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| **Telecommunication StandardizationBureau** |  |
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 Geneva, 25 August 2010

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| Ref: | **TSB Collective letter 5/9** |  |
| Tel:Fax:E-mail: | +41 22 730 6071+41 22 730 5853tsbsg9@itu.int | To Administrations of Member States of the Union, to ITU-T Sector Members and to ITU-T Associates participating in the work of Study Group 9 |

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| Subject: | **Meeting of Working Parties 1/9 and 2/9Lawrenceville, Georgia, (USA), 19 November 2010** |

Dear Sir/Madam,

1. In accordance with the decision taken at the last meeting of Study Group 9 (19-23 July 2010), I should like to inform you that Working Party 1/9 (*Video transport and quality*) and Working Party 2/9 (*Terminals and applications*) are to meet in Lawrenceville, Georgia, United States of America, on 19 November 2010, at the kind invitation of Cisco Systems, Inc., USA.

The meeting will open at 9:00 hours a.m. Participant registration will begin at 8:30 hours a.m.

Detailed information concerning the precise venue of the meeting along with the list of hotels and practical information will be provided in an Addendum to this Collective letter as soon as practicable.

2. The discussions will be held in English only.

3. The meeting will be paperless.

4. The draft agenda for the Plenary sessions of Working Parties 1/9 and 2/9, as prepared by the Chairmen, Mr Satoshi Miyaji and Mr Dong Wang respectively, is set out in **Annex 1** hereto.

5. The draft work programme for the meetings of the Joint Rapporteur Group and of Working Parties 1/9 and 2/9, as prepared by the Chairmen of WP1/9, Mr Satoshi Miyaji and WP 2/9, Mr Dong Wang, is set out in **Annex 2** hereto.

6. The main objective of the meeting of Working Parties 1/9 and 2/9 is to consider initiating the approval process for the draft Recommendations as appropriate, depending on results of the preceding Joint Rapporteur Group meetings.

7. Please note that, following a discussion at the TSAG meeting, 8-11 February 2010, and in agreement with the ITU-T Study Group Chairmen, contributions should now be received, on a trial basis, by TSB at least **12 (twelve)** calendar days before the date set for the opening of the meeting. Such contributions will be published on the Study Group 9 website and must therefore be received by TSB **not later than 6 November 2010**. Contributions received at least two months before the start of the meeting may be translated, if required, according to the provisions in force.

Participants are encouraged to submit contributions using the web-based submission form available on Study Group 9 homepage, or by electronic mail to the following address: tsbsg9@itu.int. Detailed instructions can be found on the ITU-T website.

We would strongly encourage you to use the set of templates that has been created to harmonize the appearance of ITU-T documents while making their production easier and hence more efficient. The templates are accessible from each ITU-T study group web page, under “Delegate resources” (<http://www.itu.int/ITU-T/studygroups/templates/index.html>).

With a view to settling any questions that might arise concerning contributions, the name, fax, telephone number and e-mail address of the person to be contacted should be indicated on contributions. Accordingly, please include those details on the cover page of all documents.

Contributions for the Joint Rapporteur Group meetings preceding the meeting of Working party 1/ 9 and Working Party 2/9 are to be placed on the informal ITU-T websites:

● Q2/9 contribution site: <http://ifa.itu.int/t/2009/sg9/exchange/q2/>

● Q12/9 contribution site: <http://ifa.itu.int/t/2009/sg9/exchange/q12/>

● Q3/9 contribution site: <http://ifa.itu.int/t/2009/sg9/exchange/q3/>

● Q4/9 contribution site: <http://ifa.itu.int/t/2009/sg9/exchange/q4/>

● Q5/9 contribution site: <http://ifa.itu.int/t/2009/sg9/exchange/q5/>

● Q7/9 contribution site: <http://ifa.itu.int/t/2009/sg9/exchange/q7/>

● Q8/9 contribution site: <http://ifa.itu.int/t/2009/sg9/exchange/q8/>

● Q10/9 contribution site: <http://ifa.itu.int/t/2009/sg9/exchange/q10/>

8. In order to enable TSB to make the necessary arrangements concerning the documentation for, and organization of, the meetings, I should be grateful if you would send me, by letter, fax (+41 22 730 5853) or e-mail (tsbreg@itu.int), as soon as possible but **not later than 19 October 2010**, the list of the persons who will be representing your Administration, Sector Member, Associate, regional and/or international organization or other entity. Administrations are requested also to indicate the name of their head of delegation (and deputy head, if applicable).

9. **Please note that registration of participants to ITU-T meetings is carried out *online* at the ITU-T website (**[**http://www.itu.int/ITU-T/studygroups/com09/index.asp**](http://www.itu.int/ITU-T/studygroups/com09/index.asp)**).**

10. We would like to remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in the United States of America. **The visa must be requested at least four (4) weeks before the date of beginning of the meeting** and obtained from the office (embassy or consulate) representing the USA in your country or, if there is no such office in your country, from the one that is closest to the country of departure.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

**Annexes: 2**

 **ANNEX 1** (to TSB Collective letter 5/9)

# Draft Agenda for the Plenary session of Working Party 1/9 and Working Party 2/9

**(Lawrenceville, Georgia, USA, 19 November 2010)**

1. Welcome and approval of agenda

2. Approval of Rapporteur Group meetings Report

3. Intellectual Property Rights inquiry

4. “Consent” on draft Recommendations proposed for approval in accordance with
Recommendation A.8

5. Approval of outgoing Liaison Statements

6. Future Work Programme

7. Future Interim activities

8. Others

9. Closing

**ANNEX 2**(to TSB Collective letter 5/9)

**Draft work programme for the meetings of Joint Rapporteurs, Working Party 1/9 and Working Party 2/9**

**(Lawrenceville, Georgia, USA, 15-19 November 2010)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 15 NovemberMonday | 16 NovemberTuesday | 17 NovemberWednesday | 18 NovemberThursday | 19 NovemberFriday |
|  | A.M. | P.M. | A.M. | P.M. | A.M. | P.M. | A.M. | P.M. | A.M. | P.M. |
| WP 1  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X |  |
| WP 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X |
| Q.2 |  |  | X | X |  |  |  |  | X | X |  |  | X | X |  |  |  |  |
| Q.12 |  |  | X | X |  |  |  |  | X | X |  |  | X | X |  |  |  |  |
| Joint Q.2 & Q12 | X | X |  |  | X | X |  |  |  |  | X | X |  |  | X |  |  |  |
| Q.3 |  |  | X | X |  |  | X | X |  |  | X | X | X | X |  |  |  |  |
| Q 4 |  |  | X | X |  |  |  |  |  |  |  |  | X | X |  |  |  |  |
| Qs 4, 5, 7, 8, & 10 | X | X |  |  | X | X |  |  |  |  | X | X |  |  | X |  |  |  |
| SG 9 management team |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X |  |  |

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