



*Radiocommunication Bureau*

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**Circular letter  
6/LCCE/67**

24 July 2009

**To Administrations of Member States of the ITU,  
Radiocommunication Sector Members and ITU-R Associates  
participating in the work of Radiocommunication Study Group 6**

**Subject: Meetings of Working Parties 6A, 6B and 6C in conjunction with a meeting of  
Radiocommunication Study Group 6**

WP 6A: Terrestrial broadcasting delivery

WP 6B: Broadcast service assembly and access

WP 6C: Programme production and quality assessment

### **Introduction**

By means of this Circular Letter, we wish to announce that meetings of ITU-R Working Parties 6A, 6B and 6C in conjunction with a meeting of Radiocommunication Study Group 6 will take place in the ITU Headquarters in Geneva from 2 to 13 November 2009 (see the table below).

<b>Groups</b>	<b>Meeting dates</b>	<b>Deadline for contributions 16:00 hours UTC</b>	<b>Opening session</b>
Working Party 6A	4 – 12 November 2009	Wednesday, 28 October 2009	4 November at 09:30 hours
Working Party 6B	9 – 13 November 2009	Monday, 2 November 2009	9 November at 09:30 hours
Working Party 6C	2 – 6 November 2009	Monday, 26 October 2009	2 November at 09:30 hours
Study Group 6	16 – 17 November 2009	Monday, 9 November 2009	16 November at 09:30 hours

### **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/go/que-rsg6/en>. The Working Parties will conduct their work in English.

## Contributions

Contributions in response to the work of Working Parties 6A, 6B and 6C are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-5 and posted on <http://www.itu.int/ITU-R/go/rsg6/en> (see “contributions” of each relevant Working Party).

**The deadline for submission of contributions is specified in the table above.** Submissions received later than these deadlines cannot be accepted. Resolution ITU R 1-5 provides that contributions which are not available to participants at the opening of the meeting shall not be considered.

Participants are requested to submit contributions by electronic mail to: [rsg6@itu.int](mailto:rsg6@itu.int). A copy should also be sent to the Chairmen of the relevant Working Parties and to the Chairman and Vice-Chairmen of Study Group 6. The pertinent addresses can be found on:

[http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty\\_code=wp6a](http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=wp6a)

[http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty\\_code=wp6b](http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=wp6b)

[http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty\\_code=wp6c](http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=wp6c)

[http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty\\_code=sg6](http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=sg6)

## Participation/Visa requirements

Delegate/participant registration for the meetings will be carried out online via the ITU-R website. Each Member State/Sector Member/Associate was requested to designate a focal point to be responsible for the handling of all registration requests for his/her administration/organization. Individuals wishing to attend should contact the focal point designated for all Study Group activities for his/her entity directly. The list of designated focal points (DFPs) is available on the **ITU-R Delegate Registration and Information** webpage at:

<http://www.itu.int/ITU-R/go/delegate-reg-info/en>.

## Visa requirements

We would like to remind delegates and participants that citizens of some countries are required to obtain a visa in order to enter and spend time in Switzerland. **The visa must be requested at least three (3) weeks prior to the opening of the meeting** and obtained from the office (embassy or consulate) representing Switzerland in the respective country of origin. In cases where there is no such office in the country, the visa should be obtained from the office that is closest to the country of departure. If problems are encountered, the Union can, at the official request of the administration or entity being represented, approach the competent Swiss authorities in order to facilitate the delivery of the visa, however, this procedure will require three weeks as mentioned above. Any such request must be accompanied by the approved registration form related to the ITU conference or meeting in question.

For further information see <http://www.itu.int/ITU-R/go/delegate-reg-info/en>.

## Visa requests

For Delegates/Participants who have made their registration request on-line via their respective Member State/Sector Member/Associate DFP, the process for requesting visa support has been simplified. *If ITU Headquarters assistance is required*, the request for support in obtaining a visa may be made by the DFP at the time of completion of the registration request for the individual concerned. On the bottom of the registration form, the DFP will find several questions which must be completed fully and accurately. The required information is as follows:

Date of birth  
Passport number  
Passport issuance and expiry dates

The visa support procedure will subsequently follow automatically. The Delegate/Participant will be notified via the Confirmation of Registration form sent to his/her e-mail address that the visa support request has been received and is being processed.

The Delegate Registration desk will open at 08:30 hours on the first day of each meeting at the entrance of the Montbrillant building. Please note that, at this time, the confirmation of registration sent to each delegate/participant by e-mail must be presented, together with photo identification, in order to receive a badge.

Information regarding hotel accommodation for meetings held in Geneva is available at <http://www.itu.int/travel/index.html>.

V. Timofeev  
Director, Radiocommunication Bureau

## Annex: 1

### Distribution:

- Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of 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 meeting of Working Party 6A**

(Geneva, 4 – 12 November 2009)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report on the meeting of Working Party 6A (Document [6A/196](#))
- 4** Reports of the Rapporteurs
- 5** Establishment of Sub-Working Groups and attribution of documents
- 6** Any other business

L. OLSON  
Chairman, Working Party 6A

## **Draft agenda for the meeting of Working Party 6B**

(Geneva, 9 – 13 November 2009)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report on the meeting of Working Party 6B (Document [6B/106](#))
- 4** Reports of the Rapporteurs and Correspondence Groups
  - 4.1** BSS between Study Group 6 (WP 6B) and Study Group 4 (WP 4B)
  - 4.2** Revision of audio coding recommendations
  - 4.3** Digital multimedia video information systems
  - 4.4** Harmonization of application formats and environments for interactive digital television
  - 4.5** Review of Recommendations and Reports assigned to WP 6B
  - 4.6** Low delay audio coding for broadcast applications
- 5** Establishment of sub-working groups and attribution of documents
- 6** Consideration of output documents
- 7** Any other business

Y. NISHIDA  
Chairman, Working Party 6B

## **Draft agenda for the meeting of Working Party 6C**

(Geneva, 2 – 6 November 2009)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report on the meeting of Working Party 6C (Document [6C/210](#))
- 4** Reports of the Rapporteurs and Correspondence Groups
  - 4.1** Video Quality Assessment
  - 4.2** Flat Panel Displays and Gamma
  - 4.3** 3D TV Broadcasting
  - 4.4** Audio Loudness Metering
  - 4.5** FPDs for Subjective Assessments
  - 4.6** Multichannel sound technology
  - 4.7** UHDTV
  - 4.8** Revision of Rec. ITU-R BS.1770
  - 4.9** Colorimetry handbook
- 5** Establishment of sub-working parties and attribution of documents
- 6** Liaison arrangements with Standards and other organizations
- 7** Any other business

D. WOOD  
Chairman, Working Party 6C

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