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| ITU logo | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 20 October 2017 |
| Ref: | **TSB Collective letter 2/9** | - To Administrations of Member States of the Union; - To ITU T Sector Members;- To ITU T SG 9 Associates; SG9- To ITU Academia |
| Tel: | +41 22 730 5858 |
| Fax: | +41 22 730 5853 |
| Email: | tsbsg9@itu.int  |
| Web: | <http://itu.int/go/tsg09> |
| Subject: | **Meeting of Study Group 9; Geneva, 22-30 January 2018** |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of Study Group 9 (*Broadband cable and TV*), which will be held at ITU headquarters, Geneva, from 22 to 30 January 2018, inclusive.

Join SG9 to influence the international standardization work shaping the future of broadband and TV over cable. The upcoming meeting of SG9 features a co-located ITU workshop on the “[Future of Cable TV](http://itu.int/go/SG9-FCTV)”, to be held from 25 to 26 January 2017. The workshop is being organized within the context of the European Regional Initiative on “Broadband Infrastructure, Broadcasting and Spectrum Management” to assist European countries in the application of diverse broadband technologies, including cable TV. The workshop also provides an opportunity to discuss regional and international standardization activities supporting cable TV, as well as to share best practices and case studies on the commercial rollout of cable TV services. A detailed programme of the workshop will be made available from the SG9 webpage (<http://itu.int/ITU-T/go/sg9>).

Also, a meeting of the Intersector Rapporteur Group on Integrated Broadcast-Broadband (IRG-IBB) will be organized in Geneva on 26 January 2018. The meeting will make use of remote participation capabilities. More information will be made available in the IRG-IBB website: <https://itu.int/en/irg/ibb>.

The SG9 meeting will open at 0930 hours on the first day, and participant registration will begin at 0830 hours at the [Montbrillant building entrance](https://www.itu.int/en/about/Documents/itu-plan.pdf). Daily meeting-room allocations will be displayed on screens throughout ITU headquarters, and online [here](http://handle.itu.int/11.1002/apps/meeting-rooms).

A Bridging the Standardization Gap (BSG) hands-on training session, for delegates from developing countries, is planned during the SG9 meeting. The exact date will be confirmed in the SG9 meeting plan.

**Key deadlines**:

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| 22-11-2017 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 11-12-2017 | - Submit fellowship requests (application form and guidelines can be found [here](http://www.itu.int/en/ITU-T/studygroups/2017-2020/09/Documents/SG9_Fellowships.docx))- Submit interpretation requests (via online pre-registration form) |
| 22-12-2017 | - Pre-registration ([online](http://itu.int/reg/tmisc/3001024) or via the <http://itu.int/ITU-T/go/sg9>)- Submit requests for visa support letters (a request template can be found [here](http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf)) |
| 09-01-2018 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/)  |

Practical meeting information is set out in **Annex A**. The draft **Agenda** of the meeting and the draft **Timetable**, prepared in agreement with the Chairman of Study Group 9 (Mr Satoshi Miyaji, KKDI, Japan) and its management team, are set out in **Annexes B** and **C**,respectively.

I wish you a productive and enjoyable meeting.

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| Yours faithfully,*(signed)*Chaesub LeeDirector of the TelecommunicationStandardization Bureau | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg9ITU-T SG9 |
| Latest meeting information |

**Annexes**: 3

**Annex A**

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS:** The meeting will be run paperless. Member Contributions should be submitted using [Direct Document Posting](http://itu.int/net/ITU-T/ddp/); draft TDs should be submitted by e-mail to the study group secretariat using the [appropriate template](https://www.itu.int/en/ITU-T/studygroups/Pages/templates.aspx). Access to meeting documents is provided from the study group homepage, and is restricted to ITU-T Members/[TIES account holders](http://www.itu.int/TIES/).

**INTEPRETATION**: Due to budget restrictions,interpretationwill be available for the closing plenary of the meeting if requested by Member States. Requests should be made by checking the corresponding box on the registration form, or by sending a written request to TSB, **at least six weeks before the first day of the meeting**.

**WIRELESS LAN** facilities are available to delegates in all ITU meeting rooms (SSID: “ITUwifi”, Key: itu@GVA1211). Detailed information is available on‑site and on the ITU‑T website (<http://itu.int/ITU-T/edh/faqs-support.html>).

**E-LOCKERS** are available for the duration of the meeting using delegates’ ITU-T RFID identity badges. The e‑lockers are located immediately after the registration area on the ground floor of the [Montbrillant building](https://www.itu.int/en/about/Documents/itu-plan.pdf).

**PRINTERS** are available in the delegates’ lounges and near all [major meeting rooms](https://www.itu.int/en/about/Documents/itu-plan.pdf). To avoid the need to install drivers on delegates’ computer, documents may be “e‑printed” by e-mailing them to the desired printer.
Details at: <http://itu.int/go/e-print>.

**LOAN LAPTOPS** for delegates are available from the ITU Service Desk (servicedesk@itu.int) on a first-come, first‑served basis.

**PRE-REGISTRATION, NEW DELEGATES AND FELLOWSHIPS**

**PRE-REGISTRATION:** Pre-registration is to be done online via the study group home page **at least one month before the start of the meeting**. Additionally, and within the same deadline, focal points are requested to send by e-mail (tsbreg@itu.int), letter or fax, the list of people who are authorized to represent their organization, indicating the names of the head and deputy head of delegation. The membership is invited to include women on their delegations whenever possible.

**NEW DELEGATES** are invited to attend a mentoring programme, including a welcome briefing upon arrival, a guided tour of ITU headquarters, and an orientation session on the work of ITU‑T. If you would like to participate, please contact ITU-Tmembership@itu.int. A quick-start guide for newcomers is available [here](https://www.itu.int/en/ITU-T/info/Documents/ITU-T-Newcomer-Guide.pdf).

**FELLOWSHIPS:** Two partial fellowships per administration may be awarded, subject to available funding, to facilitate participation from [Least Developed or Low Income Countries](http://www.itu.int/en/ITU-T/info/Documents/list-ldc-lic.pdf). Requests must be received **at least six weeks before the beginning of the meeting**. Pre-registration for the meeting is mandatory.

**VISITING GENEVA: HOTELS, PUBLIC TRANSPORT AND VISAS**

**VISITORS TO GENEVA**: Practical information for delegates attending ITU meetings in Geneva can be found at: <http://itu.int/en/delegates-corner>.

**HOTEL DISCOUNTS**: A number of Geneva hotels offer preferential rates for delegates attending ITU meetings, and provide a card giving free access to Geneva’s public transport system. A list of participating hotels, and guidance on how to claim discounts, can be found at: <http://itu.int/travel/>.

**VISA SUPPORT**: If required, visas must be requested **at least one month before the date of arrival in Switzerland** from the 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 entity you represent, approach the competent Swiss authorities in order to facilitate delivery of the visa. Any such request must specify the name, function, date of birth, passport information, and registration confirmation for all applicants.

Requests should be sent to TSB by e-mail (tsbreg@itu.int) or fax (+41 22 730 5853), bearing the words **“visa request”**. A request template can be found [here](http://itu.int/en/ITU-T/info/Documents/Visa-support-letter_MODEL.pdf).

**Annex B**

**Draft Agenda of the SG9 meeting (22-30 January 2018, Geneva, Switzerland)**

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| **#** | **Agenda items** |  |
|  | Opening of the SG9 meeting * 1. Approval of the agenda
	2. Approval of the previous SG9 Reports
	3. Approval of the work plan for the meeting
	4. Document allocation
	5. Incoming liaison statements
	6. Meeting facilities and useful information
	7. Newcomers’ welcome pack
 |  |
|  | Feedback on interim activities since the last meeting |  |
|  | SG9 organization* 1. SG9 Management team
	2. Working Party structure and its Management
	3. Questions Rapporteurs and Associates
	4. Liaison Officers
 |  |
|  | Contributions for opening Plenary |  |
|  | TSAG results relevant to SG9 |  |
|  | Report and liaison statements from other Groups/Workshops |  |
|  | Promotion of SG9 work, workshops organization |  |
|  | Documents planned for Approval/Consent/Determination/Agreement at this meeting* 1. Intellectual Property Rights inquiry
 |  |
|  | AOB for opening Plenary |  |
|  |
|  | Intellectual Property Rights inquiry |  |
|  | Approval/Consent/Determination of draft Recommendations and agreement of other deliverables* 1. Recommendations
	2. Supplements
	3. Technical Papers and Reports
	4. Others
 |  |
|  | Approval of Working‑Party reports and Question meeting report  |  |
|  | Outgoing Liaison Statements  |  |
|  | Agreement to start new work items  |  |
|  | Update of the SG9 Work Programme |  |
|  | New/revised Questions (if any)  |  |
|  | New appointment of Rapporteurs, Associate Rapporteurs, Liaison Officers |  |
|  | Date and place of the next SG9 meeting |  |
|  | Future Interim Activities (Working Party and Rapporteur meetings) |  |
|  | Future events related to SG9 |  |
|  | AOB for closing Plenary |  |
|  | Closing  |  |

***Note 1:*** *Items 1 to 9 are expected to be addressed in the opening Plenary (22 January 2018) and items 10 to 22 are expected to be addressed in the closing Plenary (30 January 2018).*

***Note 2:*** *Updates to the agenda can be found in* [*TD163/GEN*](https://www.itu.int/md/T17-SG09-180122-TD-GEN-0163/en)*.*

**ANNEX C**

 **Draft Timetable of the SG9 meeting (22-30 January 2018, Geneva, Switzerland)**

|  | **Monday 22 January** | **Tuesday 23January** | **Wednesday 24 January** | **Thursday 25January** | **Friday 26January** | **Sat 27Jan** | **Sun 28Jan** | **Monday 29 January** | **Tuesday 30 January** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Sessions*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** |  |  | ***1*** | ***2*** | ***3*** | ***4*** | ***1*** | ***2*** | ***3*** | ***4*** |
| **PLEN** | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** | **2** | **2** |
| **WPs** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** |  |  |  |  |
| **Workshop** |  |  |  |  |  |  |  |  |  |  |  |  | **3** | **3** | **3** | **3** | **3** | **3** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q1/9** (ex.Q1/9) |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  | **--** | **--** |  |  | **--** | **--** |  |  |  |  |  |  |
| **Q2/9** (ex.Q3/9) |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  | **--** | **--** |  |  | **--** | **--** |  |  |  |  |  |  |
| **Q3/9** (ex.Q6/9) |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  | **--** | **--** |  |  | **--** | **--** |  |  |  |  |  |  |
| **Q4/9** (ex.Q11/9) |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  | **--** | **--** |  |  | **--** | **--** |  |  |  |  |  |  |
| **Q5/9** (ex.Q4/9) |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  | **--** | **--** |  |  | **--** | **--** |  |  |  |  |  |  |
| **Q6/9** (ex.Q5/9) |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  | **--** | **--** |  |  | **--** | **--** |  |  |  |  |  |  |
| **Q7/9** (ex.Q7/9) |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  | **--** | **--** |  |  | **--** | **--** |  |  |  |  |  |  |
| **Q8/9** (ex.Q8/9) |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  | **--** | **--** |  |  | **--** | **--** |  |  |  |  |  |  |
| **Q9/9** (ex.Q10/9) |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  | **--** | **--** |  |  | **--** | **--** |  |  |  |  |  |  |
| **Q10/9** (ex.Q13/9) |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Newcomers** |  |  |  |  |  | **1🡪** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Session 1: 0930-1045; Session 2: 1115-1230; Session 3: 1430-1545; Session 4: 1615-1730; Session 5: 1800-1915**

|  |  |
| --- | --- |
| **PLEN** | SG9 Plenary sessions |
| **WPs** | Working Parties 1/9 and 2/9 Plenary sessions |
| **X** | Represents a meeting session |
| **🡪** | Indicates a lunch/evening session |
| **--** | Detailed time plan including Question sessions will be made available from the SG9 webpage as [TD SG9-164/GEN](http://web.itu.int/md/T17-SG09-180122-TD-GEN-0164/en) |
| **1** | A newcomers orientation session will take place (1230-1330)  |
| **2** | SG9 closing Plenary plans to meet only on 30 January morning. However, the afternoon sessions will be held if there are pending agenda items. |
| **3** | Workshop on “***The Future of Cable TV***” (see <http://itu.int/go/SG9-FCTV> ) |

**Colour legend**

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|  | SG and WP Plenary sessions |  | Workshop |  | Questions of WP1 |  | Questions of WP2 |  | Questions of Plenary |

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