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| **Telecommunication StandardizationBureau** |  |
|  |  |

 Geneva, 11 March 2014

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| Ref: | **TSB Collective letter 3/16****SCN/ra** |  |
| Tel:Fax:E-mail: | +41 22 730 6805+41 22 730 5853tsbsg16@itu.int  | To: * Administrations of Member States of the Union,
* ITU-T Sector Members,
* ITU-T Associates participating in the work of Study Group 16 and
* ITU-T Academia
 |

|  |  |
| --- | --- |
| Subject: | **Meeting of Study Group 16, Sapporo, Japan, 30 June - 11 July 2014** |

Dear Sir/Madam,

It is my pleasure to inform you that, at the kind invitation of the Ministry of International Affairs and Communications, Study Group 16 (*Multimedia coding, systems and applications*) will meet at the Sapporo Convention Centre, Sapporo, Japan, from 30 June to 11 July 2014, inclusive.

Several other meetings will be collocated during the period, e.g. JCT-VC, JCT-3V, IPTV-GSI, CITS and IRG AVA, as well as ISO/IEC JTC1 SC29 WG11 (MPEG). It should be noted that registration for each of these events will be separate from that of Study Group 16.

I should like to inform you that the meeting will open at 1030 hours on the first day. Participant registration will begin at 0830 hours. Detailed information concerning the meeting rooms will be displayed at the venue. **General information** about the meeting is set forth in **Annex A,** along with **some initial practical information**. Detailed logistics information will be posted at the Study Group 16 website (<http://itu.int/ITU-T/go/sg16>).

The draft **agenda** of the meeting and its draft **timetable**, prepared in agreement with the Chairman of the study group Mr Yushi Naito, are set out in **Annex B** and **Annex C**, respectively. Further enhancement to the time plan will be published on the Study Group 16 website.

I wish you a productive and enjoyable meeting.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

Annexes: 5

**ANNEX A**

(to TSB Collective letter 3/16)

**General information**

**MAKING CONTRIBUTIONS**

**DEADLINES FOR CONTRIBUTIONS:** The deadline for contributions is 12 (twelve) calendar days before the meeting. Such contributions will be published on the Study Group 16 website and must therefore be received by TSB **not later than 17 June 2014**. Contributions received at least two months before the start of the meeting may be translated, if requested.

**DOCUMENT SUBMISSION/DIRECT POSTING:** A direct posting system for contributions is 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. Further information and guidelines for the direct posting system are available at the following address: [http://itu.int/net/‌ITU-T/ddp/](http://itu.int/net/ITU-T/ddp/). Should any difficulties arise in the submission process, please contact the study group secretariat at tsbsg16@itu.int.

**TEMPLATES:** Please use the provided set of templates to prepare your contribution. The templates are accessible from each ITU-T study group website, under “Meeting documents” (<http://itu.int/ITU-T/studygroups/templates>). The name, fax, telephone number and e-mail address of the person to be contacted about the contribution should be indicated on the cover page of all documents.

**LOCATION OF MEETING DOCUMENTS:** As usual, documents will be available from the ITU-T SG16 website (<http://itu.int/ITU-T/go/sg16>) or alternatively from the IFA for ITU-T SG16 (<http://ifa.itu.int/t/2013/sg16>).

**WORK METHODS AND FACILITIES**

**INTERPRETATION:** As per agreement at the ITU-T SG16 meeting on 8 November 2013, this meeting will be held only in English.

**PAPERLESS MEETINGS:** This Study Group 16 meeting will be paperless.

**WIRELESS LAN:** Facilities and Internet access will be available at the venue of the event.

**PRINTERS:** Printers will be made available to the delegates at the venue of the event.

**COMPUTERS:** While a small number of computers will be available for delegate use in the cybercafé, the host will not be able to loan laptops to delegates. All delegates are therefore advised to bring their own computers in order to be able to fully participate in the meetings.

**ACCESSIBILITY ACCOMMODATIONS:** Real-time captioning and/or sign-language interpretation may be provided on demand to those needing them, for the sessions where accessibility matters will be discussed (Q26/16), subject to availability of interpreters and funding. These accessibility accommodations **must be requested at least two months before the beginning date of the meeting**, namely **30 April 2014**.

**REGISTRATION and FELLOWSHIPS**

**REGISTRATION:** To enable TSB and the host to make the necessary arrangements, please send by letter, fax (+41 22 730 5853) or e-mail (tsbreg@itu.int) not later than 30 May 2014, the list of people who will be representing your Administration, Sector Member, Associate, Academic Institution, regional and/or international organization or other entity. Administrations are requested also to indicate the name of their head of delegation (and deputy head, if applicable).

Please note that **pre-registration** of participants to ITU-T meetings is carried out ***online*** at the ITU‑T website (<http://itu.int/ITU-T/go/sg16>).

**FELLOWSHIPS:** We are pleased to inform you that one partial fellowship per administration will be awarded, subject to available funding, to facilitate participation from Least Developed or Low Income Developing Countries (<http://itu.int/en/ITU-T/info/Pages/resources.aspx>). An application for a fellowship must be authorized by the relevant Administration of the ITU Member State. Fellowship requests (please use enclosed **Form 1**), must be returned to ITU not later than **30 May 2014** *(one month before the meeting)*.Please note that the decision criteria to grant a fellowship include: the available TSB budget; contributions by the applicant to the meeting; equitable distribution among countries and regions; and gender balance.

**MEETING VENUE**

The venue of the meeting will be:

Sapporo Convention Centre
1-1-1 Higashi-Sapporo 6-jo, Shiroishi-ku, Sapporo 003-0006, Japan
Tel: +81 11 817 1010
Fax: +81 11 820 4300
<http://www.sora-scc.jp/eng/index.html>

**VISAS**

Participants who require a visa to enter Japan should apply for a visa at a Japanese consulate or diplomatic mission in their respective country well in advance of their departure. Participants are also advised to contact their local travel agents or carriers. The embassy may take at least two weeks for visa processing. For more information, please visit the website of the Ministry of Foreign Affairs of Japan at <http://www.mofa.go.jp/j_info/visit/visa/>.

Participants who need visa support letters for entering Japan shall fill out all items in the **application form in Annex E**, then e-mail it to the following contact point, together with **a copy of the photograph page of their passport,** **no later than 23 May 2014.**

Mr Hideki Suganami and Mr Junkichi Fujisawa
The ITU Association of Japan
Tel: +81 3 5357 7627
E-mail: t-sg16-visa@ituaj.jp

**AIR TRAVEL**

The New Chitose Airport is conveniently situated close to the city of Sapporo. It is connected with domestic flights to Japan’s main international airports at Narita (New Tokyo International Airport), Haneda (Tokyo International Airport), Nagoya (Chubu Centrair International Airport) and Kansai (Kansai International Airport). The New Chitose Airport has also regular direct international flights to various cities overseas. For more detailed information about New Chitose Airport, please see the following website: <http://www.new-chitose-airport.jp/en/>.

For transportation from New Chitose Airport to the Sapporo city area, there are two suggested means of transportation:

* JR Rapid Airport Express: <http://www.new-chitose-airport.jp/en/access/jr/>
* Airport Limousine Bus: <http://www.new-chitose-airport.jp/en/access/bus/>

The logistics information document at the SG16 website will provide additional details.

**HOTELS**

Participants of the ITU-T SG16 meeting in Sapporo may take advantage of the preferential rates blocked for 200 guest rooms with the hotels listed in **Annex D** for. Hotel reservation will be carried out by an online system at a bespoke website. Please note that no accommodations are available at the meeting venue.

Further details will be provided shortly in the logistics information document at the SG16 website.

**LOCAL CONTACT**

If you have any questions about the meeting arrangements, please contact (preferably by e-mail) the **local contact persons**:

Mr Hideki Suganami and Mr Junkichi Fujisawa
The ITU Association of Japan
Tel: +81 3 5357 7627
Fax: +81 3 3356 8170
E-mail: t-sg16-sapporo@ituaj.jp

**KEY DEADLINES (before meeting)**

|  |  |  |
| --- | --- | --- |
| Two months | 2014-04-30 | - submit contributions for which translation is requested- request for accessibility accommodations |
| Six weeks | 2014-05-23 | - requests for visa support letters |
| One month | 2014-05-30 | - pre-registration- fellowship requests |
| 12 calendar days | 2014-06-17 | - final deadline for contributions |

**FORM 1 - FELLOWSHIP REQUEST**

(to TSB Collective letter 3/16)

|  |  |  |
| --- | --- | --- |
|  | **ITU-T Study Group 16 meeting****Sapporo, Japan, 30 June – 11 July 2014** |  |
| **Please return to:** | **ITUGeneva (Switzerland)** | **E-mail :** **bdtfellowships@itu.int** **Tel: +41 22 730 5227**  **Fax: +41 22 730 5778** |
| **Request for partial fellowships to be submitted before****30 May 2014** |
|  | Participation of women is encouraged |  |
| Registration Confirmation I.D. No: ……………………………………………………………………………(Note: It is imperative for fellowship requesters to pre-register via the online registration form at: <http://itu.int/itu-t/go/sg16>)**Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Name of the Administration or Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Mr. / Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(family name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(given name)****Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Tel.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****PASSPORT INFORMATION :****Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Passport number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date of issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ In (place) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Valid until (date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Please select your preference**  |
|  **□ Economy class air ticket (duty station / Sapporo / duty station); *or*** **□ Daily subsistence allowance intended to cover accommodation, meals & misc. expenses.** |
|  |
| **Signature of fellowship candidate:** | **Date:** |
| **TO VALIDATE FELLOWSHIP REQUEST, NAME, TITLE AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.****N.B. IT IS IMPERATIVE THAT FELLOWS BE PRESENT FROM THE FIRST DAY TO THE END OF THE MEETING.** |
| **Signature** | **Date** |

**ANNEX B**

(to TSB Collective letter 3/16)

**Draft Agenda for the plenary meetings of Study Group 16
(Sapporo, Japan, 30 June – 11 July 2014)**

|  |  |
| --- | --- |
|  | Opening of meeting, meeting agenda and documentation |
|  | Approval of previous SG16 and WP meeting reports (COM 16-R5 to R9) |
|  | Status of texts consented, agreed, deleted and current list of Implementors guides |
|  | Feedback and status reports on interim activities |
|  | Collaboration matters (*inter alia* ITU-T SG 9, IRG-AVA, CITS, IETF, IEC TC100, ISO/IEC JTC1/SC 31/WG 6 and SC 29/WGs 1 & 11) |
|  | Workshops of interest to SG16 |
|  | Promotion activities |
|  | Objectives for this meeting |
|  | SG16 organization |
|  | Guidelines for the meeting of Working Parties and Plenary Question |
|  | IPR roll call |
|  | Review and approval of meeting results |
|  | Future work |
|  | Update of SG16 work programme |
|  | Date and place of the next meeting of SG16 |
|  | Miscellaneous |
|  | Closing of the meeting |

**ANNEX C**

(to TSB Collective letter 3/16)

**Draft timetable for the ITU-T Study Group 16 meeting**
**(Sapporo, Japan, 30 June – 11 July 2014)**

**

**Notes:**

|  |  |
| --- | --- |
|  | "P" stands for plenary. |
|  | Question allocated to the Plenary will have sessions as needed during the meeting. |
|  | Details on the Joint Collaborative Team on Video coding (JCT-VC) and the Joint Collaborative Team on 3D Video coding (JCT-3V) planning, including schedules, can be found at [http://itu.int/en/ITU-T/‌studygroups/com16/video/‌Pages/jctvc.aspx](http://itu.int/en/ITU-T/studygroups/com16/video/Pages/jctvc.aspx) and [http://itu.int/en/ITU-T/studygroups/com16/video/‌Pages/jct3v.aspx](http://itu.int/en/ITU-T/studygroups/com16/video/Pages/jct3v.aspx) for. Delegates should note that ISO/IEC JTC1 SC29/WG11 (MPEG) will meet from 07 to 11 July 2014). Registration for these events is separate from that of SG16. |
|  | Normal working hours for this meeting will be 0900 1015 (1Q); 1045 1200 (2Q); 1400 1515 (3Q); and 1545 1700 hours (4Q) |

*For schedule updates, please see:* <http://itu.int/ITU-T/go/sg16>.

**ANNEX D**(to TSB Collective letter 3/16)

Hotel accommodation for the ITU-T SG16 meeting in Sapporo, Japan

A room block of 200 rooms has been done for the following hotels. For reservation instructions, please see the practical information document at the ITU-T SG16 home page.

| **Hotel name** | **Room type (occupancy)\*0** | **Room rate\*1 (JPY)** |
| --- | --- | --- |
| **Room charge only** | **Including breakfast** |
| Best Western Hotel Fino Sapporo |  | Single | 10,800 | 11,880 |
| URL | <http://sapporo.bwhotels.jp/> |
| Keio Plaza Hotel Sapporo |  | Single | 10,584(11,124)\*3(10,044)\*4(11,664)\*5 | 11,664(12,204)\*3(11,124)\*4(12,744)\*5 |
|  | Twin (single occupancy) | 16,848 (17,928)\*3 (15,768)\*4(19,008)\*5 | 17,928(19,008)\*3(16,848)\*4(20,088)\*5 |
|  | Twin (double occupancy) | 16,848 (17,928)\*3 (15,768)\*4 (19,008)\*5 | 19,008(20,088)\*3(17,928)\*4(21,168)\*5 |
| URL | <http://www.keioplaza-sapporo.co.jp/english/> |
| Mitsui Garden Hotel Sapporo |  | Single | 10,500 (16,000)\*6 | 12,000 (17,500)\*6 |
|  | Twin (single occupancy) | 17,000 (28,000)\*6 | 18,500 (29,500)\*6 |
|  | Twin (double occupancy) | 17,000 (28,000)\*6 | 20,000 (31,000)\*6 |
| URL | <http://www.gardenhotels.co.jp/eng/sapporo/> |
| Hotel Gracery Sapporo |  | Single | 10,500(9,700)\*3 (8,200)\*4(12,500)\*5 | 11,500(10,700)\*3 (9,200)\*4(13,500)\*5 |
|  | Twin (single occupancy) | 14,200(12,500)\*3(11,000)\*4(16,200)\*5 | 15,200(13,500)\*3(12,000)\*4(17,200)\*5 |
|  | Twin (double occupancy) | 18,600(17,000)\*3(14,000)\*4(22,600)\*5 | 20,600(19,000)\*3(16,000)\*4(24,600)\*5 |
| URL | <http://sapporo.gracery.com/> |
| Sapporo Grand Hotel |  | Single | 16,500 | 17,500 |
|  | Twin or Double (single occupancy)  | 20,600 | 21,600 |
|  | Twin or Double(double occupancy) | 20,600 | 22,600 |
| URL | <http://www.grand1934.com/english/> |
| Hotel Okura Sapporo |  | Double or Twin (single occupancy) | 15,120 | 16,200 |
|  | Twin (double occupancy) | 23,760 | 25,920 |
| URL | <http://www.okura.com/domestic/hokkaido/okura_sapporo/> |
| Mercure Sapporo |  | Double (single occupancy)  | 8,430(12,225)\*6 | 9,430(13,225)\*6 |
|  | Twin (double occupancy) | 9,500(14,100)\*6 | 11,500(16,100)\*6 |
| URL | <http://www.accorhotels.com/gb/hotel-7023-mercure-sapporo/index.shtml> |
| Hotel Route-Inn Sapporo Chuo |  | Single | - | 7,400(6,850)\*7(7,900)\*2 |
| URL | <http://www.route-inn.co.jp/english/pref/hokkaido.html> |
| Best Western Hotel Sapporo Nakajima Koen |  | Twin or Double (single occupancy) | 10,500 | 11,500 |
| URL | <http://sapporo-nakajimakoen.bwhotels.jp/> |

**NOTES:**

\*0 "Single" or "Double" or "Twin" indicate the type of room; the text in parenthesis indicates single or double occupancy.

\*1 Room rates include service charge and 8% consumption tax.

\*2 28 June, 4, 5, 11 and 12 July

\*3 28 June

\*4 29 and 30 June

\*5 5 and 12 July

\*6 28 June, 5 and 12 July

\*7 29 June and 6 July

**ANNEX E**(to TSB Collective letter 3/16)

Application form for visa support letters

|  |
| --- |
| **ITU-T SG 16 meeting****Sapporo, Japan, 30 June -11 July 2014** |
| **PRINT ALL ITEMS AND SAVE TO WORD OR PDF, THEN SEND BY E-MAIL** |
| **Name**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (**🖵**Mr. **🖵**Ms.) |  |  |  |  |  |

Family Name Middle Name Given Name

|  |  |
| --- | --- |
| 漢字姓名(\*) |  |

 **\*If you are a Chinese participant, please write your name in Chinese characters.**

|  |  |
| --- | --- |
| **Occupation** |  |
| **Job title** |  |
| **Company / Organization** |  |
| **(\*\*):** |  |

**\*\*If you are a Chinese participant, please write your company/organization in Chinese characters as well.**

|  |  |
| --- | --- |
| **Country** (where you live) |  |
| **Address (\*1)**: |  |

 **(\*1) VISA supporting documents will be sent to the address above by courier service.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Phone No:** |  | **Fax No:** |  | **E-mail:** |  |

**PASSPORT INFORMATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Passport No:** |  |  |  |  |
| **Date of issue:** |  | (DD/MM/YYYY) | **Expiry date:** |  | (DD/MM/YYYY) |
| **Place of birth:** |  | **Date of birth:** |  | (DD/MM/YYYY) |
| **Nationality:** |  |  |  |  |

**THE DATE of ARRIVAL in / DEPARTURE from JAPAN and FLIGHT INFORMATION** (\*2) **:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Overseas airport |  | JPN airport |  | Date |  | Flight No. |  | Time |
| Arrival in Japan | from |  | to |  |  |  |  |  |  |  |
|  |  | JPN airport |  | Overseas airport |  | Date |  | Flight No |  | Time |
| Departure from Japan | from |  | to |  |  |  |  |  |  |  |

 **(\*2) For VISA supporting documents, a planned flight schedule is available as well.****HOTEL ACCOMMODATION****This information is NOT for hotel reservation order sheet, but NEEDED for staying schedule for visa supporting documents.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hotel name:** |  |  |  |  |
| **Address:** |  | **Phone No.:** |  |
| **Check in date:** |  | (DD/MM/YYYY) | **Check out date:** |  | (DD/MM/YYYY) |

 \* If making your own accommodation arrangement other than hotels, please indicate your contact address and phone number:

|  |  |  |
| --- | --- | --- |
| **Name of contact person:** |  |  |
| **Address** |  | **Phone No.** |  |

**Date: Signature:****Deadline of submission: 23 May 2014 for all visa related documents** |
| **Please submit this form to:**Mr Hideki Suganami / Mr Junkichi Fujisawa The ITU Association of Japan Tel: +81 3 5357 7627 E-mail: t-sg16-visa@ituaj.jp |

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