

INTERNATIONAL TELECOMMUNICATION UNION



Radiocommunication Bureau

(Direct Fax N°. +41 22 730 57 85)

Circular Letter
6/LCCE/44

13 December 2004

**To Administrations of Member States of the ITU and Radiocommunication Sector Members
participating in the work of Radiocommunication Working Parties 6A, 6E, 6M, 6P,
6Q, 6R, 6S, Task Group 6/9 of Study Group 6**

**Subject: Meetings of Working Parties 6A, 6E, 6M, 6P, 6Q, 6R, 6S and Task Group 6/9 in
conjunction with a meeting of Radiocommunication Study Group 6**

WP 6A: Programme assembling and formatting

WP 6E: Terrestrial delivery

WP 6M: Interactive and multimedia broadcasting

WP 6P: Content production/postproduction

WP 6Q: Performance assessment and quality control

WP 6R: Recording for production, archival and play-out; film for television

WP 6S: Satellite delivery

TG 6/9: Large screen digital imagery

SG 6: Broadcasting services

Introduction

By means of this Circular Letter, we wish to announce that meetings of ITU-R Working Parties 6A, 6E, 6M, 6P, 6Q, 6R, 6S and Task Group 6/9 in conjunction with Study Group 6 will take place in the ITU Headquarters in Geneva from 30 March to 14 April 2005, (see the table below).

Working Party 6A	30 March – 5 April 2005	opening at 14:00 hours
Working Party 6E	31 March – 7 April 2005	opening at 14:00 hours
Working Party 6M	30 March – 5 April 2005	opening at 9:30 hours
Working Party 6P	6–12 April 2005	opening at 09:30 hours
Working Party 6Q	11–12 April 2005	opening at 09:30 hours
Working Party 6R	6–8 April 2005	opening at 14:00 hours

Working Party 6S	31 March – 8 April 2005	opening at 9:30 hours
Task Group 6/9	4–8 April 2005	opening at 9:30 hours
Study Group 6	13–14 April 2005	opening at 9:30 hours

Services directly connected with meeting activities, such as delegate registration, document distribution, etc. will be located in the vicinity of the meeting room. The registration of delegates will start at 08:30 hours on the opening day.

Programme of the meetings

Draft agendas for these meetings are contained in Annex 1. The Questions assigned may be found on: <http://www.itu.int/ITU-R/publications/download.asp?product=que06&lang=e>. The Working Parties and Task Group will conduct their work in English.

It should be noted that, in accordance with § 2.25 of Resolution ITU-R 1-4, it is possible for draft Recommendations prepared during the Working Party meetings to be submitted directly to the Study Group meeting to be held immediately thereafter (13–14 April 2005).

Contributions

Contributions in response to the work of the above mentioned groups are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-4, posted on <http://www.itu.int/ITU-R/study-groups/rsg6/index.asp> and distributed to participants at the opening of the meeting.

One copy of each contribution should be sent to the Radiocommunication Bureau for processing. Contributions should also be sent to the Chairmen of the relevant Working Party and Task Group and to the Chairman and Vice-Chairmen of Study Group 6. The pertinent addresses can be found on: <http://www.itu.int/ITU-R/study-groups/index.asp>. Participants are encouraged to submit contributions by electronic mail to:

catherine.laurent@itu.int

The Secretariat cannot guarantee that documents received after the 7-day limit can be made available for the opening of the meeting and submissions received later than 12:00 hours (Geneva time) on the working day preceding the opening of the meeting cannot be accepted. Resolution ITU R 1-4 provides that contributions which are not available to participants at the opening of the meeting shall not be considered.

Visa requirements

We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Switzerland. The visa must be requested and obtained from the office (embassy or consulate) representing Switzerland in your country or, if there is no such office in your country, from the one that is closest to the country of departure. If problems are encountered, the Union can, at the official request of the administration or company you represent, approach the competent Swiss authorities in order to facilitate delivery of the visa.

Visa requests should be made via an official covering letter from the administration or company you represent. This letter must specify your name and function, date of birth, passport number as well as the date of issuance and expiration. The letter must be accompanied by a photocopy of your passport and completed registration form and must be sent by fax to the ITU-R Document and Meetings Unit, Office V.434, Attention: Mrs. L.Kocher. The fax number is +41 22 730 6600. Please note that the Union needs at least one week to process all papers required for the delivery of a visa.

Participation

The intended participation of your representative(s) should be advised not later than one month before the opening of the meeting, by means of the annexed form (Annex 2) (to be photocopied as required).

Valery Timofeev
Director, Radiocommunication Bureau

Annexes: 2

Distribution:

- Administrations of Member States and Radiocommunication Sector Members participating in the work of Radiocommunication Working Parties 6A, 6E, 6M, 6P, 6Q, 6R, 6S, Task Group 6/9 and Radiocommunication Study Group 6
- ITU-R Associates participating in the work of Radiocommunication Study Group 6
- Chairman and Vice-Chairmen of Radiocommunication Study Group 6
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX 1

Draft agenda for the fourth meeting of Working Party 6A

(Geneva, 30 March – 5 April 2005)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Progress of the work
 - 3.1** Reports of the Rapporteurs
 - Specification and usage of metadata information within SG 6
 - Metadata activities within SMPTE
- 4** Organization of the work
 - 4.1** Presentation and review of input documents
 - 4.2** Status and review of Questions, Recommendations and Reports
 - 4.3** Establishment of Drafting Groups and assignment of documents
- 5** Contributions to be sent to the next meeting of Study Group 6
 - Draft new or revised Recommendations to be approved according to § 10 of Resolution ITU-R 1-4 by:
 - Adoption by Study Group by correspondence (§ 10.2.3) and approval procedure (§ 10.3 or § 10.4)
 - Compliance with Annex 1 of Resolution ITU-R 1-4 (if required)
 - Draft new or revised Recommendations to be approved according to Resolution ITU-R 45-1
 - Compliance with Annex 1 of Resolution ITU-R 1-4 (if required)
 - Other contributions
- 6** Any other business

J. JOHANN
Chairman, Working Party 6A

Draft agenda for the fourth meeting of Working Party 6E

(Geneva, 31 March – 7 April 2005)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Reports of the meetings of Study Group 6 and its Steering Committee
- 4** Status and review of Questions, Recommendations, Opinions, Resolutions and Decisions
- 5** Update of status of Recommendations adopted at November 2004 Study Group 6 meeting
- 6** Reports of Rapporteurs
- 7** Introduction and attribution of input documents
- 8** Establishment of Drafting Groups
- 9** Consideration of output documents
- 10** Liaison with other Working Parties, etc.
- 11** Documents to be prepared for submission to the next meeting of Study Group 6
- 12** Program of future work
- 13** Future meetings
- 14** Other business

L. OLSON
Chairman, Working Party 6E

Draft agenda for the fourth meeting of Working Party 6M

(Geneva, 30 March – 5 April 2005)

- 1** Introduction
- 2** Approval of the agenda
- 3** Report of the last meeting
- 4** Matters arising
- 5** Presentation of contributions
- 6** Appointment of Drafting Groups
- 7** Reports from Rapporteurs
 - Rights Management in a Digital Broadcast Environment
 - Harmonisation of Procedural Content Format for Interactive TV applications - Update
 - Protection of Privacy of end users in Interactive Broadcast systems
 - Systems for broadcasting of multimedia and data applications for mobile reception
 - Implementation of the Terrestrial Return Channel for Interactive Services - Deployment scenarios and planning considerations
 - Diagrammatic representation
- 8** Approval of output documents
- 9** Any other business
- 10** Date of next meeting

B. ALDOUS
Chairman, Working Party 6M

Draft agenda for the fourth meeting of Working Party 6P

(Geneva, 6 – 12 April 2005)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Administrative matters
- 4** Reports of the meetings of:
 - 4.1** Study Group 6
 - 4.2** Study Group 6 Steering Committee
- 5** Update of status of Questions and Recommendations adopted at November 2004 Study Group 6 meeting
- 6** Status and review of Questions, Recommendations, Opinions, Resolutions and Decisions
 - 6.1** Editorial review and update of old Recommendations, formation of Drafting Group(s)
- 7** Reports of the Rapporteur Groups and Rapporteurs, introduction of corresponding input documents, formation of necessary Drafting Groups:
 - 7.1** WP 6P RG-1 – Terrestrial Electronic News Gathering (Mr. R. Bunch)
 - 7.2** WP 6P RG-2 – Adaptive Image Quality Control (Pr. V.O. Gofaizen)
 - 7.3** WP 6P Rapporteur on Level Metering (Mr. C. Todd)
 - 7.4** WP 6P RG-4 – A reference model of treatment of audio signals employing audio bit-rate reduction for programme production/postproduction in broadcasting (Mr. K. Watanabe)
 - 7.5** Joint Rapporteur Group Metadata (Mr. P. Dare)
 - 7.6** Rapporteur TG 6/9 Liaison (Mr. P. Dare)
- 8** Organization of other work, formation of additional Drafting Groups:
 - 8.1** Video
 - 8.1.1** Adaptive systems and colorimetry (Pr. V.O. Gofaizen)
 - 8.1.2** Prospects for future draft Recommendations
 - 8.2** Audio
 - 8.2.1** A/V reference signals for automatic adjustment of sound/vision delay
 - 8.2.2** Surround sound production and monitoring
 - 8.2.3** Prospects for future draft Recommendations
- 9** Introduction and attribution of other input documents and establishment of any other Drafting Groups
- 10** Consideration of output documents and documents to be submitted to Study Group 6

- 11** Liaison with other Working Parties, organisations, etc.
- 12** Program of future work
- 13** Future meetings
- 14** Other business

S. LIENG
Chairman, Working Party 6P

Draft agenda for the fourth meeting of Working Party 6Q

(Geneva, 11–12 April 2005)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Review of the Chairman's Report of the second meeting of Working Party 6Q
- 4** Report by the Chairman of Study Group 6
- 5** Review of texts, Questions and Recommendations
- 6** Review of Tasks initiated at the first meeting of Working Party 6Q including liaisons with external groups
- 7** Introduction of input documents
- 8** Definition of Drafting Groups and attribution of input documents
- 9** Review of output documents including liaison statements
- 10** Report to Study Group 6
- 11** Plan for future work
- 12** Next meeting
- 13** Any other business

V. A. BARONCINI
Chairman, Working Party 6Q

Draft agenda for the fourth meeting of Working Party 6R

(Geneva, 6–8 April 2005)

- 1** Opening of the meeting
- 2** Approval of the draft agenda
- 3** Organisational matters
- 4** Status of texts of Study Group 6 and its dependent bodies
- 5** Summary Reports of the Working Party 6R Rapporteurs
- 6** Organisation of the work of Working Party 6R
 - 6.1** Revision of vintage Recommendations
 - Extension of Rec. ITU-R BR.602 – Exchange of television recordings for programme evaluation
 - Revision of Rec. ITU-R BR.649-1 – Measuring methods for analogue audio tape recordings
 - Revision of Rec. ITU-R BR.1215 – Handling and storage of television and sound recordings
 - Revision of Rec. ITU-R BR.1351 – Requirements for the application of digital technology to audio
 - 6.2** Completion of preliminary draft new Recommendation “Broadcasters’ use of digital television recording formats designed for semiprofessional or consumer applications”
 - 6.3** Rapporteur proposal on the harmonization of metadata in the BWF file format
 - 6.4** Rapporteur’s proposal for a draft new Question on user requirements for metadata relevant to recording for broadcasting
 - 6.5** Rapporteur’s proposal for a new Report on IT-based sound and television program facilities (notably program archives) for broadcasting, and on the user requirements for the relevant servers.
 - 6.6** Others
- 7** Establishment of Drafting Groups
- 8** Allocation of contributions to the Working Party 6R Plenary and to Drafting Groups
- 9** Discussion of output documents drafted in Working Party 6R
- 10** Discussion of output documents drafted in Drafting Groups

- 11** Program of future work of Working Party 6R
- 12** Appointment or reappointment of Working Party 6R Rapporteurs
- 13** Future meetings
- 14** Any other business
- 15** Closure of the meeting

P. ZACCARIAN
Chairman, Working Party 6R

Draft agenda for the third meeting of Working Party 6S

(Geneva, 31 March – 8 April 2005)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Update on meetings of SG 6 and on relevant ITU activities
- 4** Status of Questions, Recommendations and Reports since the last meeting of WP 6S
- 5** Consideration of the reports of the Rapporteur Groups;
 - RG-9 HDTV BSS at 17 and 21 GHz (Mr. H. Nakagawa)
 - Protection from UWB emissions. Liaison with Task Group 1/8 (Mr. F. Gauthier)
- 6** WRC-07 preparatory studies allocated to WP 6S per Administrative Circular CA/128
- 7** Completion of work on preliminary draft Recommendations and draft Reports from the last meeting
- 8** Consideration of contributions for the meeting and organization of work
- 9** Any other business
- 10** Next meeting

C. DOSCH

Chairman, Working Party 6S

Draft agenda for the fourth meeting of Task Group 6/9

(Geneva, 4–8 April 2005)

- 1** Introduction
- 2** Approval of the agenda
- 3** Consideration of Question ITU-R 15-1/6
- 4** Programme of work for the meeting
 - 4.1** Objective of the works
 - 4.2** Schedule of the works
 - 4.3** Recommendations to be developed
 - 4.4** Co-operation with other ITU and non-ITU bodies
- 5** Consideration of contributions
- 6** Approval of documents to be submitted to SG 6
- 7** Programme of work in the forthcoming months
- 8** Date and venue of next meeting
- 9** Any other business

J. FLAHERTY
Chairman, Task Group 6/9



Registration Form
ITU-R Meetings
Geneva, Switzerland, 30 March - 19 April 2005

Radiocommunication Bureau

I wish to participate in

WP 6A 30/3-5/4	WP 6M 30/3-5/4	WP 6E 31/3-7/4	WP 6S 31/3-8/4	TG 6/9 4-8/4	WP 6R 6-8/4
WP 6P 6-12/4	WP 6Q 11-12/4	WP 8A 11-15/4	WP 8B 11-15/4	SG 6 13-14/4	WP 8D 13-19/4

Mr. Mrs. Ms. Miss:

.....
(family name)

.....
(first name)

Accompanied by family
member(s):

.....
(family name)

.....
(first name)

1. REPRESENTATION

Name of Member State:

☐

Head of Delegation

☐

Deputy

☐

Delegate

(to be completed by representatives of Member States only)

Name of Sector Member:

☐

Recognized Operating Agencies

☐

Regional Telecommunication Organizations

☐

Scientific or Industrial Organizations

☐

Intergovernmental Organizations operating Satellite Systems

☐

UN, Specialized Agencies and the IAEA

☐

Other Entities dealing with Telecommunication matters

☐

Regional and other International Organizations

☐

Associates

2. OFFICIAL ADDRESS

Name of the Company:

Street Address:

City/State/Code/Country:

Business tel.:

Fax:

E-mail:

In case of emergency:

3. DOCUMENTS

I wish to receive paper copies during the meeting:

If yes:

☐

English

☐

Yes

☐

No

☐

Arabic

☐

French

☐

Spanish

☐

Chinese

☐

Russian

Upon request, contributions are available at the Document Distribution Desk

Date :

Signature:

For BR Secretariat use only

Approved (if applicable)

Personal Section

Meeting Section

Pigeonhole

To be returned duly completed to the Radiocommunication Bureau

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