 21/16

Dear <Registrant Name>,

We acknowledge receipt of your registration request but regret to inform you that your organization, <Organization Name>, is not a member of ITU-T and thus is not eligible to participate in the <Meeting Date> meeting in <Meeting Location>.

ITU encourages you to consider ITU-T membership as it confers valuable opportunities to engage with the national administrations, major industry players and research institutions crafting today’s ICT standards. Standardization is crucial to ITU's mission to connect the world, and ITU-T's consensus approach to standardization work ensures that all those participating do so on an equal footing. For more information on how and why to become a member, see http://itu.int/en/ITU-T/membership.

Alternatively, if you are interested only in this particular meeting, an official letter sent from your country's administration or an ITU-T member to the attention of the TSB Director (email: tsbdir@itu.int; fax: +41 22 730 5853) is needed, stating that you are part of their delegation attending the meeting.

Thank you for your interest in ITU-T.

Kind regards,

<Meeting Organizer>
Appendix B1

Example of request for confirmation to the SG16 management

Subject: Seeking confirmation for the April 2013 Brisbane Rapporteur Group meeting of Questions 1, 2, 3, 5, and 21/16
From: <Meeting Organiser>
To: yushi.naito@ties.itu.int, paulej@packetizer.com, shjeong@hufs.ac.kr, noah@huawei.com, danielgaby@hotmail.com, melmegharbel@tra.gov.eg, kh.isaev@aci.uz, Harald.Kullmann@telekom.de, Nntlatlapa@csir.co.za, simao.campos@itu.int
CC: christian.groves@nteczone.com, paulej@packetizer.com, noah@huawei.com, pluthi@cisco.com, Stephen.Botzko@polycom.com, weikai@catr.cn

Dear Mr Naito and SG16 management members,

This is to seek your final confirmation of the Brisbane meeting of Questions 1, 2, 3, 5, and 21/16 during 22-26 April 2013.

We currently have NN contributions registered for the meeting. The current list of contributions is attached.

With regards to participants, we have indication that there will be approximately NN participants. The list of registered participants is attached.

Regards,

<Meeting Organiser>

<Attachment 1> Participant List
<Attachment 2> Document List
Appendix B2

Example of notice for meeting cancellation

To: sg16-avd@lists.packetizer.com
CC: <SG16 Chairman>, <WP Chairman>, <SG16 Counsellor>
From: <Meeting Organizer>
Subject: Decision not to hold meeting in Brisbane, 22-26 April 2013

Dear Experts,

In consultation with the other Rapporteurs and with SG16 Management, it was decided not to hold the subject Rapporteur Group meeting due to the limited number of input contributions.

We will meet at the next SG16 meeting in October 2013 and I encourage those who submitted contributions for this meeting to re-submit those to the SG16 meeting where they will be discussed.

Regards,

< Meeting Organiser >
Appendix B3

Example of notice to confirm a meeting will be held

To: sg16-avd@lists.packetizer.com
CC: <SG16 Chairman>, <WP Chairman>, <SG16 Counsellor>
From: <Meeting Organizer>
Subject: Confirming the meeting in Brisbane, 22-26 April 2013

Dear Experts,

I just wanted to confirm with Experts that we will be holding the subject Rapporteur Group meeting. While the meeting and document registration deadlines have passed, I would still like to encourage you to register if you are interested in attending.

I look forward to seeing you in Brisbane!

Kindest Regards,
< Signature >
Appendix C

Example of meeting logistic information

RAPPORTEUR MEETING OF QUESTIONS 1, 2, 3, 5, 12, 21 AND 22/16

TELECOMMUNICATION STANDARDIZATION SECTOR

STUDY GROUP 16

STUDY PERIOD 2013-2016

Original: English

Question(s): 1, 2, 3, 5, 21/16

Brisbane, 22 - 26 April 2013

RAPPORTEUR MEETING DOCUMENT

Source: Meeting Organizer (<Name>)

Title: Agenda for Joint Rapporteur’s Meeting

Purpose: Information

1 Opening

We would like to thank <host> for hosting the meeting and <venue> for providing the facilities.

2 Questions and Rapporteurs for this meeting

1/16 Multimedia systems, terminals and data conferencing (Mr. Patrick Luthi, Cisco/Norway)

2/16 Packet-based conversational multimedia systems and functions (Mr Paul Jones, Cisco/USA)

3/16 Multimedia gateway control architectures and protocols (Mr Christian Groves, Huawei, Australia)

5/16 Telepresence systems (Mr Stephen Botzko, Polycom/USA)

21/16 Multimedia framework, applications and services (Mr Noah Luo, Huawei/China)

3 Time schedule

Meetings will begin each morning at 09:00 and normally end at 17:30. The table below shows the proposed initial meeting schedule. Please note, however, that time slots may shift and changes to this schedule may be required depending on the work progress.

Please also note that in each room the sessions will run in a serial mode. That is, if one Question finishes early, then the next Question will start straight away.

(footer)

Contact: Name/Organisation/Country
Tel: Fax: Email:
### Room 1

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>1q (9:00-10:30)</th>
<th>2q (11:00-12:30)</th>
<th>3q (14:00-15:30)</th>
<th>4q (16:00-17:30)</th>
<th>5q</th>
</tr>
</thead>
<tbody>
<tr>
<td>22-Apr</td>
<td>Mon</td>
<td>All*</td>
<td>Q2</td>
<td>Q3</td>
<td>Q1</td>
<td></td>
</tr>
<tr>
<td>23-Apr</td>
<td>Tue</td>
<td>Q21</td>
<td>Q3</td>
<td>Q3</td>
<td>Q5</td>
<td></td>
</tr>
<tr>
<td>24-Apr</td>
<td>Wed</td>
<td>Q3</td>
<td>Q3</td>
<td>Q3/Q5</td>
<td>Q5</td>
<td></td>
</tr>
<tr>
<td>25-Apr</td>
<td>Thu</td>
<td>Q2</td>
<td>Q21</td>
<td>Q3</td>
<td>Q5</td>
<td></td>
</tr>
<tr>
<td>26-Apr</td>
<td>Fri</td>
<td>Q1&amp;Q2</td>
<td>Q3</td>
<td>Q5</td>
<td>All**</td>
<td></td>
</tr>
</tbody>
</table>

### Room 2

On demand.

* Document allocation and logistics. Note: Starting time of 9.00am

** Review of meeting reports and output documents

/ Serial session

& Joint Session

Note 1: In each room the sessions will run in a serial mode, i.e., if one Question finishes early, then the next Question will start straight away.

Note 2: No wide topics session has been scheduled as no topics have been identified.

### Organization of day to day activities

a) Document distribution during this meeting
   All documents are available electronically from
   http://ftp3.itu.int/avc-site/2013-2016/1304_Bri/
   ftp://ftp3.itu.int/avc-site/2013-2016/1304_Bri/
   user: avguest, password: Avguest201007 (Note the use of upper- and lowercase letters.)

b) Access to the Internet is via wireless LAN. For connection information, see your badges.

c) Document Manager for this meeting: Mr Paul Jones <paulej@packetizer.com>.

To request a TD number please use the “Request a TD Number” link at the following page:
http://ftp3.itu.int/avc-site/2013-2016/1304_Bri/1304_Bri.html

Note: There is a link on this this to view current document requests.

d) Morning and afternoon coffee breaks will be scheduled each day during the meeting period: 10:30 – 11:00, 15:30 – 16:00. Details of where the morning and afternoon coffee breaks are will be announced.

e) Lunch will generally be taken between 12:30 and 14:00.

f) Expression of interest in a dinner Tuesday evening
5  Documentation

a) The list of documents for the meeting can be found at:
   http://ftp3.itu.int/av-arch/avc-site/2013-2016/1304_Bri/1304_Bri.html
   A revised TD-02 will be published at the end of the meeting listing all the documents.

b) Consideration of late arrival documents

c) Identification of relevant Question(s)

d) Highlights of each Question

6  Liaison statement ownership

<table>
<thead>
<tr>
<th>AVD</th>
<th>Q</th>
<th>Title</th>
<th>Source</th>
<th>For</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVD-4329</td>
<td>21</td>
<td>LS from ITU-T SG 12 on new testing methodology for subjective assessment of Text-To-Speech</td>
<td>SG12</td>
<td>I</td>
</tr>
<tr>
<td>AVD-4330</td>
<td>21,(22)</td>
<td>Reply LS from ITU-T SG 12 on F.LIMSeqs (COM16-LS-294)</td>
<td>SG12</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: A – Action, C – Comment, I – Information

7  Other Topics (General nature, TSAG, etc.)

No topics of a general nature have been identified. No general topics session is scheduled.

8  Approval of Draft Recommendations

All the draft Recommendations of WP1/16 have been approved through the AAP procedures.

<table>
<thead>
<tr>
<th>Rec. No.</th>
<th>Title</th>
<th>Approval Date</th>
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<tbody>
<tr>
<td>H.248.84</td>
<td>Gateway control protocol: NAT traversal for peer-to-peer services</td>
<td>2012-07-22</td>
</tr>
<tr>
<td>H.460.26</td>
<td>Using H.225.0 call signalling connection as transport for media</td>
<td>2012-06-29</td>
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<td></td>
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</table>

9  Review of the achievements and identification of necessary actions
The results and achievements of Questions will be reviewed on 26 April 2013, and all Question reports will be published as one integrated report.

10 Future meetings

Appendix D

Example of list of participants

RAPPORTEUR MEETING OF QUESTIONS 1, 2, 3, 5, 12, 21 AND 22/16

TELECOMMUNICATION
STANDARDIZATION SECTOR

STUDY PERIOD 2013-2016

Question(s): 1, 2, 3, 5, 21/16

TD-nn

STUDY GROUP 16

TELECOMMUNICATION
STANDARDIZATION SECTOR

STUDY PERIOD 2013-2016

Brisbane, 22 - 26 April 2013

RAPPORTEUR MEETING DOCUMENT

Source: Meeting Organizer (<Name>)

Title: List of Participants

Purpose: Information

List of Meeting Participants

<table>
<thead>
<tr>
<th>Family Name</th>
<th>First Name</th>
<th>Company</th>
<th>Email Address</th>
</tr>
</thead>
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<tr>
<td>&lt;surname&gt;</td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(footer)

Contact: Name Tel:
Organisation Fax:
Country Email:
Appendix E

Example of meeting report skeleton

<table>
<thead>
<tr>
<th>RAPPORTEUR MEETING OF QUESTIONS 1, 2, 3, 5, AND 21/16</th>
<th>AVD-nnnn</th>
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</thead>
<tbody>
<tr>
<td>TELECOMMUNICATION STANDARDIZATION SECTOR</td>
<td>STUDY GROUP 16</td>
</tr>
<tr>
<td>STUDY PERIOD 2013-2016</td>
<td>Original: English</td>
</tr>
<tr>
<td>Question(s): 1, 2, 3, 5, and 21/16</td>
<td>Brisbane, 22 - 26 April 2013</td>
</tr>
</tbody>
</table>

RAPPORTEUR MEETING DOCUMENT

Source: Rapporteurs for Questions 1, 2, 3, 5, and 21/16
Title: Report for Joint Rapporteur’s Meeting
Purpose: Report

AVD- and TD-numbered documents referred to are available at:
http://ftp3.itu.int/av-arch/avc-site/2013-2016/1304_Bri/

1. General
2. Q1/16
3. Q2/16
4. Q3/16
5. Q5/16
6. Q21/16

Annex A Participant List
Annex B Documentation
Annex C Liaisons

1. General

This joint Rapporteur Group meeting of Questions 1, 2, 3, 5, and 21/16 was held from 22-26 April 2013 in <Location> at the kind invitation of <Host>. There was a total of 21 participants present at the meeting. The Meeting Organizer for the joint Rapporteur Group meeting of Questions 1, 2, 3, 5, 21/16 was <Name> and the Document Manager was <Name>.

Contact: Name (Document manager for the meeting) Tel: +XXXXXX
Organization Fax: +XXXXXX
Country Email: a@b.c
The Rapporteurs want to extend their thanks to <Name> from <Host> and the <Venue> for hosting the meeting and making the arrangements necessary for us to have a productive meeting.

The meeting participants reviewed a total of 109 input documents. This included 7 incoming liaison statements. There were 54 TDs. The objective of this meeting was to progress the ongoing work in each Question. The specific objectives for each Question are listed in the sub-sections designated for each Question.

There are three Annexes at the end of this report. Annex A contains the list of participants. Annex B lists the documentation for this meeting. Annex C lists the outgoing liaison statements generated at the meeting.

All AVD- and TD-numbered documents referred to in this report are available at the document repository referred to as the “AVC Site” at http://ftp3.itu.int/av-arch/avc-site/2013-2016/1304_Bri/1304_Bri.html.

1.1 Questions and Rapporteurs for this meeting

1/16 Multimedia systems, terminals and data conferencing (Mr. Patrick Luthi, Cisco/Norway)

2/16 Packet-based conversational multimedia systems and functions (Mr Paul Jones, Cisco/USA)

3/16 Multimedia gateway control architectures and protocols (Mr Christian Groves, Huawei, Australia)

5/16 Telepresence systems (Mr Stephen Botzko, Polycom/USA)

21/16 Multimedia framework, applications and services (Mr Noah Luo, Huawei/China)

1.2 Time Schedule

Meetings began each morning at 09:00 and normally ended at 17:30. The table below shows the meeting schedule.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>1Q (9:00-10:30)</th>
<th>2Q (11:00-12:30)</th>
<th>3Q (14:00-15:30)</th>
<th>4Q (16:00-17:30)</th>
<th>5Q [TBD]</th>
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</thead>
<tbody>
<tr>
<td>22-Apr</td>
<td>Mon</td>
<td>All*</td>
<td>Q2</td>
<td>Q3</td>
<td>Q1</td>
<td></td>
</tr>
<tr>
<td>23-Apr</td>
<td>Tue</td>
<td>Q21</td>
<td>Q3</td>
<td>Q3</td>
<td>Q5</td>
<td></td>
</tr>
<tr>
<td>24-Apr</td>
<td>Wed</td>
<td>Q3</td>
<td>Q3</td>
<td>Q3/Q5</td>
<td>Q5</td>
<td></td>
</tr>
<tr>
<td>25-Apr</td>
<td>Thu</td>
<td>Q2</td>
<td>Q21</td>
<td>Q3</td>
<td>Q5</td>
<td></td>
</tr>
<tr>
<td>26-Apr</td>
<td>Fri</td>
<td>Q1 &amp; Q2</td>
<td>Q3</td>
<td>Q5</td>
<td>All**</td>
<td></td>
</tr>
</tbody>
</table>

* Document allocation and logistics. Note: Starting time of 9:00am

** Review of meeting reports and output documents

/ Serial session

& Joint Session

Note 1: In each room the sessions will run in a serial mode, i.e., if one Question finishes early, then the next Question will start straight away.
Note 2: No wide topics session has been scheduled as no topics have been identified.

1.3 Documentation for the Meeting
This was an electronic meeting, with Internet access provided by the host. All documents for this meeting, were available here:

http://ftp3.itu.int/av-arch/avc-site/2013-2016/1304_Bri/

A list of all documents can be found in Annex B of this report.
Each Rapporteur presented items of highlight at this meeting to give the participants a quick overview.

1.4 Liaison statement ownership

<table>
<thead>
<tr>
<th>AVD</th>
<th>Q (owner)</th>
<th>Title</th>
<th>Source</th>
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<tbody>
<tr>
<td>AVD-4329</td>
<td>21</td>
<td>LS from ITU-T SG 12 on new testing methodology for subjective assessment of Text-To-Speech</td>
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<td>21,(22)</td>
<td>Reply LS from ITU-T SG 12 on F.LIMSreqs (COM16-LS-294)</td>
<td>SG12</td>
<td>C</td>
</tr>
</tbody>
</table>

NOTE - A – Action, C – Comment, I - Information

1.5 Topics of General Nature
No topics of a general nature were identified thus there were no general discussions.

1.6 Future meetings
Questions 1, 2, 3, 5, and 21/16 are planning to meet at the next Study Group 16 meeting 28 October - 08 November 2013 in Geneva, Switzerland.

2 Question 1/16 – Multimedia systems, terminals and data conferencing
(Insert Question 1/16 report here)

3 Question 2/16 – Packet-based conversational multimedia systems and functions
(Insert Question 2/16 report here)

4 Question 3/16 – Multimedia gateway control architectures and protocols
(Insert Question 3/16 report here)

5 Question 5/16 – Telepresence systems
(Insert Question 5/16 report here)

6 Question 21/16 – Multimedia framework, applications and services
(Insert Question 21/16 report here)

Annex A
Participant List

...
Appendix F

Example of template for Rapporteur Group meeting contribution

RAPPORTEUR MEETING OF QUESTIONS 1, 2, 3, 5, AND 21/16

{TD|AVD}-XXXX

TELECOMMUNICATION
STANDARDIZATION SECTOR

STUDY GROUP 16

STUDY PERIOD 2013-2016

Original: English

Question(s): List of target Questions

Source: Company Name / Editor / Rapporteur

Title: Title

Purpose: Proposal / Discussion / Information / Report / etc

Brisbane, 22 - 26 April 2013

RAPPORTEUR MEETING DOCUMENT

Summary

<Provide here a short summary (less than 150 words) on the purpose of the document and recommended actions, etc>

1 Introduction

<INSERT TEXT>

2 Discussion

<INSERT TEXT>

3 Conclusion

<INSERT TEXT>

Instructions:

Please modify the highlighted areas of this header, as appropriate, and remove this instruction block and all yellow highlighting.

Please apply the embedded styles provided in this template to your text, as appropriate (e.g. “Heading 1” for first-level headings, “Figure_No & title” for figure captions, etc).

Contact:

Name
Organization
Country
Tel: +XXXXXXX
Fax: +XXXXXXX
Email: a@b.c

Contact:

(this row than be deleted if unused, and other rows added if more contacts are needed)

Tel:
Fax:
Email:
Appendix G

Example of Liaison Statement template for SG16 use

<table>
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<th>Meeting, date: Brisbane, 22 - 26 April 2013</th>
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<td>Study Group:</td>
<td>16 Working Party: 2</td>
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<tr>
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<td>{Rapporteur Qxx/16}</td>
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<tr>
<td>Title:</td>
<td>{LS</td>
</tr>
</tbody>
</table>

LIAISON STATEMENT

For action to:  { Full name of groups (if any) | - if none }
For comment to: { Full name of groups (if any) | - if none }
For information to: { Full name of groups (if any) | - if none }
Approval: Rapporteur Group meeting of Question 1, 2, 3, 5, AND 21/16 (Brisbane, 22 - 26 April 2013)
Deadline: If Action or Comment → put date; if info: N/A

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</tbody>
</table>

Contact:
Tel:
Fax:
Email:

Please don’t change the structure of this table, just insert the necessary information.

<INSERT TEXT>

Attachments:

[if any]

(Full text available only in the electronic version)
Appendix H

Example of e-mail reminder for document deadline

To: sg16-avd@lists.packetizer.com
From: <Document Manager>
Subject: Contributions to the Brisbane meeting

Dear WP1/16 experts,

This is to remind you of the following dates:

/// Registration of the document: by 23:59 UTC, 22 March 2013 ///
/// Distribution of the document: by 23:59 UTC, 15 April 2013 ///

The current list of registered documents can be found here:
http://ftp3.itu.int/avc-site/2013-2016/1304_Bri/1304_Bri.html

So far AVD-nnnn through AVD-nnnn have been registered.

You can download documents by ftp with the following URL:

ftp://ftp3.itu.int/avc-site/2013-2016/1304_Bri
User: avguest
Password: Avguest201007
Appendix I

Example of document registration request

To: <Expert>
From: <Document Manager>
Subject: Re: Request document number for Q3 meeting
Cc: sg16-avd@lists.packetizer.com

Dear Mr/Ms [Expert],

> I'd like to register a further contribution:

> Question(s): Q.3/16
> Source*: < Source >
> Title: < Title>

> Could you please assign a number?

AVD-nnnn has been allocated to this contribution. Thank you.

> I've also posted 5 contributions in the incoming directory:
> http://ftp3.itu.int/av-arch/avc-site/Incoming/

They have been moved to the meeting directory.

http://ftp3.itu.int/av-arch/avc-site/2013-2016/1304_Bri/
ftp://ftp3.itu.int/avc-site/2013-2016/1304_Bri
User: avguest
Password: Avguest201007

< Signature >
Appendix J

Example of reminder for document submission

To: sg16-avd@lists.packetizer.com
From: <Document Manager>
Subject: Reminder to Submit Documents for the Brisbane meeting

Dear all,

I have placed all the contributions received thus far in the Brisbane meeting directory. Thank you very much for your cooperation to timely submission.

The list of documents has been updated:
http://ftp3.itu.int/av-arch/avc-site/2013-2016/1304_Bri/1304_Bri.html

You can download documents by ftp with the following URL:
ftp://ftp3.itu.int/avc-site/2013-2016/1304_Bri
User: avguest
Password: Avguest201007

Documents not received by the document deadline will be considered late.
The deadline for the meeting is:

/// Distribution of the document: by 23:59 UTC, 15 April 2013 ///

Consideration of contributions considered late is left to the meeting agreement, but the submission is still encouraged.

< Signature >
Appendix K

Example document availability announcement

To: sg16-avd@lists.packetizer.com
From: <Document Manager>
Subject: Document List for the Brisbane meeting

Dear Experts,

All documents received for the meeting have been placed in the meeting directory.

As a final reminder, the list of documents has been updated:
http://ftp3.itu.int/av-arch/avc-site/2013-2016/1304_Bri/1304_Bri.html

Also, the list of documents can be found in TD-02.

You can download documents by ftp with the following URL:
ftp://ftp3.itu.int/avc-site/2013-2016/1304_Bri
User: avguest
Password: Avguest201007

I look forward to seeing you in Brisbane!

< Signature >
Appendix L

Example of information on availability of draft meeting reports

To: sg16-avd@lists.packetizer.com
From: < Document Manager >
Subject: Reports for the Brisbane meeting (22 – 26 April 2013)

Dear SG16 Experts,

The subject Rapporteur Group meeting has been successfully finished. Its reports have been uploaded as follows:

http://ftp3.itu.int/avc-site/2013-2016/1304_Bri/

ftp://ftp3.itu.int/avc-site/2013-2016/1304_Bri
User: avguest
Password: Avguest201007

Q.1 report ------ TD-08.zip
Q.2 report ------ TD-09.zip
Q.3 report ------ TD-10.zip
Q.5 report ------ TD-11.zip
Q.21 report ------ TD-12.zip
General topics -- TD-13.zip

< Signature >
Appendix M

Example of communication of OLS to the SG16 chair and secretariat, for dispatching

To: yushi.naito@ties.itu.int; simao.campos@itu.int
From: < Document Manager >
Subject: Outgoing liaison statements from the Research Triangle Park meeting
Cc: < Rapporteurs >

Dear Mr. Naito,

Dear Mr. Campos-Neto,

Could you please review the attached liaisons produced at the Brisbane meeting (22 - 26 April 2013) and dispatch them to the destinations?

There are N liaison statements in the attached zip file.

< Signature >
Appendix N

Example of meeting invitation letters for visa application from hosts

[Meeting Host Letterhead]

[Meeting Host Name]
[Meeting Host Company]
[Meeting Host Address]
[Meeting Host Email]

[DATE]

Attention: [Delegate name]

[Delegation information required for Visa]

[Delegate to provide information]

Subject: Invitation to attend the [DATE] ITU SG16 Rapporteur Group meeting in [COUNTRY]

Dear [Delegates name],

I would like to invite you to an International Telecommunication Union (ITU-T) Study Group 16 “Multimedia terminals, systems and applications” Rapporteurs’ meeting hosted at [VENUE] by [HOST COMPANY].

The meeting will be held between the [DATES] in [VENUE, COUNTRY].

The address of the venue is:

[VENUE DETAILS AND CONTACT INFORMATION]

Further information regarding attendance at the meeting can be found at:

[URL of the meeting invitation]

Please present this letter of invitation when lodging your visa application at the [COUNTRY] visa office overseas nearest to your current place of residence.

I look forward to your attendance at the meeting.

Yours sincerely,

[SIGNED]

[MEETING HOST NAME]
Appendix O

Spreadsheet to assist in the calculation of the various RGM deadlines

The following embedded Excel object can be edited to assist in the calculation of the various deadlines associated with the organization of a rapporteurs Group meeting. The only three cells that need changing are in yellow highlight, regarding start and end dates of meetings. (Double-click the table below to open the embedded Excel worksheet.) It is also available at: [http://ftp3.itu.int/av-arch/ref/RGM/1311-SG16-Guidelines-Org-RGM-Att.1-Deadline-calculator-V1.0.xlsx](open download).

### Meeting Schedule Checklist & Calculator

<table>
<thead>
<tr>
<th>Task</th>
<th>Deadline (before meeting)</th>
<th>Meeting Host</th>
<th>Meeting Organiser</th>
<th>Document Manager</th>
<th>Delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide logistic information</td>
<td>&gt; 9 weeks</td>
<td>15/Apr/2013</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invitation</td>
<td>&gt; 8 weeks</td>
<td>22/Apr/2013</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reminder</td>
<td>&gt; 5 weeks</td>
<td>13/May/2013</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authorisation</td>
<td>&gt; 4 weeks</td>
<td>20/May/2013</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confirmation</td>
<td>&gt; 3 weeks</td>
<td>27/May/2013</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agenda</td>
<td>&gt;1 week</td>
<td>10/Jun/2013</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting</td>
<td></td>
<td>17/Jun/2013</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reporting</td>
<td>Before next SG/WP meeting</td>
<td>07/Oct/2013</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create directory/templates</td>
<td>(before invitation)</td>
<td></td>
<td></td>
<td>22/Apr/2013</td>
<td></td>
</tr>
<tr>
<td>Send updated doc. List to Meeting Organiser</td>
<td>4 weeks</td>
<td></td>
<td>20/May/2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document Reg reminder</td>
<td>Doc. Reg. - 1 week</td>
<td></td>
<td></td>
<td>27/May/2013</td>
<td></td>
</tr>
<tr>
<td>Document Submission Reminder</td>
<td>Doc. Sub. - 1 week</td>
<td></td>
<td></td>
<td>31/May/2013</td>
<td></td>
</tr>
<tr>
<td>Issue document list</td>
<td>1 week</td>
<td></td>
<td></td>
<td>10/Jun/2013</td>
<td></td>
</tr>
<tr>
<td>Publish document list</td>
<td></td>
<td></td>
<td></td>
<td>21/Jun/2013</td>
<td></td>
</tr>
<tr>
<td>Send liaison statements</td>
<td>&lt; 7 days</td>
<td></td>
<td></td>
<td>28/Jun/2013</td>
<td></td>
</tr>
<tr>
<td>Document Registration Deadline</td>
<td>14 days before</td>
<td></td>
<td></td>
<td>03/Jun/2013</td>
<td></td>
</tr>
<tr>
<td>Document Submission Deadline</td>
<td>10 days before</td>
<td></td>
<td></td>
<td>07/Jun/2013</td>
<td></td>
</tr>
</tbody>
</table>

**Start date:** 17/Jun/2013  
**End date:** 21/Jun/2013

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