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| D:\usr\campos\TSB-Reference\Logos\ITU\sigleITU.gif | INTERNATIONAL TELECOMMUNICATION UNION  **INTERSECTOR RAPPORTEUR GROUP on Audiovisual Media Accessibility** | | | | IRG-AVA-yymm-0xx | |
| **IRG-AVA** | |
| **Original: English** | |
| **Question(s):** | | N/A | | Place, dd-dd mmm yyyy | | |
| **DOCUMENT** | | | | | | |
| **Source:** | | {Rapporteur | Chair} | | | | |
| **Title:** | | {LS/o | LS/r/o} on {subject of the communication} [to GROUP in short/abbreviated/nickname form] | | | | |
| **Purpose:** | | [Choose a purpose from the dropdown list] | | | | |
| **LIAISON STATEMENT** | | | | | | |
| **For action to:** | | | { Full name of groups (if any) | type "-" if none } | | | |
| **For comment to:** | | | { Full name of groups (if any) | type "-" if none } | | | |
| **For information to:** | | | { Full name of groups (if any) | type "-" if none } | | | |
| **Approval:** | | | **IRG-AVA meeting (Place, last day of meeting)** | | | |
| **Deadline:** | | | *if Action or Comment 🡪 put* date*; if info:* N/A | | | |
| **Contact:** | | Insert contact name Insert organization Insert country | | | | Tel: +xx Fax: +xx E-mail: a@b.com |
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| **Keywords:** | Insert keywords separated by semicolon (;) |
| **Abstract:** | Insert an abstract under 200 words that describes the content of the contribution in a form suitable for inclusion in the meeting report as a summary of the content of the document, including a clear description of any proposals it may contain. See also Rec.A.2, clause I.1.12 for guidance. |

[[Your text starts here.

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ITU IRG-AVA thanks { name of group/s} for their LS on [subject of their LS] (our IRG-AVA-DOC#, your [original LS reference number]). etc…

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