ITU-T

ITU-T SG16 guidelines for organization of rapporteur group meetings

(3 June 2016)

ITU-T SG16 guidelines for organization of Rapporteur Group meetings

Summary

This document aims to provide Rapporteurs, Working Party Chairs, and Study Group Chair with guidance on how to plan, approve, manage, and report on Rapporteur Group meetings. While it is focused on physical meetings, it may also be applied to virtual meetings with applicable changes (e.g. adapting templates and relaxing some deadlines). Additionally, the document defines roles that may be assigned by the Rapporteur in the case where there are a large number of contributions or where more than one question might be meeting jointly. Finally, templates are provided for both contributions and for meeting reports that Rapporteurs may elect to use when holding a meeting. Appendix O contains an embedded spreadsheet for calculation of important dates involved in the organization of a Rapporteur Group meeting (as identified in this guideline document). This spreadsheet is available for download.

It is the intent that each Rapporteur or Working Party Chairman would adapt the examples given in the various Appendices according to their Question(s). The Questions listed and templates used reflect the context of Working Party 1/16, and are provided for reference. Updated templates for normal use by SG16 are found at http://ifa.itu.int/t/2013/sg16/exchange/templates/ (TIES credentials needed).

It should be noted that the guidelines in this document complement, and are not intended to override, the provisions in WTSA-12 Resolution 1, ITU-T A.1 or the ITU-T Manual for Rapporteurs and Editors.

Document History

Version	Date	Reference	Description
0.1.0	2013-01-25	TD 73/Plen	First draft out of the SG16 meeting (Geneva, 14-25 January 2013)
0.1.1	2013-03-28	E-mail	Proposed updates from revision by Christian Groves, Simão Campos, Paul Jones
0.1.2	2013-05-21	E-mail	Added text concerning handling of non-member requests for registration and participation, plus a sample reply to such requests.
1.0	2013-11-08	TD 104/Plen	First agreed version of the guidelines (Geneva, 28 October – 8 November 2013)
1.1	2016-06-03	TD 474/Plen Att.1	Updated version incorporating feedback from TD 302/GEN (Geneva, 12-23 October 2015) and other minor corrections

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1   Rapporteur Group meeting overview

Broadly there are six steps for holding a Rapporteur Group meeting:

–   Pre-authorization

–   Planning/Invitation (Convening Letter)

–   Authorization

–   Confirmation

–   Holding

–   Reporting

The timeline for these steps is illustrated below:
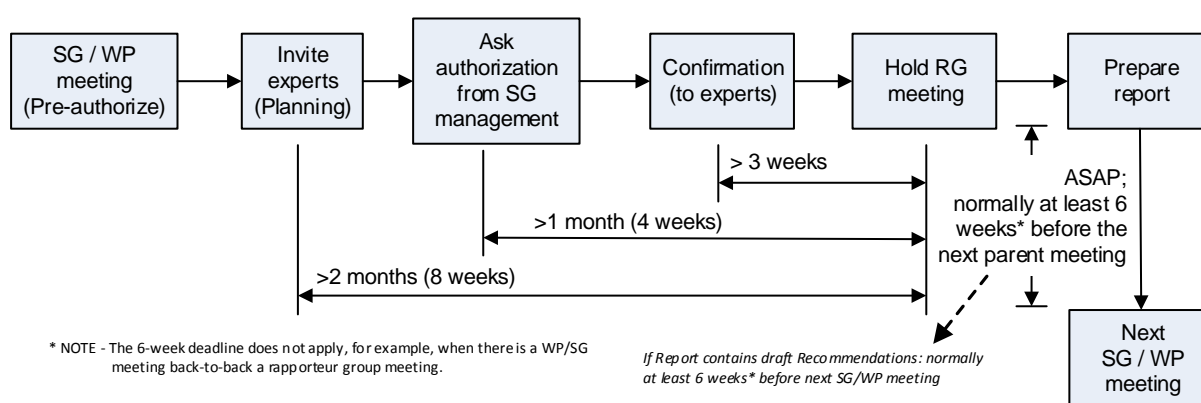
Figure 1 – Meeting step timeline

1.1   Pre-authorize

–   At Study Group or Working Party meeting, obtain agreement in principle to hold a Rapporteur Group meeting

–   Provide

    o   Host, venue, dates (tentative or confirmed)

    o   Mandate for the meeting (e.g. items for discussion)

–   Normally, the information can be somewhat generic

–   When dealing with controversial topics, information needs to be more specific

–   Normally at least two months' notice

–   List of pre-authorized Rapporteur Group meetings are posted in the Study Group home page

–   Urgent cases: Study Group management can authorize holding non-planned Rapporteur Group meetings upon request from the Rapporteur

    o   In these cases, the announcement needs to go out with extra antecedence than for a pre-authorized meeting

1.2   Invitation

–   The meeting invitation should be sent at least two months before the planned start of the meeting.

- o If time to get a visa is an issue, announcement should come as early as necessary to allow delegates to get a visa
- The meeting invitation is the next step towards holding a meeting. An invitation should be made with the knowledge that delegates will use this information to organize travel and thus should represent a serious intention that the meeting will be held.
- The Invitation must contain all necessary information so as to enable the delegates to start preparing for their travel and successfully contribute to the meeting. The contents of the meeting invitation are outlined in Table 1.

Table 1 – Contents of the Invitation

Item	Mandatory (M) or Optional (O)	Comments
List of Question(s)	M	The list of Questions that are meeting must be clearly stated in the invitation
Meeting date and venue	M	The Rapporteur is responsible for obtaining this information from the host.
Meeting registration deadline	M	Rapporteurs must consider the deadline for requesting authorization to hold the meeting
Objectives for the meeting	M	For meetings of multiple Questions, the objectives for each Question must be enumerated separately
Document registration deadline	M	Rapporteurs must consider the deadline for requesting authorization to hold the meeting
Document submission deadline	M	Administrative documents (like agendas, updated drafts and reports) and liaison statements are excluded from this deadline.
Document templates	O	A meeting document template can help smooth document processing and enable a productive meeting
Useful logistical information	O	
Visa information and how to obtain a letter of invitation	M	Rapporteurs must coordinate with the meeting host to ensure that each participant receives necessary invitation letters in order to obtain a visa
Other information	O	Other information, such as suggested hotels, social event details, or local attractions might be included in the invitation or provided as a separate document

- TSB does not circulate convening letters for meetings below working party level
  - o TSB will post a notice on the Study Group web page, as provided by the study group and update it as needed, using a pre-defined template. The Rapporteur(s) in charge are responsible for providing TSB with the necessary information.
  - o The Rapporteur is responsible for circulating meeting notices to the concerned experts (e.g. via mailing lists) soliciting contributions and participation
- Rapporteur Group meetings, **as such**, are not held during working party or study group meetings
  - o Discussion on a Question during the Study Group/Working Party meeting is not a "meeting of the Question" (i.e. a Rapporteur group meeting), but a part (i.e. a session) of the Study Group/Working Party meeting

- o During Study Group and Working Party meetings, the more relaxed rules at Rapporteur Group meetings are not applicable
- Rapporteur Group meetings *in Geneva*
  - o As soon as possible, ask TSB about room availability
  - o Meeting registration: via ITU website (ask TSB for a web form)
- Rapporteur Group meetings *outside Geneva*
  - o *no* meeting fees, unless agreed in advance by the study group and on an exceptional and fully justified cases
  - o Caveat: no participant should be excluded from participation if he or she is unwilling to pay the charge
  - o Additional services offered by the host shall be voluntary, and there shall be no obligation on any of the participants resulting from these additional services
  - o Meeting registration: handled by Rapporteur (or host), not TSB
- Rapporteur responsible for consulting experts well in advance (> 2 months) and collect their feedback on:
  - o Intention to submit contributions (tentative titles)
  - o Intention to attend the meeting

1.3 Authorisation

- Rapporteurs are responsible for seeking authorization from the SG management for actually holding the meeting.
  - o Once granted, this authorization is a confirmation that the meeting outlined in the invitation can proceed.
  - o In SG16, this authorization is granted by the SG16 chairman.
- E-mail to Study Group Chairman and Counsellor
  - o Copy concerned Working Party Chair(s)
  - o At least four weeks before the start of the Rapporteur Group meeting
  - o Subject field: clearly indicate it is a request for authorization to hold a Rapporteur Group meeting
- The e-mail must contain information on the number of participants:
  - o Close to the number attending in previous meetings
  - o Similar representation as to previous meetings
- The e-mail must provide evidence of sufficient documentation:
  - o List of documents submitted by members (e.g. contributions) for your Question
  - o List of documents prepared by the chairs, rapporteurs, editors and TSB (e.g. TDs), including liaison statements, for your Question
- If sufficient number of contributions/participants cannot be identified, the meeting may be cancelled. In case the rapporteur seeks the authorization of a planned Rapporteur Group meeting with an insufficient number of documents/participants, the Rapporteur shall provide justification to the Study Group chair for holding the meeting.

– A request can be collective (collocated meetings), as long as it is organized by Question (i.e. details e.g. for agenda and documentation are discriminated for each participating question, not bundled in consolidated figures)

  o Responsibility still is of each Rapporteur

1.4 Confirmation

– Circulate confirmation of date and venue:

  o After authorization by Study Group Chairman

  o *At least* three weeks before the meeting to participants

– Copy to TSB, the Study Group chairman and Working Party chairman when sending the confirmation message

– Updated status will be displayed in the Study Group website

  o TSB takes care of that (once informed!)

1.5 Reporting

– Obligation, as a TD, before the start of the next meeting of the parent group

  o If contains draft Recs: as much as possible at least six weeks before the meeting

– Needed elements:

  o Date, venue and chairman

  o Attendance list with affiliations

  o Agenda of the meeting

  o Summary of technical inputs & results

  o Result of IPR roll call

  o LSs sent to other organizations

– Additionally: stable archive of meeting documents needed

  o Default: Study Group Informal FTP Area

– Transparency of the process

  o Succinct, clear, timely

2 Roles

To help ensure a smooth meeting, particularly one where there are a number of Questions meeting together or where there are numerous contributions, the Rapporteur(s) may assign roles for the meeting. Namely:

– Meeting Organizer

– Document Manager

– Meeting Host

– Meeting Delegate

A summary description of these roles is found in Table 2.

Table 2 – Summary of various roles for a Rapporteur Group meeting

Roles	Description	Key actions
Meeting Organizer (NOTE 1)	– Normally a Rapporteur or Associate Rapporteur – Key interface with the host for organizing the meeting	– Coordinate preparation of invitation – Send invitation – Consolidate feedback from delegates – Seek permission from the SG Chairman to hold the meeting – Coordinate the preparation of the report for the meeting and integrate the document into a single TD – Timely submit the TD to TSB – Provide TSB with final version of LSs and respective attachments for processing and dispatch.
Document Manager (NOTE 1)	– Rapporteur or any person designated by the Rapporteur	– Receives, checks and posts documents submitted by the delegates – In coordination with the Rapporteur concerned, solves issues with document submissions (use of templates, etc.)
Meeting Host	– Person(s) designated by the host organization assigned to liaise with the Meeting Organizer	– Organize the meeting facilities – Contact point for logistic support
Meeting Delegate	– They are the attendees to the meeting – They may author and/or present Contributions for the meeting.	– Provide timely and reliable information to the Meeting Organizer on attendance and contribution to the meeting – Respect the instructions on document preparation and submission – Promptly work with Document Manager to solve any identified issues with submitted Contributions

NOTE 1 – When a single Question is meeting and/or when there are relatively few contributions, the Rapporteur may perform both roles

While the Rapporteur may delegate the first three roles **they are ultimately responsible** for the meeting. Thus they **shall ensure** that the tasks outlined are performed and are responsible for the smooth running of the meeting.

In the following sections, the tasks of each role are detailed.

2.1   Meeting Organizer

The Meeting Organizer is always a Rapporteur or Associate Rapporteur, as two primary tasks of the Meeting Organizer is seeking permission from the Study Group Chairman to hold the meeting and to produce the final report for the meeting.

The specific tasks the Meeting Organizer must perform are enumerated below. Note that the Meeting Organizer may perform the following tasks sooner, but should not perform these tasks any later than the timing specified.

As soon as possible after the Study Group / Working Party meeting but before eight weeks before the start of the meeting

–   Discuss with the Meeting Host the details for the meeting

- Ensure with the Meeting Host that all information necessary for delegates to plan their attendance is being provided

- Send a meeting invitation with the *intent* to hold a meeting (see Appendix A1 for an example)

- Provide TSB with meeting information in an appropriate template format for posting in the SG web page.

- Record necessary contact information for attendees who register (see Appendix D)

  o Note that while Rapporteurs may invite experts who are believed to be positive contributors to the work of the Question, the Rapporteur is not obliged to accept registrations from non-members of the ITU. Normally, they should become a member, or join under the sponsorship of a member; a sample reply is found in Appendix A2.

Five weeks before the meeting

- Send a reminder to the mailing list to encourage experts to register to attend the meeting and to register contributions

Four weeks before the meeting

- The meeting organiser shall ensure that each Rapporteur review the number of contributions (planned and received) and registered attendees and provide their opinion and justification to hold the meeting of their question

- If there are insufficient contributions or participants, consider sending another reminder (if time allows) or take necessary steps to cancel the meeting (see the example in Appendix B2)

- The Meeting Organiser should then collate this information and in consultation with the Working Party and SG16 Management determine if the meeting should be held

  o Send a request for confirmation to the SG16 chair and vice-chairs (see Appendix B1 for an example)

  o If the decision it to cancel the meeting, send a notice to the experts of the decision not to hold the meeting (see Appendix B2)

  o If positive final confirmation is received, send a notice to attendees indicating that the meeting is confirmed, encouraging late registrants to register (see Appendix B3)

- Be mindful that a request for final confirmation must be sent *no later than four weeks before the meeting* date

One week before the meeting

- Produce the initial Temporary Document for the meeting (e.g., TD-01) containing an agenda, schedule, and logistics (see Appendix C as an example)

- The Agenda should contain topics for general discussion

At the meeting

- Chair the introductory session of the meeting

- Present TD-01 and discuss input document handling.

- In coordination with the host, prepare the participants list (see Appendix D as an example)

- Manage and record the schedule of the meeting

- Produce the report of General discussions
  (NOTE – Rapporteurs are responsible for the report of their Questions)

After the meeting

−   Collate the relevant Question reports and integrate them into a report of the meeting (see Appendix E for an example)

−   Provide TSB with final version of LSs and respective attachments for processing and dispatch.

−   Send the report to TSB as an input to the SG16 meeting

2.2   Document Manager

The Document Manager may be a Rapporteur or any responsible person with whom the Rapporteur wishes to entrust the handling of documents for the meeting. In the case were a single Question is meeting and/or where there are relatively few contributions, the Rapporteur may perform both roles.

The role of Document Manager is important, as documents must be published quickly and accurately to ensure a successful meeting. The Document Manager must have write access to the document repository for the meeting.

The specific tasks to be performed by the Document Manager are detailed below.

NOTE – The descriptions below assume that there are two series of documents, one for input documents (contributions and LSs) and another for documents produced at the meeting (labelled as TDs)

Before the meeting

−   Create a directory for the meeting in the document repository (e.g. IFA or FTP3 servers)

−   Create a stand-alone template for contributions and a separate template for liaison statements for experts' use (see Appendix F and Appendix G as examples)

−   Send reminders from time-to-time to the mailing list seeking document registration and reminding experts of deadlines (see Appendix H for an example)

−   Advise document numbers to those who have requested document registration, posting a copy of each response to the mailing list to stimulate relevant submissions (see Appendix I for an example)

−   Register relevant liaison statements that have been made available by TSB

−   Place input documents at the meeting directory after virus scanning and zipping

−   Produce a list of registered documents with hyperlinks to the documents already uploaded and upload it to the document repository (see http://ftp3.itu.int/av-arch/avc-site/2009-2012/1209_Bri/TD-02.zip as an example), saved in HTML format take make document access easier from a web browser

Four weeks before the meeting

−   Send an updated list of documents to the Meeting Organizer who will be seeking final confirmation for the meeting with the SG16 management

Just before the deadline for document registration

−   Send out a final reminder with deadlines for registration and document submission

Just before the document submission deadline

−   Send an email to the list reminding experts of the document submission deadline

−   Mention the procedure for the "late arrival", not discouraging such submissions (see Appendix J for an example)

One week before the meeting

– Issue TD-02 as the list of registered documents for the meeting

– Send a notice to the mailing list notifying experts that all documents have been posted and referring them to the document list (see Appendix K for an example)

At the meeting

– Assign TD numbers as requested

– Upload TDs to the document repository

– Continue to update the list of documents to include TD numbers allocated during the meeting

– Publish the updated list, either as a revised TD-02 or as an HTML file

After the meeting

– Publish the final revised TD-02 listing all contributions and TDs

– Post a list of the Question reports to the mailing list to facilitate the participant's debriefing (see Appendix L for an example)

– Send outgoing liaison statements to TSB for dispatching to the destinations, preferably within seven days (see Appendix M for an example)

2.3 Meeting Host

Physical meetings cannot occur without a meeting host. The Meeting Host is the person designated by the Meeting Host organization to liaise with the Meeting Organizer. They are responsible for providing the meeting venue and facilities and for providing the logistic information to the Meeting Organiser.

At the Study Group / working Party meeting

– If interested in hosting a meeting, contact the relevant Rapporteur to discuss the possibility

– In consultation with the Rapporteur(s), determine the requirements for the facilities needed for the meeting, i.e. number and size of meeting rooms, internet access, location etc.

– If the requirements *are* met, provide a confirmation to the Rapporteur or Working Party Chairman of the intent to host a meeting.

As soon as possible after the Study Group / Working Party meeting

– Provide location specific information to the Meeting Organiser in order to send the meeting invitation.

At least 9 weeks before the meeting

– Provide all necessary logistic information to the Meeting Organiser, including in particular visa assistance procedures.

After the meeting invitation (= at least 8 weeks before the meeting)

– Continue to coordinate with the Meeting Organizer during the planning process.

– Provide visa letters upon request to delegates (see Appendix N as an example)

– The Meeting Host may issue an invitation via the Meeting Organizer to experts to attend the meeting with information on the meeting place, hotel accommodation, visa requirements, power requirements, etc. (see http://ftp3.itu.int/av-arch/avc-site/2005-2008/0502_Mel/Mel_Invitation.doc for an example)

At the meeting

– Provide suitable meeting facilities

– Provide internet connection

2.4 Delegates

The Delegate is an attendee to the meeting. They provide input to the meeting within a set of guidelines.

Delegates are responsible for the inputs to the meeting. These inputs should be provided in a timely manner according to the meeting invitation.

Those experts who intend to submit contributions should register their documents with the Document Manager by the day designated in the meeting notice (typically at least 28 calendar days in advance of the meeting date) and upload them to the ftp site by the time and day designated in the meeting notice (usually seven calendar days in advance of the meeting date). Otherwise, the contributions are classified as "late arrival" and their consideration is left to the agreement of the meeting.

NOTE – All specific deadlines are spelled out in the meeting invitation / announcement.

2.4.1 Member participation

WTSA-08 Res.1 §2.3.1:

> … Chairmen of meetings may invite individual experts as appropriate.

CV248A (PP-98) [Article 20, §7 bis]:

> Following a procedure developed by the Sector concerned, the Director of a Bureau may, in consultation with the chairman of the study group concerned, invite an organization which does not participate in the Sector to send representatives to take part in the study of a specific matter in the study group concerned or its subordinate groups.

PP-10 Res.145 resolves 2:

> that the participation of organizations and entities which, in accordance with the Convention, participate as observers in an advisory capacity in specific conferences, assemblies and meetings of the Union shall be guided by the terms set out in Annex 2 to this resolution

PP-10 Res.145 Annex 2:

> Based on long-standing practice, the participation in ITU Sector meetings such as study groups or their subordinate groups by those organizations which have no status in ITU other than that of observers in an advisory capacity may include the submission of contributions and oral interventions in meetings.

In practice that means:

– Chairman of the meeting invites experts:

  o Study Group / Working Party meetings: Study Group / Working Party Chairman invites

  o Rapporteur Group meeting: Rapporteur invites

  o They attend on their own personal capacity

  o They do NOT represent any entity

  o "Invited experts" appear in list of participants under their own name and country (not company)

  o Person must come from a country that is a member of ITU

2.4.2   Academia

– Participation sponsored by members (MSs/SMs/Associates)

– Participation as Academia member

– Participation as invited experts (submission of written contributions at the discretion of the group)

As members – not an issue:

– PP-10 Res.169 – Admission of academia, universities and their associated research establishments

– WTSA-12 Res.71 – Admission of academia to participate in the work of the ITU Telecommunication Standardization Sector

3   References

– WTSA-12 Resolution 1 (2012), Rules of procedure of the ITU Telecommunication Standardization Sector (ITU-T).

– ITU-T A.1 (2012), Work methods for study groups of the ITU Telecommunication Standardization Sector.

– ITU-T Manual for Rapporteurs and Editors, Updated 2010-02-12.

Appendix A1

Example of meeting invitation with the *intent* to hold a meeting

```
To Experts of ITU-T SG16 Questions 1, 2, 3, 5, and 21/16

Cc Mr Y Naito, Chairman of SG16 <yushi.naito@ties.itu.int>
   Mr P Jones, Vice Chairman of SG16 <paulej@packetizer.com>
   Mr S-H Jeong, Vice Chairman of SG16 <shjeong@hufs.ac.kr>
   Mr N Luo, Vice Chairman of SG16 <noah@huawei.com>
   Mr G Daniel, Vice Chairman of SG16 <danielgaby@hotmail.com>
   Mr M El-Megharbel, Vice Chairman of SG16 <melmegharbel@tra.gov.eg>
   Mr K Isaev, Vice Chairman of SG16 <kh.isaev@aci.uz>
   Mr H Kullmann, Vice Chairman of SG16 <Harald.Kullmann@telekom.de>
   Mr N Ntlatlapa, Vice Chairman of SG16 <Nntlatlapa@csir.co.za>
   Mr S Campos-Neto, ITU TSB <simao.campos@itu.int>

   Mr P Luthi, Rapporteur for Q1/16 <pluthi@cisco.com>
   Mr P Jones, Rapporteur for Q2/16 <paulej@packetizer.com>
   Mr C Groves, Rapporteur for Q3/16 <Christian.Groves@nteczone.com>
   Mr S Botzko, Rapporteur for Q5/16 <Stephen.Botzko@polycom.com>
   Mr N Luo, Rapporteur for Q21/16 <noah@huawei.com>
   Mr W Kai, Associate Rapporteur for Q21/16 <weikai@catr.cn>

------------------------------------------------------------------
Subject: Preliminary Notice of Joint Rapporteur Group meeting in
         Brisbane, Australia
Date: 22-26 April 2013
------------------------------------------------------------------

Dear Experts of 1, 2, 3, 5, 21/16,

The subject meeting of ITU-T SG16 experts will be held at the
<Venue> in <Location>. Details of
the proposed meeting are contained herein.


1. Date
^^^^^^^

    22 (Monday) - 26 (Friday) April 2013
    Rapporteur Group meeting will start at 9:00 on the first day and
    close around 18:00 on the last day.


2. Venue
^^^^^^^^

<Venue Name>
<Venue Address>
Web: <Venue Webaddress>
Phone: <Venue Phone>
Email: <Venue Contact person email>

Meeting Host Contact
<Meeting Host Name>
<Meeting Company Name>
Email: <Meeting Host Email>
Phone: <Meeting Host Email>

The rooms are S-636 and S-637 in the School of Engineering Systems at
the Gardens Point Campus of Queensland University of Technology
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http://www.qut.edu.au/about/campuses-and-precincts/gardens-point

A PDF map is available here:
http://cms.qut.edu.au/__data/assets/pdf_file/0014/33314/GP_2010_Accessibi
litymap1.pdf


3. Topics (tentative)
^^^^^^^^^^^^^^^^^^^^^^

1) Review of the relevant group activities

2) Q1/16 - Multimedia systems, terminals and data conferencing

The objectives for this meeting are:
(list objectives)

3) Q2/16 - Packet-based conversational multimedia systems and functions

The objectives for this meeting are:
(list of objectives)

4) Q3/16 - Multimedia gateway control architectures and protocols

The objectives for this meeting are:
(list of objectives)

5) Q5/16 - Telepresence systems

The objectives for this meeting are:
(list of objectives)

6) Q21/16 - Multimedia framework, applications and services

The objectives for this meeting are:
(list of objectives)


4. Documents
^^^^^^^^^^^^

/// Registration of the document: by 23:59 UTC, 22 March 2013  ///
/// Distribution of the document: by 23:59 UTC, 15 April 2013  ///
/// Use the ftp site (or e-mail reflector) for distribution    ///

1) Documents must be registered by 23:59 UTC, Friday
   22 March 2013.  The preferred means of registering documents
   is via the web form accessible via
   http://www.packetizer.com/standards/itu-sg16/register.html.
   If this form is inaccessible, you may submit your requests to
   Mr Paul Jones <paulej@packetizer.com>, Document Manager for this
   meeting.

   With either means of registration, document numbers will be
   assigned manually and shown in the list of registered
   documents.  To see the list of registered documents, visit
   http://www.packetizer.com/standards/itu-sg16/ and select the
   list for this meeting.

   Once registered, a document number AVD-nnnn will be allocated.
   Early indication of your submission plan is welcome and encouraged.

   Note - Prefix "AVD" comes from Audio, Video and Data.
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2) You are advised to use the document template available at the
   following place:

   http://ftp3.itu.int/av-arch/avc-site/2013-2016/1304_Bri/AVD-
   template_1304_Bri.docx

3) File format: Use of Word, PDF, ASCII or HTML is recommended.

4) All the contributors are requested to distribute their documents
   as early as possible, at least 7 calendar days in advance of the
   meeting (23:59 UTC, Monday 15 April 2013 or before) by posting
   them at either of the following:

    - Uploading via FTP
        Site: ftp3.itu.int/
        Login: avguest
        Password: Avguest201007 (Note the uppercase 'A')
        Directory: av-arch/avc-site/Incoming

    - E-mail reflector
        E-mail address: sg16-avd@lists.packetizer.com
        To subscribe: sg16-avd-join@lists.packetizer.com

    - E-mail to the Document Manager
        Paul E. Jones <paulej@packetizer.com>

   Please avoid the use of the mailing list when your document is
   voluminous.

5) Input documents can be retrieved from 1304_Bri directory of the
   ftp site once Mr Paul Jones has an opportunity to put them into place.

   The documents will be available through the following URLs:
        http://ftp3.itu.int/av-arch/avc-site/2013-2016/1304_Bri/
        ftp://ftp3.itu.int/avc-site/2013-2016/1304_Bri/
            Login: avguest
            Password: Avguest201007 (Note the uppercase 'A')

6) The document distribution/presentation at the meeting will be
   all electronic. Participants must bring along a laptop to access
   documents via the wireless LAN.

   Internet access will be available in the meeting rooms.

   Note: make sure you have the right power adapter for Australia,
   see http://wikipedia.org/wiki/Domestic_AC_power_plugs_and_sockets
   Australian standard AS/NZS 3112 (Australasian 10 A/240 V).

5. Logistic Information
^^^^^^^^^^^^^^^^^^^^^^^

The meeting will be hosted by <Host> at the <Venue> in <location>..

The closest airport is Brisbane Airport <http://bne.com.au>. Brisbane
Airport is smaller and immigration and customs clearance may be quicker
than in Sydney or Melbourne. There are direct flights from Singapore,
Korea, Japan, China and the US. There are two flights a day from LA
(Qantas and Virgin Australia) and one from Dallas/FortWorth (Qantas).

There are a number of transport options to and from the Brisbane airport
and the hotel/venue precinct. An overview of the options can be found at:
http://bne.com.au/to-from-airport/transport-options

A map of the airport, venue and hotels can be found at:
http://g.co/maps/8s7qn

The meeting venue is walking distance from the hotels.

There should be no need to hire a car. However, if you need to hire a car
there are a number of car hire places in the city:
Hertz   55 Charlotte St.
Budget   53 Albert St.
Europcar   576 Queen St.

The additional meeting information can be found at:
http://ftp3.itu.int/av-arch/avc-site/2009-2012/1202_Bri/Bri_Info.docx

6. Registration and Visa Information
^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^

To register your meeting attendance, please send e-mail to Meeting
Organizer, <Name> <Email>, providing
the family name, given name, company name, and e-mail address of person(s)
attending.

Early registration of your attendance is welcome and encouraged, but
preferably before 25 March 2013, as the meeting cannot proceed without a
reasonable number of attendees.

Anyone wanting to enter Australia must carry a valid passport or similar
certificate of identification and everyone, except holders of Australian
and New Zealand passports, requires a visa to enter Australia.

Australian Immigration requires that you supply information about your
first night's accommodation on your arrival form. Please have this
information with you, not in your checked in luggage. This will minimise
delays on arrival.

For information on Australian Visas for event participants, see:
http://www.immi.gov.au/visitors/event-organisers-
participants/participants.htm

People needing visa support letters should register as soon as possible.
Participants who need an invitation letter for visas should contact
<Name> <Email>, providing the family
name, first name, and other identifying information required by the
Australian embassy in your country.

7. Hotel Room Reservation
^^^^^^^^^^^^^^^^^^^^^^^^^^

Participants should contact the hotels directly regarding room
availability and for making room bookings. No rooms have been reserved
for this event.

Suggested Hotels nearby are (in no particular order or price):

Sebel Hotel
http://www.mirvachotels.com/sebel-king-george-square-brisbane

Holiday Inn Brisbane (Roma St Station)
http://www.holidayinn.com/hotels/us/en/brisbane/bnerm/hoteldetail/hotel-
room-rates

Ibis Hotel
http://www.ibishotel.com/gb/hotel-2062-ibis-brisbane/index.shtml

Mercure Hotel
http://mercurebrisbane.com.au/

Rendezvous Hotel
http://www.choicehotels.com.au/en/clarion_collection-hotel-
au809?cid=3116975&tab=0

Sofitel Brisbane (Central Station)
http://www.sofitelbrisbane.com.au/

Quay West Suites Brisbane
http://www.mirvachotels.com/quay-west-suites-brisbane

Treasury Casino and Hotel
http://www.treasurybrisbane.com.au/Accommodation/Pages/default.aspx

Rydges South Bank Hotel
http://www.rydges.com/hotel/RQSOUT/Rydges-South-Bank-Brisbane.htm

We are looking forward to meeting with you in Brisbane.

Sincerely yours,

Christian GROVES (Meeting Organizer for this meeting)
Paul JONES (Document Manager for this meeting)
Patrick LUTHI
Stephen BOTZKO
Noah LUO
<Meeting Host>

Appendix A2

Example reply to a registration request from non-members

```
From: <Meeting Organizer>
To: <Registrant Address>
Subject: Re: Registration for Meeting of Questions 1, 2, 3, 5, and 21/16


Dear <Registrant Name>,

We acknowledge receipt of your registration request but regret to inform you
that your organization, <Organization Name>, is not a member of ITU-T and thus
is not eligible to participate in the <Meeting Date> meeting in <Meeting
Location>.

ITU encourages you to consider ITU-T membership as it confers valuable
opportunities to engage with the national administrations, major industry
players and research institutions crafting today's ICT standards.
Standardization is crucial to ITU's mission to connect the world, and ITU-T's
consensus approach to standardization work ensures that all those participating
do so on an equal footing. For more information on how and why to become a
member, see http://itu.int/en/ITU-T/membership.

Alternatively, if you are interested only in this particular meeting, an
official letter sent from your country's administration or an ITU-T member to
the attention of the TSB Director (email: tsbdir@itu.int; fax: +41 22 730 5853)
is needed, stating that you are part of their delegation attending the meeting.

Thank you for your interest in ITU-T.

Kind regards,
<Meeting Organizer>
```

Appendix B1

Example of request for confirmation to the SG16 management

```
Subject: Seeking confirmation for the April 2013 Brisbane Rapporteur Group
meeting of Questions 1, 2, 3, 5, and 21/16
From: <Meeting Organiser>
To: yushi.naito@ties.itu.int, paulej@packetizer.com, shjeong@hufs.ac.kr,
noah@huawei.com, danielgaby@hotmail.com, melmegharbel@tra.gov.eg,
kh.isaev@aci.uz, Harald.Kullmann@telekom.de, Nntlatlapa@csir.co.za,
simao.campos@itu.int
CC: christian.groves@nteczone.com, paulej@packetizer.com, noah@huawei.com,
pluthi@cisco.com, Stephen.Botzko@polycom.com, weikai@catr.cn


Dear Mr Naito and SG16 management members,

This is to seek your final confirmation of the Brisbane meeting of Questions 1,
2, 3, 5, and 21/16 during 22-26 April 2013.

We currently have NN contributions registered for the meeting.  The current list
of contributions is attached.

With regards to participants, we have indication that there will be
approximately NN participants. The list of registered participants is attached.

Regards,

<Meeting Organiser>


<Attachment 1> Participant List
<Attachment 2> Document List
```

Appendix B2

Example of notice for meeting cancellation

```
To: sg16-avd@lists.packetizer.com
CC: <SG16 Chairman>, <WP Chairman>, <SG16 Counsellor>
From: <Meeting Organizer>
Subject: Decision not to hold meeting in Brisbane, 22-26 April 2013

Dear Experts,

In consultation with the other Rapporteurs and with SG16 Management, it was
decided not to hold the subject Rapporteur Group meeting due to the limited
number of input contributions.

We will meet at the next SG16 meeting in October 2013 and I encourage those who
submitted contributions for this meeting to re-submit those to the SG16 meeting
where they will be discussed.

Regards,

< Meeting Organiser >
```

Appendix B3

Example of notice to confirm a meeting will be held

```
To: sg16-avd@lists.packetizer.com
CC: <SG16 Chairman>, <WP Chairman>, <SG16 Counsellor>
From: <Meeting Organizer>
Subject: Confirming the meeting in Brisbane, 22-26 April 2013

Dear Experts,

I just wanted to confirm with Experts that we will be holding the subject
Rapporteur Group meeting.  While the meeting and document registration deadlines
have passed, I would still like to encourage you to register if you are
interested in attending.

I look forward to seeing you in Brisbane!

Kindest Regards,
< Signature >
```

Appendix C

Example of meeting logistic information

TD-01

**TELECOMMUNICATION
STANDARDIZATION SECTOR**

STUDY GROUP 16

STUDY PERIOD 2013-2016

Original: English

Question(s):	1, 2, 3, 5, 21/16	Brisbane, 22 - 26 April 2013

RAPPORTEUR MEETING DOCUMENT

Source:	Meeting Organizer (<Name>)
Title:	Agenda for Joint Rapporteur's Meeting
Purpose:	Information

1   Opening

We would like to thank <host> for hosting the meeting and <venue> for providing the facilities.

2   Questions and Rapporteurs for this meeting

1/16   Multimedia systems, terminals and data conferencing (*Mr. Patrick Luthi, Cisco/Norway*)

2/16   Packet-based conversational multimedia systems and functions (*Mr Paul Jones, Cisco/USA*)

3/16   Multimedia gateway control architectures and protocols (*Mr Christian Groves, Huawei, Australia*)

5/16   Telepresence systems (*Mr Stephen Botzko, Polycom/USA*)

21/16   Multimedia framework, applications and services (*Mr Noah Luo, Huawei/China*)

3   Time schedule

Meetings will begin each morning at 09:00 and normally end at 17:30. The table below shows the proposed initial meeting schedule. Please note, however, that time slots may shift and changes to this schedule may be required depending on the work progress.

Please also note that in each room the sessions will run in a serial mode. That is, if one Question finishes early, then the next Question will start straight away.

(footer)

Contact:	Name/Organisation/Country	Tel: Fax: Email:

Room 1

Date	Day	1q (9:00-10:30)	2q (11:00-12:30)	3q (14:00-15:30)	4q (16:00-17:30)	5q [TBD]
22-Apr	Mon	All*	Q2	Q3	Q1	
23-Apr	Tue	Q21	Q3	Q3	Q5	
24-Apr	Wed	Q3	Q3	Q3/Q5	Q5	
25-Apr	Thu	Q2	Q21	Q3	Q5	
26-Apr	Fri	Q1&Q2	Q3	Q5	All**	

Room 2

On demand.

*   Document allocation and logistics. Note: Starting time of 9.00am

**   Review of meeting reports and output documents

/   Serial session

&   Joint Session

Note 1: In each room the sessions will run in a serial mode, i.e., if one Question finishes early, then the next Question will start straight away.

Note 2: No wide topics session has been scheduled as no topics have been identified.

4   Organization of day to day activities

a)   Document distribution during this meeting

    All documents are available electronically from

    http://ftp3.itu.int/av-arch/avc-site/2013-2016/1304_Bri/

    ftp://ftp3.itu.int/avc-site/2013-2016/1304_Bri/

    user: avguest, password: Avguest201007 (Note the use of upper- and lowercase letters.)

b)   Access to the Internet is via wireless LAN. For connection information, see your badges.

c)   Document Manager for this meeting: Mr Paul Jones <paulej@packetizer.com>.

    To request a TD number please use the "Request a TD Number" link at the following page:

    http://ftp3.itu.int/av-arch/avc-site/2013-2016/1304_Bri/1304_Bri.html

    Note: There is a link on this this to view current document requests.

d)   Morning and afternoon coffee breaks will be scheduled each day during the meeting period: 10:30 – 11:00, 15:30 – 16:00. Details of where the morning and afternoon coffee breaks are will be announced.

e)   Lunch will generally be taken between 12:30 and 14:00.

f)   Expression of interest in a dinner Tuesday evening

5   Documentation

a)   The list of documents for the meeting can be found at:

http://ftp3.itu.int/av-arch/avc-site/2013-2016/1304_Bri/1304_Bri.html

A revised TD-02 will be published at the end of the meeting listing all the documents.

b)   Consideration of late arrival documents

c)   Identification of relevant Questions(s)

d)   Highlights of each Question

6   Liaison statement ownership

AVD	Q (**owner**)	Title	Source	For
AVD-4329	21	LS from ITU-T SG 12 on new testing methodology for subjective assessment of Text-To-Speech	SG12	I
AVD-4330	21,(22)	Reply LS from ITU-T SG 12 on F.LIMSreqs (COM16-LS-294)	SG12	C
…				

Note: A – Action, C – Comment, I – Information

7   Other Topics (General nature, TSAG, etc.)

No topics of a general nature have been identified. No general topics session is scheduled.

8   Approval of Draft Recommendations

All the draft Recommendations of WP1/16 have been approved through the AAP procedures.

Rec. No.	Title	Approval Date
H.241 (2012) Amd.1	Extended video procedures and control signals for H.300-series terminals: Support for the Constrained High, Scalable Constrained Baseline, and Scalable Constrained High H.264 profiles	2012-06-29
H.248.84	Gateway control protocol: NAT traversal for peer-to-peer services	2012-07-22
H.460.26	Using H.225.0 call signalling connection as transport for media	2012-06-29
…		

9   Review of the achievements and identification of necessary actions

The results and achievements of Questions will be reviewed on 26 April 2013, and all Question reports will be published as one integrated report.

10   Future meetings

–   ITU-T SG16 – Geneva, 28 October - 08 November 2013

Appendix D

Example of list of participants

TD-nn

**TELECOMMUNICATION
STANDARDIZATION SECTOR**

STUDY GROUP 16

STUDY PERIOD 2013-2016

Original: English

| **Question(s):** | 1, 2, 3, 5, 21/16 | Brisbane, 22 - 26 April 2013 |

RAPPORTEUR MEETING DOCUMENT

Source:	Meeting Organizer (<Name>)
Title:	List of Participants
Purpose:	Information

List of Meeting Participants

	Family Name	**First Name**	**Company**	**Email Address**
1	<surname>	<First name>	<company>	<Email address>
2	…			

(footer)

Contact:	Name	Tel:
	Organisation	Fax:
	Country	Email:

Appendix E

Example of meeting report skeleton

AVD-nnnn

**TELECOMMUNICATION
STANDARDIZATION SECTOR**

STUDY GROUP 16

STUDY PERIOD 2013-2016

Original: English

Question(s):	1, 2, 3, 5, and 21/16	Brisbane, 22 - 26 April 2013

RAPPORTEUR MEETING DOCUMENT

Source:	Rapporteurs for Questions 1, 2, 3, 5, and 21/16
Title:	Report for Joint Rapporteur's Meeting
Purpose:	Report

AVD- and TD-numbered documents referred to are available at:

http://ftp3.itu.int/av-arch/avc-site/2013-2016/1304_Bri/

1.	*General*
2.	*Q1/16*
3.	*Q2/16*
4.	*Q3/16*
5.	*Q5/16*
6.	*Q21/16*

Annex A	*Participant List*
Annex B	*Documentation*
Annex C	*Liaisons*

_____

1 General

This joint Rapporteur Group meeting of Questions 1, 2, 3, 5, and 21/16 was held from 22-26 April 2013 in <Location> at the kind invitation of <Host>. There was a total of 21 participants present at the meeting. The Meeting Organizer for the joint Rapporteur Group meeting of Questions 1, 2, 3, 5, 21/16 was <Name> and the Document Manager was <Name>.

(footer)

Contact:	Name (Document manager for the meeting) Organization Country	Tel: +XXXXXX Fax: +XXXXXX Email: a@b.c

The Rapporteurs want to extend their thanks to <Name> from <Host> and the <Venue> for hosting the meeting and making the arrangements necessary for us to have a productive meeting.

The meeting participants reviewed a total of 109 input documents. This included 7 incoming liaison statements. There were 54 TDs. The objective of this meeting was to progress the ongoing work in each Question. The specific objectives for each Question are listed in the sub-sections designated for each Question.

There are three Annexes at the end of this report. Annex A contains the list of participants. Annex B lists the documentation for this meeting. Annex C lists the outgoing liaison statements generated at the meeting.

All AVD- and TD-numbered documents referred to in this report are available at the document repository referred to as the "AVC Site" at http://ftp3.itu.int/av-arch/avc-site/2013-2016/1304_Bri/1304_Bri.html.

1.1   Questions and Rapporteurs for this meeting

1/16   Multimedia systems, terminals and data conferencing (*Mr. Patrick Luthi, Cisco/Norway*)

2/16   Packet-based conversational multimedia systems and functions (*Mr Paul Jones, Cisco/USA*)

3/16   Multimedia gateway control architectures and protocols (*Mr Christian Groves, Huawei, Australia*)

5/16   Telepresence systems (*Mr Stephen Botzko, Polycom/USA*)

21/16   Multimedia framework, applications and services (*Mr Noah Luo, Huawei/China*)

1.2   Time Schedule

Meetings began each morning at 09:00 and normally ended at 17:30. The table below shows the meeting schedule.

Date	Day	1Q (9:00-10:30)	2Q (11:00-12:30)	3Q (14:00-15:30)	4Q (16:00-17:30)	5Q [TBD]
22-Apr	Mon	All*	Q2	Q3	Q1	
23-Apr	Tue	Q21	Q3	Q3	Q5	
24-Apr	Wed	Q3	Q3	Q3/Q5	Q5	
25-Apr	Thu	Q2	Q21	Q3	Q5	
26-Apr	Fri	Q1&Q2	Q3	Q5	All**	

*   Document allocation and logistics. Note: Starting time of 9.00am

**   Review of meeting reports and output documents

/   Serial session

&   Joint Session

Note 1: In each room the sessions will run in a serial mode, i.e., if one Question finishes early, then the next Question will start straight away.

Note 2: No wide topics session has been scheduled as no topics have been identified.

1.3   Documentation for the Meeting

This was an electronic meeting, with Internet access provided by the host. All documents for this meeting, were available here:

http://ftp3.itu.int/av-arch/avc-site/2013-2016/1304_Bri/

A list of all documents can be found in Annex B of this report.

Each Rapporteur presented items of highlight at this meeting to give the participants a quick overview.

1.4   Liaison statement ownership

AVD	Q (owner)	Title	Source	For
AVD-4329	21	LS from ITU-T SG 12 on new testing methodology for subjective assessment of Text-To-Speech	SG12	I
AVD-4330	21,(22)	Reply LS from ITU-T SG 12 on F.LIMSreqs (COM16-LS-294)	SG12	C
...				

NOTE - A – Action, C – Comment, I - Information

1.5   Topics of General Nature

No topics of a general nature were identified thus there were no general discussions.

1.6   Future meetings

Questions 1, 2, 3, 5, and 21/16 are planning to meet at the next Study Group 16 meeting 28 October - 08 November 2013 in Geneva, Switzerland.

2   Question 1/16 – Multimedia systems, terminals and data conferencing

(Insert Question 1/16 report here)

3   Question 2/16 – Packet-based conversational multimedia systems and functions

(Insert Question 2/16 report here)

4   Question 3/16 – Multimedia gateway control architectures and protocols

(Insert Question 3/16 report here)

5   Question 5/16 – Telepresence systems

(Insert Question 5/16 report here)

6   Question 21/16 – Multimedia framework, applications and services

(Insert Question 21/16 report here)

Annex A
Participant List

…

Annex B
Documentation

…

Annex C
Liaisons

…

Appendix F

Example of template for Rapporteur Group meeting contribution

RAPPORTEUR MEETING OF QUESTIONS 1, 2, 3, 5, AND 21/16

{TD|AVD}-XXXX

TELECOMMUNICATION STANDARDIZATION SECTOR

STUDY PERIOD 2013-2016

STUDY GROUP 16

Original: English

Question(s):	List of target Questions	Brisbane, 22 - 26 April 2013

RAPPORTEUR MEETING DOCUMENT

Source:	Company Name / Editor / Rapporteur
Title:	Title
Purpose:	Proposal / Discussion / Information / Report / etc

Summary

<Provide here a short summary (less than 150 words) on the purpose of the document and recommended actions, etc>

1   Introduction

<INSERT TEXT>

2   Discussion

<INSERT TEXT>

3   Conclusion

<INSERT TEXT>

Instructions:

Please modify the highlighted areas of this header, as appropriate, and remove this instruction block and all yellow highlighting.

Please apply the embedded styles provided in this template to your text, as appropriate (e.g. "**Heading 1**" for first-level headings, "**Figure_No & title**" for figure captions, etc).

(footer)

Contact:	Name Organization Country	Tel: +XXXXXX Fax: +XXXXXX Email: a@b.c
Contact:	*(this row than be deleted if unused, and other rows added if more contacts are needed)*	Tel: Fax: Email:

Appendix G

Example of Liaison Statement template for SG16 use

Question(s):	**#**	**Meeting, date:** Brisbane, 22 - 26 April 2013	
Study Group:	16	**Working Party:** 2	
Source:	**{Rapporteur Qxx/16}**		
Title:	**{LS	LS/r} on [subject of the communication] to [GROUP in short/abbreviated/ nickname form]**		

LIAISON STATEMENT

For action to:	**{ Full name of groups (if any)	- if none }**
For comment to:	**{ Full name of groups (if any)	- if none }**
For information to:	**{ Full name of groups (if any)	- if none }**
Approval:	**Rapporteur Group meeting of Question 1, 2, 3, 5, AND 21/16 (Brisbane, 22 - 26 April 2013)**
Deadline:	***if Action or Comment → put** date**; if info:** N/A*

Contact:	Name Organization Country	Tel: Fax: Email:
Contact:		Tel: Fax: Email:

Please don't change the structure of this table, just insert the necessary information.

<INSERT TEXT>

Attachments:

[if any]

(Full text available only in the electronic version)

Appendix H

Example of e-mail reminder for document deadline

```
To: sg16-avd@lists.packetizer.com
From: <Document Manager>
Subject: Contributions to the Brisbane meeting


Dear WP1/16 experts,

This is to remind you of the following dates:

/// Registration of the document: by 23:59 UTC, 22 March 2013  ///
/// Distribution of the document: by 23:59 UTC, 15 April 2013  ///

The current list of registered documents can be found here:
http://ftp3.itu.int/av-arch/avc-site/2013-2016/1304_Bri/1304_Bri.html

So far AVD-nnnn through AVD-nnnn have been registered.

You can download documents by ftp with the following URL:

ftp://ftp3.itu.int/avc-site/2013-2016/1304_Bri
User: avguest
Password: Avguest201007
```

Appendix I

Example of document registration request

```
To: <Expert>
From: <Document Manager>
Subject: Re: Request document number for Q3 meeting
Cc: sg16-avd@lists.packetizer.com

Dear Mr/Ms [Expert],

> I'd like to register a further contribution:

> Question(s): Q.3/16
> Source*:     < Source >
> Title:       < Title>

> Could you please assign a number?

AVD-nnnn has been allocated to this contribution. Thank you.

> I've also posted 5 contributions in the incoming directory:
> http://ftp3.itu.int/av-arch/avc-site/Incoming/

They have been moved to the meeting directory.

http://ftp3.itu.int/av-arch/avc-site/2013-2016/1304_Bri/
ftp://ftp3.itu.int/avc-site/2013-2016/1304_Bri
User: avguest
Password: Avguest201007

< Signature >
```

Appendix J

Example of reminder for document submission

```
To: sg16-avd@lists.packetizer.com
From: <Document Manager>
Subject: Reminder to Submit Documents for the Brisbane meeting

Dear all,

I have placed all the contributions received thus far in the Brisbane meeting
directory. Thank you very much for your cooperation to timely submission.

The list of documents has been updated:
http://ftp3.itu.int/av-arch/avc-site/2013-2016/1304_Bri/1304_Bri.html

You can download documents by ftp with the following URL:
    ftp://ftp3.itu.int/avc-site/2013-2016/1304_Bri
    User: avguest
    Password: Avguest201007

Documents not received by the document deadline will be considered late.
The deadline for the meeting is:

    /// Distribution of the document: by 23:59 UTC, 15 April 2013  ///

Consideration of contributions considered late is left to the meeting agreement,
but the submission is still encouraged.

< Signature >
```

Appendix K

Example document availability announcement

```
To: sg16-avd@lists.packetizer.com
From: <Document Manager>
Subject: Document List for the Brisbane meeting

Dear Experts,

All documents received for the meeting have been placed in the meeting
directory.

As a final reminder, the list of documents has been updated:
http://ftp3.itu.int/av-arch/avc-site/2013-2016/1304_Bri/1304_Bri.html

Also, the list of documents can be found in TD-02.

You can download documents by ftp with the following URL:
    ftp://ftp3.itu.int/avc-site/2013-2016/1304_Bri
    User: avguest
    Password: Avguest201007

I look forward to seeing you in Brisbane!

< Signature >
```

Appendix L

Example of information on availability of draft meeting reports

```
To: sg16-avd@lists.packetizer.com
From: < Document Manager >
Subject: Reports for the Brisbane meeting (22 - 26 April 2013)

Dear SG16 Experts,

The subject Rapporteur Group meeting has been successfully finished. Its reports
have been uploaded as follows:

http://ftp3.itu.int/av-arch/avc-site/2013-2016/1304_Bri/

ftp://ftp3.itu.int/avc-site/2013-2016/1304_Bri
User: avguest
Password: Avguest201007


Q.1 report ------ TD-08.zip
Q.2 report ------ TD-09.zip
Q.3 report ------ TD-10.zip
Q.5 report ------ TD-11.zip
Q.21 report ----- TD-12.zip
General topics -- TD-13.zip

< Signature >
```

Appendix M

Example of communication of OLS to the SG16 chair and secretariat, for dispatching

```
To: yushi.naito@ties.itu.int; simao.campos@itu.int
From: < Document Manager >
Subject: Outgoing liaison statements from the Research Triangle Park meeting
Cc: < Rapporteurs >

Dear Mr. Naito,
Dear Mr. Campos-Neto,

Could you please review the attached liaisons produced at the Brisbane meeting
(22 - 26 April 2013) and dispatch them to the destinations?

There are N liaison statements in the attached zip file.

< Signature >
```

Appendix N

Example of meeting invitation letters for visa application from hosts
[Meeting Host Letterhead]

[Meeting Host Name]

[Meeting Host Company]

[Meeting Host Address]

[Meeting Host Email]

[DATE]

Attention: [Delegate name]

[Delegation information required for Visa]

[Delegate to provide information]

Subject: Invitation to attend the [DATE] ITU SG16 Rapporteur Group meeting in [COUNTRY]

Dear [Delegates name]

I would like to invite you to an International Telecommunication Union (ITU-T) Study Group 16 "Multimedia terminals, systems and applications" Rapporteurs' meeting hosted at [VENUE] by [HOST COMPANY].

The meeting will be held between the [DATES] in [VENUE, COUNTRY].

The address of the venue is:
[VENUE DETAILS AND CONTACT INFORMATION]

Further information regarding attendance at the meeting can be found at:

[URL of the meeting invitation]

Please present this letter of invitation when lodging your visa application at the [COUNTRY] visa office overseas nearest to your current place of residence.

I look forward to your attendance at the meeting.

Yours sincerely,

[SIGNED]

[MEETING HOST NAME]

Appendix O
Spreadsheet to assist in the calculation of the various RGM deadlines

The following embedded Excel object can be edited to assist in the calculation of the various deadlines associated with the organization of a rapporteurs Group meeting. The only three cells that need changing are in yellow highlight, regarding start and end dates of meetings. (Double-click the table below to open the embedded Excel worksheet.) It is also available at: http://ftp3.itu.int/av-arch/ref/RGM/1311-SG16-Guidelines-Org-RGM-Att.1-Deadline-calculator-V1.0.xlsx (open download).

Meeting Schedule Checklist & Calculator				Version 1.0	08/Nov/2013
Rapporteur meeting Date	*Start date:* 17/Jun/2013		*End date:* 21/Jun/2013		
Start of next SG/WP meeting	28/Oct/2013				
			Role		
Task	**Deadline (before meeting)**	**Meeting Host**	**Meeting Organiser**	**Document Manager**	**Delegates**
Provide logistic information	> 9 weeks	15/Apr/2013			
Invitation	> 8 weeks		22/Apr/2013		
Reminder	> 5 weeks		13/May/2013		
Authorisation	> 4 weeks		20/May/2013		
Confirmation	> 3 weeks		27/May/2013		
Agenda	>1 week		10/Jun/2013		
Meeting			17/Jun/2013		
Reporting	Before next SG/WP meeting		07/Oct/2013		
Create directory/templates	(before invitation)			22/Apr/2013	
Send updated doc. List to Meeting Organiser	4 weeks			20/May/2013	
Document Reg reminder	Doc. Reg. - 1 week			27/May/2013	
Document Submission Reminder	Doc. Sub. - 1 week			31/May/2013	
Issue document list	1 week			10/Jun/2013	
Publish document list				21/Jun/2013	
Send liaison statements	< 7 days			28/Jun/2013	
Document Registration Deadline	14 days before				03/Jun/2013
Document Submission Deadline	10 days before				07/Jun/2013

_____