

SOURCE : CHAIRMAN
TITLE : EXCERPT OF THE WPXV/1 MEETING REPORT (JULY 1990)
PURPOSE: Report

CCITT
Study Group XV
Geneva, 16-27 July 1990

TD. 15-E

Questions :1 to 4/XV

SOURCE: CHAIRMAN OF WORKING PARTY XV/1
TITLE : REPORT OF THE WP XV/1 MEETING

PART I - GENERAL

1. Introduction

The third meeting of Working Party XV/1 (Audiovisual) was held in Geneva on 17 - 20 July 1990, under the Chairmanship of Mr. M. Yamashita (NTT, Japan), Vice-Chairman of Study Group XV.

2. Organization of work

2.1. Documentation

The following documents were considered:

2.1.4. Documents relevant to Q3/XV

i) Video coding suitable for ATM

- XV-R16 (Terms of reference, working methods of the proposed Specialists Group)
- XV-75 (Transmission aspects of ATM, CM of SG XV)
- TD.3 (Vocabulary for B-ISDN, SG XVIII)
- TD.4 (Draft Rec. I.211, SG XVIII)
- TD.5 (AAL for high quality AV services, SG XVIII)
- TD.6 (QOS considerations of layered coding and variable bitrate coding, SG XVIII)
- TD.7 (Possible establishment of Specialists Group on ATM coding, IWP CMTT/3)
- TD.24 (Coding of moving pictures for DSM having a throughput of up to about 10 Mbit/s, ISO-IEC/JTC1/SC2/WG11)

3. Results

3.4 Question 3/XV - Visual telephone systems including videoconferencing and videophone

3.4.1. Experts Group for ATM Video Coding

i) Establishment of Experts Group for video coding suitable for ATM and its terms of reference

The Working Party confirmed its preliminary decision made at its November 1989 meeting to set up an Experts Group on video coding suitable for ATM, and the terms of reference of the group were reviewed taking into account information and comments received from other Groups including SG XVIII, CMTT and ISO. The revised terms of reference appear in Annex 5 of this report.

ii) Membership and working methods of the group

The Working Party agreed on the working methods to be adopted by the Experts Group, which appear in Annex 6 of this report.

It was decided that membership of the group be registered in terms of one or two Coordinating Members from each Administration wishing to join the Group. The names of the Coordinating Members appear in Annex 7.

iii) Work plan of the Group

It was found difficult to decide on a definite work plan or a timetable for the Group. It was agreed that guidelines on the work plan should be given in a later Working Party meeting. The Group should at the first instance report back to the Working Party on the likely progress of the next four years, and submit proposals on the work plan.

iv) Chairmanship

Mr. S. Okubo (NTT, Japan) was appointed Chairman of the Group. His address and contact numbers are as follows:

Mr. Sakae Okubo
NTT Human Interface Laboratories
Room 922A
1-2356 Take, Yokosuka-shi
238-03 Japan
Fax: +81 468 59 2829
Tel: +81 468 59 2814

v) It was decided to inform SGs I and XVIII, WP XV/2, CMTT and ISO of the establishment of this Group and to seek for cooperation and support. The liaison statements are contained in Annex 8. In order to achieve better cooperation with these groups, the Working Party appointed Mr. H. Carbiere (PTT Research Neher Labs, The Netherlands) as liaison representative to IWP CMTT/3 and Mr. M. Anderson (Bellcore, USA) to ISO/IEC JTC1/SC2/WG11.

4. Future work

Working Party XV/1 will meet next on 18 February to 1 March 1991. Priorities are given to the studies including multipoint systems. More contributions are invited. In case sufficient numbers of contributions are addressed by autumn 1990, the Special Rapporteur for Q4/XV has been authorized to convene a Special Rapporteur's meeting on multipoint systems in the likely period of November-December 1990.

The Experts Group for ATM Video Coding is expected to begin its work in November, 1990.

Annex 5 Terms of reference of the Experts Group for ATM Video Coding

- 1) to study video coding algorithm appropriate to the ATM environment for conversational services, particularly to study whether modifications are necessary to make the present AV Recommendations applicable to the ATM network;
- 2) to study the relationships between video coding algorithm and network parameters such as average and peak rates, burstiness, and peak duration to achieve good picture quality and traffic characteristics;
- 3) to study feasibility of a unified coding standard for various applications in all service classes using the ATM network for which different hardware versions (codecs) can be realized;
- 4) to investigate potential applications for ATM coding systems (conversational, distributive, retrieval of stored information, etc.) and network-related constraints on potential system performance, and to develop a set of requirements and constraints to guide the work of the Group;
- 5) to study compatibility of the new algorithms with audiovisual systems covered by Recommendation H.200;
- 6) to coordinate directly with the experts of CMTT and ISO/IEC on video coding;
- 7) to draft Recommendation(s) for video coding under the ATM environment.

Annex 6 Working methods for the Experts Group

- 1) In order to achieve good results, the Experts Group should be formed by experts wishing to contribute to the work of the Group. One or two Coordinating Members from each country are requested to fulfill the following tasks:
 - to contribute to the progress of the study by providing technical inputs to the Group,
 - to distribute information concerning the outputs, meeting schedule, etc. of the Group, among the interested experts in his/her country,
 - to assist in the management and the organization of the Group's meeting by rationalizing participation from his/her country.
- 2) Available documentation will be circulated to the Coordinating Members.
- 3) Corresponding Members not belonging to administrations having Coordinating Members can on request receive available documents.
- 4) The meeting schedule of the Group between the Working Party meetings will be reported to the Working Party. Invitations to the meeting to the Coordinating Members will be made by the Chairman of the Experts Group in accordance with the rules of Resolution No. 1 (Note: The relevant part is attached at the end of this document).

5) The Group should ensure coordination with the work performed by other Study Groups and other appropriate standards bodies. Study Group XV will transmit an official request for cooperation, when required, to other Study Groups and standards bodies.

6) The Group will provide progress reports at the meetings of Study Group XV and/or Working Party XV/1.

Annex 7. List of Coordinating Members

(Not reproduced, see Document AVC-1)

Annex 8.

1) Study Groups I and XVIII

Questions: Q3/XV, 17/I, 2.13.22/XVIII

Source : Study Group XV (Working Party XV/1)

Title : Liaison statement to SGs I and XVIII (for information)

Subject : Establishment of Experts Group on ATM Video Coding

Contact Person: Mr. Okubo

Working Party XV/1 wishes to inform SGs I and XVIII that an Experts Group for ATM Video Coding has been established during the July meeting of the Study Group. The terms of reference of this Group are included in the Annex of this document.

We wish to send more information as the study of the Group makes progress, and at the same time to receive any information from you that will assist in our work, so that we could work in close collaboration.

Annex: reproduce Annex 5.

2) CMTT

Questions: Q3/XV, /CMTT

Source : Study Group XV (Working Party XV/1)

Title : Liaison statement to CMTT (for information)

Subject : Establishment of Experts Group on ATM Video Coding

Contact Person: Mr. Okubo

Working Party XV/1 of CCITT SG XV wishes to inform CMTT that an Experts Group for ATM Video Coding has been established during the July meeting of the Study Group. The terms of reference of this Group are included in the Annex of this document.

WP XV/1 took note of the studies by CMTT on the coding of television signals for ATM based networks and recognizes the necessity for a close collaboration with CMTT and other CCITT Study Groups. WP XV/1 has assigned Mr. H.N. Carbiere (PTT Research Neher Laboratories, The Netherlands) as liaison officer to ensure close collaboration between the two Groups.

Annex: reproduce Annex 5

3) ISO-MPEG

Question : Q3/XV

Source : Study Group XV (Working Party XV/1)

Title : Liaison statement to MPEG (for information)

Subject : Establishment of Experts Group on ATM Video Coding

Contact Person: Mr. Okubo

Working Party XV/1 of CCITT SG XV wishes to inform MPEG that an Experts Group for ATM Video Coding has been established during the July meeting of the Study Group. The terms of reference of this Group are included in the Annex of this document.

WP XV/1 took note of the studies by MPEG on the coding of moving pictures for DSM having a throughput of up to about 10 Mbit/s and recognizes the necessity for a close collaboration among the two Groups. In order to ensure this, WP XV/1 has assigned Mr. M. Anderson (Bellcore, USA) as liaison officer.

Annex: reproduce Annex 5

END

RESOLUTIONS

*Resolution
No.*

Title

- | | |
|----|---|
| 1 | Rules of procedure of the CCITT in addition to those in the International Telecommunication Convention |
| 2 | Approval of new and revised Recommendations between Plenary Assemblies |
| 3 | Participation in CCITT activities. Communications submitted to Plan Committees, symposia and seminars |
| 4 | Publication of CCITT Books |
| 5 | Numbering and layout of CCITT Recommendations |
| 7 | Collaboration with the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC) |
| 8 | Cooperation with the IEC on the standardization of cables, wires, optical fibres and waveguides |
| 9 | Work of the ITU in the field of space communications |
| 11 | Collaboration with the Consultative Council for Postal Studies (CCPS) of the Universal Postal Union (UPU) in the study of new services concerning both the postal and the telecommunication sectors |
| 12 | Plan Committees |
| 13 | Protection of the common names of CCITT-defined international public services |
| 14 | CCITT technical assistance to the developing countries |
| 17 | Pre-eminence of CCITT in world-wide telecommunications standardisation |
| 18 | Future evolution of the CCITT working methods and structure |
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RESOLUTION No. 1

**Rules of procedure of the CCITT in addition to
those in the International Telecommunication Convention**

*(Geneva, 1956 and 1958; New Delhi, 1960; Geneva, 1964;
Mar del Plata, 1968; Geneva, 1972, 1976 and 1980,
Malaga-Torremolinos, 1984; Melbourne, 1988)*

The CCITT,

in view of

Articles 11, 14, 16 and 68-76 of the International Telecommunication Convention (Nairobi, 1982);

decides

that, as far as the CCITT is concerned, the General Regulations of the Nairobi Convention, 1982, shall be amplified as follows:

8 In the interval between PAs, when circumstances so demand, the Director is authorized to take exceptional measures to ensure the efficiency of work of the CCITT within the limits of the credits available.

III. Study Groups and other groups

1 Classification of Study Groups

1.1 Study Groups shall be classified as normal Study Groups and Joint CCITT/CCIR Study Groups.

A clear description of the work area of each Study Group should be approved by the PA.

1.2 A Joint Study Group, set up with the approval of the PA of both CCIs, shall submit its draft Recommendations to the first PA to meet after the drafts in question have been drawn up; the adoption by this PA of draft Recommendations submitted by a Joint Study Group shall be considered as provisional, pending approval by the PA of the other CCI.

One of the CCIs shall be responsible for the management of a Joint Study Group. The CCI concerned shall appoint the Chairman and the other CCI shall appoint the Vice-Chairman.

1.3 To facilitate their work, Study Groups may set up Working Parties for the preparatory study of some of the Questions assigned to them by the PA.

2 Classification of other groups

2.1 Special Autonomous Groups (GAS), which are established by and report directly to the PA, deal with studies carried out by the CCITT relating to the developing countries, in accordance with Nos. 14, 15, 20, 22, 24, 64 and 327 of the Convention (Nairobi, 1982).

2.2 A Joint Working Party, set up with the approval of the PA, shall submit draft Recommendations to the controlling Study Group designated by the PA which established it.

2.3 A Regional Group may be established to deal with Questions and studies of particular interest to a group of countries and Administrations in an ITU region (e.g. the TAF Group).

3 Meetings outside Geneva

3.1 In accordance with Opinion No. 1, Study Groups or Working Parties may meet outside Geneva if invited to do so by Administrations or recognized private operating agencies of countries that are Members of the Union and if the holding of a meeting outside Geneva is desirable (e.g. in association with symposiums or seminars). Such invitations shall be considered only if they are submitted to a PA or a CCITT Study Group meeting and they shall be finally accepted after consultation with the Director and if they are compatible with the credits allocated to the CCITT by the Administrative Council.

3.2 The invitations mentioned in § 3.1 above shall be issued and accepted and the corresponding meetings outside Geneva organized only if the conditions laid down in Resolution No. 3 annexed to the Convention (Nairobi, 1982) and the ITU Administrative Council Decision No. 304 are met.

3.3 Should an invitation be cancelled for any reason, it shall be proposed to Administrations that the meeting be convened in Geneva, in principle on the date originally planned.

4 Participation in meetings

4.1 Administrations, recognized private operating agencies and scientific or industrial organizations shall be represented, in the Study Groups and other Groups in whose work they wish to take part, by participants appointed by name and chosen by them as experts qualified to investigate technically and economically satisfactory solutions to the Questions under study. Exceptionally, however, registration with a Study Group or other Group may be made without specifying the name of the participants concerned. International organizations¹⁾ shall give the names of the observers by whom they wish to be represented.

¹⁾ Organizations participating in an advisory capacity in the work of the CCITT as recognized in Articles 68 and 72 of the International Telecommunications Convention.

4.2 To study Questions of common interest to the CCITT and the CCIR, Administrations, recognized private operating agencies and scientific or industrial organizations may also appoint participants in the CCIR to a Study Group of the CCITT; such an appointment does not entail any obligation to share in the expenses of the CCITT.

5 Frequency of meetings

5.1 Study Groups shall normally meet once in the period between the end of a PA and the meetings mentioned in § 5.5 below. However, additional meetings may be held, with the approval of the Director of the CCITT, to discuss questions which cannot be resolved by correspondence [No. 427 of the Convention (Nairobi, 1982)]. In particular, such extra meetings could facilitate the approval of new Recommendations using the procedure in Resolution No. 2.

5.2 In the establishment of the work programme, the timetable of meetings must take into account the time required for Administrations, RPOAs, ISOs and international organizations (participating bodies) to react and prepare Contributions. Meetings should not be held more frequently than is necessary to make effective progress and should take into account the Secretariat's capabilities to provide the necessary documentation. A meeting scheduled so that its separation from a preceding meeting, upon which it depends, is less than 6 to 8 months, may incur the possibility of full documentation not being available.

5.3 Meetings of Study Groups having common interests or dealing with problems possessing affinities should, if possible, be arranged so as to enable participating bodies to send one delegate or representative to cover several meetings. As far as possible, the arrangement chosen should enable the Study Groups meeting during the period to exchange any information they may require without delay. Furthermore, it should enable specialists from all over the world in the same or related subjects to have direct contacts with each other of benefit to their organizations. It should likewise enable the specialists concerned to avoid leaving their home countries too often.

5.4 The timetable of meetings shall be prepared and communicated to participating bodies well in advance (one year), to give time to study problems and submit Contributions within the prescribed time-limits and to give the CCITT Secretariat time to distribute the Contributions. In this way, Study Group Chairmen and delegates will be given the opportunity to consider the Contributions in advance, thus helping to make meetings more efficient and reduce their length.

5.5 The final meetings of Study Groups late in each study period shall end not less than four months before the beginning of the PA, to ensure the preparation of full and homogeneous final reports and to give delegates to the PA an opportunity to study them thoroughly.

5.6 To meet the objectives stated in § III.10 below, the schedule of final Study Group meetings shall be drawn up in the light of circumstances by the Director of the CCITT in consultation with the Chairman of each Study Group.

5.7 A study Group may schedule meetings to be conducted on ongoing activities under the existing organization of the Study Group in the time period between the final meeting and its first meeting in the new study period in consultation with the Director of the CCITT. Such ongoing activities shall be listed in the report of its final meeting.

6 Preparation of studies and meetings

6.1 At the beginning of each study period an organization proposal and an action plan for the study period shall be prepared by each Chairman with the help of the CCITT Secretariat. The plan should take into account any priorities and coordination arrangements decided by the Plenary Assembly.

How the proposed action plan is implemented will depend upon the Contributions received from the members of the CCITT and the view expressed by participants in the meetings.

6.2 A Collective-letter with an agenda of the meeting, a draft work plan and a listing of the Questions to be examined shall be prepared by the the CCITT Secretariat with the help of the Chairman.

The work plan should state which Questions are to be studied on each day, but it must be regarded as subject to change in the light of the rate at which work proceeds. Chairmen should try to follow it as far as possible.

This Collective-letter should be received by bodies participating in the activities of particular CCITT Study Groups, as far as practicable, two months before the beginning of the meeting. The Collective-letter shall include a registration form for these bodies to indicate participation in the meeting. This registration form should be returned to the CCITT Secretariat so that it is received one month before the start of the meeting. The registration form should indicate the names of the expected participants. In the event that names cannot be provided, the expected number of participants should be indicated. Such information will facilitate the registration process and the timely preparation of registration materials. Individuals who attend the meeting without pre-registration may experience a delay in receiving their documents.

If the meeting in question has not been previously planned and scheduled or if an approval under Resolution No. 2 is intended, a Circular should be received at least three months before the meeting.

6.3 If an insufficient number of Contributions or notification of delayed Contributions has been submitted, no meeting should be held. The decision whether to cancel a meeting or not shall be taken by the Director of the CCITT, in agreement with the Chairman of the Study Group or Working Party concerned.

6.4 If it appears from the Contributions received that there is agreement on the reply to a Question (or part of a Question), the Chairman, with the assistance of the CCITT Secretariat, may submit a draft reply, possibly accompanied by a draft Recommendation.

6.5 If the Contributions received reveal divergent proposals or points of view, the Secretariat, in collaboration with the Chairman, may prepare a summary of the different positions on the Question and the stage reached in the study.

7 Conduct of meetings

7.1 The Chairman shall direct the debates during the meeting, with the assistance of the CCITT Secretariat.

7.2 The Chairman is authorized to decide that there shall be no discussion on Questions on which an insufficient number of Contributions have been received.

7.3 Questions which have not elicited any Contribution should not be placed on the agenda of the meeting, and at the end of the study period should be deleted from the list of Questions to be studied.

7.4 Study Groups and Working Parties may set up working teams (which should be as small as possible) during their meetings, to study Questions allocated to those Study Groups and Working Parties.

7.5 A Study Group may entrust a Question or group of Questions to an ad hoc Working Party for preliminary study. It may, by agreement with another Study Group (or, if necessary, with other Study Groups) entrust an ad hoc Joint Working Party with the study of a Question or group of Questions of common interest to the Study Groups concerned. If urgent, it may be established by agreement among the relevant Study Group Chairmen and in consultation with the Director of the CCITT. One of these Study Groups, known as the controlling Study Group, shall have final responsibility for the study. The Contributions used as a basis for discussion in the ad hoc Joint Working Party shall be sent exclusively to those registered in the ad hoc Joint Working Party; only the reports of ad hoc Joint Working Parties shall be sent to all participating bodies of the Study Groups concerned.

7.6 Working Parties or Sub-Working Parties should be set up by Study Groups only after thorough consideration of the Questions. Proliferation of Working Parties and sub-groups should be avoided as far as possible.

7.7 The meetings of regional tariff groups shall, in principle, be limited to delegates and representatives of Administrations and recognized private operating agencies [for the definition of these terms see Annex 2 to the Convention (Nairobi, 1982)]. However, each regional tariff group may invite other participants to attend all or part of a meeting.

7.8 There should be an established format for liaison statements between Study Groups and/or between Working Parties. This should include:

- the origin of the liaison documents;
- the nature of information and the goal, for instance:
 - documents submitted for action,
 - documents submitted for comment,
 - documents for information etc., ...

8.1 The study of Questions by correspondence should be encouraged as far as practicable, at least during the early stages of study. For this purpose, a Study Group or Working Party may instruct a Special Rapporteur, appointed personally by the Study Group or Working Party and working alone or in collaboration with others, to make a preliminary analysis of the more complex Questions and/or to prepare a draft reply to a Question for submission to the Study Group or Working Party.

8.2 A Special Rapporteur working with a group of collaborators, shall choose the most appropriate method of work – correspondence or meetings of the group. The Special Rapporteur should establish a list of collaborators (members of the Rapporteur Group). At subsequent meetings, this list should be updated and a copy given to the CCITT Secretariat.

The Special Rapporteur shall submit a report on the results of the work for examination at the next meeting of the Study Group or Working Party.

8.3 The following are examples of ways in which a Special Rapporteur may work.

8.3.1 By one method, a single Special Rapporteur may be designated to analyse the contents of Contributions distributed in the normal manner and to draw up a report, which is itself submitted as a Contribution, setting out the results of this analysis.

8.3.2 By another method, a Special Rapporteur may be appointed for the study of a single Question requiring detailed consideration before decisions can be taken. The Special Rapporteur works primarily by correspondence with any other collaborators interested in the preliminary study of the Question. Contributions should be submitted directly to the Special Rapporteur (with a copy, if desired, to the CCITT Secretariat). The CCITT Secretariat and, through it, the ITU common services are at the disposal of the Special Rapporteur for the translation and distribution of any document. However, the distribution of preliminary documentation is limited to the members of the group collaborating with the Special Rapporteur.

There will often come a time when the study cannot progress further by correspondence alone; the Special Rapporteur, after consulting with collaborators on the necessity for a meeting and the availability of Contributions, may call a meeting of collaborators subject to the agreement of the Study Group (or Study Group Chairman, in consultation with the Director of CCITT – if for timing reasons it is not possible to obtain the Study Group's agreement). The Special Rapporteur shall be responsible for all the necessary arrangements for such meetings, ensuring that adequate notice for the meeting is given to collaborators. In the case where close coordination is required between Special Rapporteurs in several Study Groups who are dealing with closely related Questions, a meeting of these Special Rapporteurs may be called subject to the agreement of the Study Groups concerned (or Study Group Chairmen in consultation with the Director of CCITT – if for timing reasons it is not possible to obtain the Study Group's agreement).

8.3.3 When the work is completed or cannot progress any further, the Special Rapporteur prepares a document for submission to the Study Group responsible for the Question. This document, which constitutes the report of the Special Rapporteur, may include a draft Recommendation, if it is possible to formulate one. When the views expressed are too numerous and too divergent, a summary of the observations may be made and responsibility for further study of the Question will then revert to the Study Group.

8.4 When an area of study requires coordination between several Study Groups, Liaison Representatives are nominated.²⁾ It is the responsibility of the Liaison Representative, together with the CCITT Secretariat, to ensure effective personal liaison with the involved Study Groups (CCITT and CCIR), based on specific terms of reference and working methods determined by the Study Group.

8.5 Progress reports with proposed draft Recommendations to be translated should be received by the Director of the CCITT two months before the next meeting of the parent Study Group or Working Party.

Additional reports and liaison documents to be made available for a meeting of a Study Group or a Working Party should be received at the CCITT Secretariat at least seven working days before the meeting. Exceptions can be admitted only if the date of the meeting which originates the document does not allow a timely submission. In no case shall liaison documents sent from one CCITT Study Group be reproduced as white Contributions in another CCITT Study Group.

The liaison statements must be prepared on separate sheets of paper annexed to the report.

²⁾ The Special Rapporteurs themselves may be nominated as the Liaison Representatives to one or more Study Groups or several Liaison Representatives for a Question within a Study Group may be appointed, depending on the number of other Study Groups with which liaison is required.