



Radiocommunication Bureau

(Direct Fax N°. +41 22 730 57 85)

Circular Letter
6/LCCE/38

19 December 2003

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

- Subject:** Meetings of Working Parties 6A, 6E, 6M, 6P, 6Q, 6R, 6S and Task Group 6/9 in conjunction with a meeting of Radiocommunication Study Group 6
- WP 6A: Programme assembling and formatting
 - WP 6E: Terrestrial delivery
 - WP 6M: Interactive and multimedia broadcasting
 - WP 6P: Content production/postproduction
 - WP 6Q: Performance assessment and quality control
 - WP 6R: Recording for production, archival and play-out; film for television
 - WP 6S: Satellite delivery
 - TG 6/9: Large screen digital imagery
 - SG 6: Broadcasting services

Introduction

By means of this Circular Letter, we wish to announce that a meeting of ITU-R Working Parties 6A, 6E, 6M, 6P, 6Q, 6R, 6S and Task Group 6/9 in conjunction with Study Group 6 will take place in the ITU Headquarters in Geneva from 21 April to 7 May 2004, (see the table below).

Working Party 6A	22-28 April 2004	opening at 9:30 hours
Working Party 6E	29 April-5 May 2004	opening at 9:30 hours
Working Party 6M	26-30 April 2004	opening at 9:30 hours
Working Party 6P	27 April-3 May 2004	opening at 9:30 hours
Working Party 6Q	3-5 May 2004	opening at 9:30 hours
Working Party 6R	3-5 May 2004	opening at 10:45 hours
Working Party 6S	21-30 April 2004	opening at 9:30 hours
Task Group 6/9	26-30 April 2004	opening at 14:00 hours
Study Group 6	6-7 May 2004	opening at 9:30 hours

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

Programme of the meetings

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

Contributions

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

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

Participants are encouraged to submit contributions by electronic mail to:

catherine.laurent@itu.int

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

Visa requirements

We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Switzerland. The visa must be requested and obtained from the office (embassy or consulate) representing Switzerland in your country or, if there is no such office in your country, from the one that is closest to the country of departure. If problems are encountered, the Union can, at the official request of the administration or company you represent, approach the competent Swiss authorities in order to facilitate delivery of the visa. Any such request must specify the name and functions of the individual(s) for whom the visa(s) is/are requested and be accompanied by a copy of the approved registration form approved for the ITU conference or meeting in question.

Participation

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

V. Timofeev
Director, Radiocommunication Bureau

Annexes: 2

Distribution:

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

ANNEX 1

(English only)

Draft agenda for the second meeting of Working Party 6A

(Geneva, 22-28 April 2004)

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

J. JOHANN
Chairman, Working Party 6A

Draft agenda for the second meeting of Working Party 6E

(Geneva, 29 April – 5 May 2004)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Reports of the meetings of Study Group 6 and its Steering Committee
- 4** Status and review of Questions, Recommendations, Opinions, Resolutions and Decisions
- 5** Update of status of Recommendations adopted at September 2003 Study Group 6 meeting
- 6** Reports of Rapporteurs
- 7** Introduction and attribution of input documents
- 8** Establishment of Drafting Groups
- 9** Consideration of output documents
- 10** Liaison with other Working Parties, etc.
- 11** Documents to be prepared for submission to the next meeting of Study Group 6
- 12** Program of future work
- 13** Future meetings
- 14** Other business

L. OLSON
Chairman, Working Party 6E

Draft agenda for the second meeting of Working Party 6M

(Geneva, 26-30 April 2004)

- 1** Introduction
- 2** Approval of the agenda
- 3** Report of the last meeting
- 4** Matters arising
- 5** Presentation of contributions
- 6** Appointment of Drafting Groups
- 7** Reports from Rapporteurs
 - Rights Management in a Digital Broadcast Environment
 - Harmonization of procedural content formats for interactive TV applications.
 - Protection of Personal Privacy of users of Interactive Broadcast services.
 - Delivery of Interactive Multimedia services in a mobile environment.
 - Spectrum for Interactive Services
 - Diagrammatic representation
- 8** Approval of output documents
- 9** Any other business
- 10** Date of next meeting

B. ALDOUS
Chairman, Working Party 6M

Draft agenda for the second meeting of Working Party 6P

(Geneva, 27 April – 3 May 2004)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Administrative matters
- 4** Reports of the meetings of:
 - 4.1** Study Group 6
 - 4.2** Study Group 6 Steering Committee
- 5** Update of status of Questions and Recommendations adopted at September 2003 Study Group 6 meeting
- 6** Status and review of Questions, Recommendations, Opinions, Resolutions and Decisions
 - 6.1** Editorial review and update of old Recommendations, formation of Drafting Group(s)
- 7** Reports of the Rapporteur Groups and Rapporteurs, introduction of corresponding input documents, formation of necessary Drafting Groups:
 - 7.1** WP 6P RG-1 – Compatible high-definition/standard-definition reference test signals (Mr. Fibush)
 - 7.2** WP 6P RG – Terrestrial Electronic News Gathering (Mr. Bunch)
 - 7.3** WP 6P RG-3 – Adaptive Image Quality Control (Pr. Gofaisen)
 - 7.4** WP 6P RG-4 – Extremely High Resolution Imaging (Mr. Tatsuzawa)
 - 7.5** WP 6P Rapporteur on Level Metering (Mr. Todd)
 - 7.6** Joint Rapporteur Group Metadata (Mr. Dare)
 - 7.7** Rapporteur TG 6/9 Liaison (Mr. Dare)
- 8** Organization of other work, formation of additional Drafting Groups:
 - 8.1** Video
 - 8.1.1** Adaptive systems and colorimetry (Pr. Gofaisen)
 - 8.1.2** Revision of Recommendation ITU-R BT.470-6 (Mr. Dare, Pr. Gofaisen)
 - 8.1.3** Prospects for future draft Recommendations
 - 8.2** Audio
 - 8.2.1** Round-trip delay tolerances
 - 8.2.2** Audio video lip sync tolerances
 - 8.2.3** A/V reference signals for automatic adjustment of sound/vision delay
 - 8.2.4** Surround sound production and monitoring
 - 8.2.5** Prospects for future draft Recommendations

- 9** Introduction and attribution of other input documents and establishment of any other Drafting Groups
- 10** Consideration of output documents and documents to be submitted to Study Group 6
- 11** Liaison with other Working Parties, organisations, etc.
- 12** Program of future work
- 13** Future meetings
- 14** Other business

S. LIENG
Chairman, Working Party 6P

Draft agenda for the second meeting of Working Party 6Q

(Geneva, 3-5 May 2004)

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

V. A. BARONCINI
Chairman, Working Party 6Q

Draft agenda for the second meeting of Working Party 6R

(Geneva, 3-5 May 2004)

- 1** Opening of the meeting
- 2** Approval of the draft agenda
- 3** Organisational matters
- 4** Status of texts of Study Group 6 and its dependent bodies
- 5** Summary Reports of the Working Party 6R Rapporteurs
- 6** Organisation of the work of Working Party 6R
 - Extension of Rec. ITU-R BR.602 – Exchange of television recordings for programme evaluation
 - Revision of Rec. ITU-R BR.649-1 – Measuring methods for analogue audio tape recordings
 - Revision of Rec. ITU-R BR.780-1 – Time and control code
 - Revision of Rec. ITU-R BR.1215 – Handling and storage of television and sound recordings
 - Revision of Rec. ITU-R BR.1219 – Handling and storage of cinematographic film recordings
 - Revision of Rec. ITU-R BR.1351 – Requirements for the application of digital technology to audio
 - Draft new Rec. ITU-R BR.XX – Recording of 5.1 – Channel audio programmes on video tape
 - Others
- 7** Establishment of Drafting Groups
- 8** Allocation of contributions to the Working Party 6R Plenary and to Drafting Groups
- 9** Discussion of output documents drafted in Working Party 6R
- 10** Discussion of output documents drafted in Drafting Groups
- 11** Program of future work of Working Party 6R
- 12** Appointment or reappointment of Working Party 6R Rapporteurs
- 13** Future meetings
- 14** Any other business
- 15** Closure of the meeting

P. ZACCARIAN
Chairman, Working Party 6R

Draft agenda for the first meeting of Working Party 6S

(Geneva, 21-30 April 2004)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Update on meetings of SG 6 and on relevant ITU activities
- 4** Status of Questions, Recommendations and Reports since the last meeting of WP 6S
- 5** Consideration of the reports of the Special Rapporteur Groups;
 - SRG-5 BSS Interactive Services (Mr. S. Hirakawa)
 - SRG-9 HDTV BSS at 17 and 21 GHz (Mr. H. Nakagawa)
 - SRG-13 on digital multiprogramme BSS systems at 12 GHz (Mr. D. Pattillo)
- 6** Results of RA-03, WRC-03, CPM-061
- 7** WRC-07 preparatory studies allocated to WP 6S per Administrative Circular CA/128
- 8** Completion of work on preliminary draft Recommendations and draft Reports from the last meeting
- 9** Consideration of contributions for the meeting and organization of work
- 10** Any other business
- 11** Next meeting

C. DOSCH

Vice-Chairman, Study Group 6

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

(Geneva, 26-30 April 2004)

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

J. FLAHERTY
Chairman, Task Group 6/9

ANNEX 2

Registration Form ITU-R Meetings Geneva, Switzerland, 14 April – 7 May 2004



Radiocommunication Bureau

I wish to participate in

WP 4A 14-23/04	TG 1/9 19-23/04	WP 6S 21-30/04	WP 4B 22-29/04	WP 6A 22-28/04	WP 6M 26-30/04
TG 6/9 26-30/04	WP 6P 27/04-03/05	WP 6E 29/04-05/05	WP 6Q 03-05/05	WP 6R 03-05/05	SG 6 06-07/05

Mr. Mrs. Ms. Miss:
(family name) (first name)

Accompanied by family member:
(family name) (first name)

1. REPRESENTATION

Name of Member State:

Head of Delegation Deputy Delegate

(to be completed by representatives of Member States only)

Name of Sector Member:

- Recognized Operating Agencies
- Scientific or Industrial Organizations
- UN, Specialized Agencies and the IAEA
- Regional and other International Organizations
- Regional Telecommunication Organizations
- Intergovernmental Organizations operating Satellite Systems
- Other Entities dealing with Telecommunication matters
- Associates

2. OFFICIAL ADDRESS

Name of the Company:

Street address:

City/State/Code/Country:

Business tel.: Fax:

E-mail: In case of emergency:

3. DOCUMENTS English French Spanish

Date: Signature:

For BR Secretariat use only

Approved (if applicable)

Personal Section

Meeting Section

Pigeonhole

To be returned duly completed to the Radiocommunication Bureau

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