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| **Telecommunication Standardization Bureau** |  |
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Geneva, 21 September 2011

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| Ref: | **Corrigendum to TSB Collective letter 7/16** |  |
| Tel: Fax:  E-mail: | +41 22 730 6805 +41 22 730 5853 [tsbsg16@itu.int](mailto:tsbsg16@itu.int) | To Administrations of Member States of the Union, to ITU-T Sector Members, ITU-T Academia members and to ITU-T Associates participating in the work of Study Group 16 |

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| Subject: | **Meeting of Study Group 16 Geneva, 21 November – 2 December 2011** |

Dear Sir/Madam,

Please accept the following changes to TSB Collective letter 7/16.

***i) Please change paragraph 5 as follows:***

5 TSAG, at its February 2011 meeting, agreed that the trial of a deadline of 12 (twelve) calendar days for submitting contributions to TSB meetings would continue. Such contributions will be published on the Study Group 16 website and must therefore be received by TSB **not later than 8 November 2011**. Contributions received at least two months before the start of the meeting may be translated, if required, according to the provisions in force.

As requested at the last TSAG meeting, a direct posting system for contributions is now available on-line. The direct posting system allows ITU-T members to reserve contribution numbers and to upload/‌revise contributions directly to the ITU-T web server. The new direct posting system complements the traditional email submission ([tsbsg16@itu.int](mailto:tsbsg16@itu.int)), which you may continue to use. Further information and guidelines for the new direct posting system are available at [http://itu.int/net/ITU-T/ddp/](http://www.itu.int/net/ITU-T/ddp/).

We would strongly encourage you to use the set of templates that has been created to harmonize the appearance of ITU-T documents while making their production easier and hence more efficient. The templates are accessible from each ITU-T study group web page, under "Guides, Tools and Templates" (<http://itu.int/ITU-T/studygroups/templates>).

With a view to settling any questions that might arise concerning contributions, the name, fax and telephone numbers and e-mail address of the person to be contacted should be indicated on contributions. Accordingly, please include those details on the cover page of all documents.

***ii) Please change Annex 2 as follows (new figure and modified Note 4):***

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**Notes:**

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| 4. | The Joint Collaborative Team on Video coding (JCT-VC) is expected to meet 21-30 November 2011 (including weekend sessions), details to be confirmed ([http://itu.int/en/ITU-T/studygroups/‌com16/video/Pages/jctvc.aspx](http://itu.int/en/ITU-T/studygroups/com16/video/Pages/jctvc.aspx)). ISO/IEC JTC1 SC29/WG11 (MPEG) will be meeting in parallel with SG 16 on 28 November – 2 December 2011. Ad hoc group meetings for MPEG are expected over the weekend. |

Yours faithfully,

Malcolm Johnson  
Director of the Telecommunication  
Standardization Bureau