



## *Radiocommunication Bureau*

*(Direct Fax N°. +41 22 730 57 85)*

Circular Letter  
6/LCCE/57

12 December 2006

**To Administrations of Member States of the ITU and Radiocommunication Sector Members  
participating in the work of Radiocommunication Working Parties 6A, 6E,  
6J, 6M, 6Q and 6S of Study Group 6**

**Subject: Meetings of Working Parties 6A, 6E, 6J, 6M, 6Q and 6S in conjunction with a  
meeting of Radiocommunication Study Group 6**

WP 6A: Programme assembling and formatting  
WP 6E: Terrestrial delivery  
WP 6J: Programme production, archiving and international exchange  
WP 6M: Interactive and multimedia broadcasting  
WP 6Q: Performance assessment and quality control  
WP 6S: Satellite delivery  
SG 6: Broadcasting services

### **Introduction**

By means of this Circular Letter, we wish to announce that meetings of ITU-R Working Parties 6A, 6E, 6J, 6M, 6Q and 6S in conjunction with Study Group 6 will take place in the ITU Headquarters in Geneva from 23 April to 8 May 2007, (see the table below).

| Groups           | Meeting dates         | Deadline for contributions<br>16:00 hours UTC | Opening session         |
|------------------|-----------------------|-----------------------------------------------|-------------------------|
| Working Party 6A | 23-27 April 2007      | Monday, 16 April 2007                         | 23 April at 14:00 hours |
| Working Party 6E | 30 April - 4 May 2007 | Monday, 23 April 2007                         | 30 April at 09:30 hours |
| Working Party 6J | 30 April - 4 May 2007 | Monday, 23 April 2007                         | 30 April at 14:00 hours |
| Working Party 6M | 23-27 April 2007      | Monday, 16 April 2007                         | 23 April at 09:30 hours |
| Working Party 6Q | 2-4 May 2007          | Wednesday, 25 April 2007                      | 2 May at 09:30 hours    |
| Working Party 6S | 26 April - 3 May 2007 | Thursday, 19 April 2007                       | 26 April at 09:30 hours |
| Study Group 6    | 7-8 May 2007          | Monday, 30 April 2007                         | 7 May at 09:30 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, **in the Montbrillant building only (all delegates should enter the building exclusively through this entrance)** 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/pub/R-QUE-SG06/en>. The Working Parties will conduct their work in English.

It should be noted that, in accordance with § 2.25 of Resolution ITU-R 1-4, it is possible for draft Recommendations prepared during the Working Party meetings to be submitted directly to the Study Group meeting to be held immediately thereafter (7-8 May 2007).

### 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/index.asp?category=study-groups&link=rsg6&lang=en>

(see “contributions” of each relevant Working Party) and a limited number of paper copies will be available at the meetings. The deadline for submission of documents to these meetings is shown in the table above. Documents received after the deadline will be forwarded to the next meeting of the Working Party.

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 to the Chairman and Vice-Chairmen of Study Group 6. The pertinent addresses can be found on:

<http://www.itu.int/ITU-R/index.asp?category=study-groups&link=rsg&lang=en>.

Participants are encouraged to submit contributions by electronic mail to:

[rsg6@itu.int](mailto:rsg6@itu.int)

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.

Visa requests should be made via an official covering letter from the administration or company you represent. This letter must specify your name and function, date of birth, passport number as well as the date of issuance and expiration. The letter must be accompanied by a photocopy of your passport and completed registration form and must be sent by fax to the ITU-R Document and Meetings Unit, Office V.434, Attention: Mrs. L. Kocher. The fax number is +41 22 730 6600. Please note that the Union needs at least one week to process all papers required for the delivery of a visa.

## **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). For hotel accommodation see <http://www.itu.int/travel/>

Valery 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, 6J, 6M, 6Q, 6S 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

### **Draft agenda for the eighth meeting of Working Party 6A**

(Geneva, 23-27 April 2007)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Progress of the work
  - 3.1** Reports of the Rapporteurs
    - Specification and usage of metadata information within SG 6
    - File formats for the exchange of metadata, audio, video, data essence and ancillary data for production and post-production in broadcasting
- 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 ninth meeting of Working Party 6E**

(Geneva, 30 April - 4 May 2007)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the meeting of Study Group 6
- 4** Status and review of Questions, Recommendations, Opinions, Resolutions and Decisions
- 5** Update of status of Recommendations adopted at September 2006 Study Group 6 meeting
- 6** Reports of Rapporteurs
- 7** Introduction and attribution of input documents
- 8** Establishment of Sub-Working 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 third meeting of Working Party 6J**

(Geneva, 30 April - 4 May 2007)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Administrative matters
- 4** Reports of the meetings of Study Group 6
- 5** Update of status of Questions and Recommendations, Opinions, Resolutions and Decisions
- 6** Questions that received no contributions over the current and previous Study Period
- 7** Review and update of old Recommendations issued before the year 2000
- 8** Formation of Drafting Group(s) as necessary
- 9** Reports of the Rapporteur Groups and Rapporteurs, introduction of corresponding input documents, formation of necessary Drafting Groups
- 10** Introduction and attribution of other input documents and establishment of any other Drafting Groups
- 11** Consideration of output documents and documents to be submitted to Study Group 6
- 12** Liaison with other Working Parties, Organisations, etc.
- 13** Program of future work
- 14** Future meetings
- 15** Other business
- 16** Closure of the meeting

S. LIENG, P. ZACCARIAN, V. STEPANIAN  
Co-Chairmen, Working Party 6J

## **Draft agenda for the eight meeting of Working Party 6M**

(Geneva, 23-27 April 2007)

- 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
  - Protection of privacy of end users in interactive broadcast systems
  - Systems for broadcasting of multimedia and data applications for mobile reception
  - Implementation of the terrestrial return channel for interactive services -  
Deployment scenarios and planning considerations
  - 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 eight meeting of Working Party 6Q**

(Geneva, 2-4 May 2007)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Review of the Chairman's Report of the seventh 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 fifth 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 seventh meeting of Working Party 6S**

(Geneva, 26 April - 3 May 2007)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Review of the Chairman Report of the 6th meeting of WP 6S
- 4** Update on meetings of SG 6 and on relevant ITU activities
- 5** Status of Questions, Recommendations and Reports since the last meeting of WP 6S
- 6** Consideration of the Reports of the Rapporteurs on:
  - “BSS means for public warning and disaster relief” (Mr. B. Weinauge)
  - “Contribution to the CCV on terminology” (Mr. B. Soury-Lavergne)
- 7** Consideration of contributions for the meeting and organization of work
- 8** Completion of work on preliminary draft Recommendations and draft Reports from the last meeting and initiation of work towards new Recommendations and Reports (incl. Handbook)
- 9** Continuation of work for the CCV
- 10** Completion of work for WP 6S' contribution to the metadata repository and according metadata element
- 11** Review of output documents incl. Liaison statements
- 12** Plan for future work
- 13** Any other business
- 14** Next meeting

C. DOSCH  
Chairman, Working Party 6S

## ANNEX 2



# Registration Form ITU-R Meetings Geneva, Switzerland, 16 April – 26 June 2007

**Radiocommunication Bureau**

I wish to participate in

|                         |                         |                         |                         |                         |                         |                          |                        |                          |
|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|--------------------------|------------------------|--------------------------|
| <b>WP 3J</b><br>16-25/4 | <b>WP 3M</b><br>16-25/4 | <b>WP 3K</b><br>17-25/4 | <b>WP 3L</b><br>23-25/4 | <b>WP 6A</b><br>23-27/4 | <b>WP 6M</b><br>23-27/4 | <b>WP 6S</b><br>26/4-3/5 | <b>SG 3</b><br>26-27/4 | <b>WP 6E</b><br>30/4-4/5 |
|                         |                         |                         |                         |                         |                         |                          |                        |                          |

|                          |                       |                      |                        |                        |                         |                         |                        |                           |
|--------------------------|-----------------------|----------------------|------------------------|------------------------|-------------------------|-------------------------|------------------------|---------------------------|
| <b>WP 6J</b><br>30/4-4/5 | <b>WP 6Q</b><br>2-4/5 | <b>SG 6</b><br>7-8/5 | <b>WP 9B</b><br>8-16/5 | <b>WP 9D</b><br>8-16/5 | <b>WP 9A</b><br>10-14/5 | <b>WP 9C</b><br>14-16/5 | <b>SG 9</b><br>17-18/5 | <b>WP 4-9S</b><br>21-25/5 |
|                          |                       |                      |                        |                        |                         |                         |                        |                           |

|                          |                       |                         |                         |                         |                        |                         |                         |                         |                        |
|--------------------------|-----------------------|-------------------------|-------------------------|-------------------------|------------------------|-------------------------|-------------------------|-------------------------|------------------------|
| <b>WP 4A</b><br>23/5-1/6 | <b>WP 4B</b><br>4-8/6 | <b>WP 1A</b><br>11-15/6 | <b>WP 1B</b><br>11-15/6 | <b>WP 1C</b><br>11-15/6 | <b>SG 1</b><br>18-19/6 | <b>WP 8A</b><br>12-20/6 | <b>WP 8B</b><br>13-21/6 | <b>WP 8D</b><br>14-22/6 | <b>SG 8</b><br>25-26/6 |
|                          |                       |                         |                         |                         |                        |                         |                         |                         |                        |

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

Accompanied by family member(s): .....  
(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

☐

Regional Telecommunication Organizations

☐

Scientific or Industrial Organizations

☐

Intergovernmental Organizations operating Satellite Systems

☐

UN, Specialized Agencies and the IAEA

☐

Other Entities dealing with Telecommunication matters

☐

Regional and other International Organizations

☐

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

I wish to receive paper copies during the meeting:

☐

Yes

☐

No

If yes, indicate one language only:

☐

English

☐

French

☐

Spanish

☐

Arabic

☐

Chinese

☐

Russian

*Upon request, contributions are available at the Document Distribution Desk*

Date ..... Signature: .....  
:

#### For BR Secretariat use only

Approved (if applicable)

Personal Section

Meeting Section

Pigeonhole

To be returned duly completed to the Radiocommunication Bureau

Place des Nations  
CH-1211 Geneva 20  
Switzerland

Telephone: +41 22 730 5802  
Telefax: +41 22 730 6600  
Email: linda.kocher@itu.int

