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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 11 July 2019 |
| Ref: | **TSB Collective letter 7/12**SG12/MA | - To Administrations of Member States of the Union; - To ITU‑T Sector Members;- To ITU‑T Associates of Study Group 12; - To ITU Academia |
| Tel: | +41 22 730 6828 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg12@itu.int  |
| Web: | <https://itu.int/go/tsg12>  |
| Subject: | **Meeting of Working Party 3 of ITU-T Study Group 12; Stockholm, Sweden, 4 September 2019** |

Dear Sir/Madam,

At the kind invitation of Telefon AB – LM Ericsson, and in accordance with the agreement reached at the last Study Group 12 meeting (Geneva, 7-16 May 2019), it is my pleasure to invite you to attend the next meeting of **Working Party 3 (Multimedia QoS and QoE) of ITU-T Study Group 12 (Performance, QoS and QoE)**, which will be held at Ericsson headquarters, Stockholm/Kista, Sweden, on 4 September 2019.

The objective of the Working Party 3/12 meeting is to consider giving consent to new and revised ITU-T Recommendations developed under Questions 13/12 and 17/12: G.DFS, G.IPTV-MP, G.QoE-VR, Y.1540 new
Annex B.

Working Party 3/12 will open at 1400 hours on 4 September 2019. The meeting will be preceded by rapporteur group meetings of Questions 13/12, 14/12 and 17/12 taking place from 2 to 4 September 2019 at the same venue.

**Key deadlines**:

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| 7 August 2019 | - Pre-registration (via the online registration form on the [study group homepage](https://itu.int/go/tsg12))- Submit requests for visa support letters (via the online registration form; see details in Annex A) |
| 22 August 2019 | - [Submit ITU-T Member contributions (via Direct Document Posting)](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-SG12) |

Practical meeting information is set out in **Annex A**. A draft meeting **agenda**, prepared by SG12 Chairman Mr Kwame Baah-Acheamfuor (Ghana) and WP3/12 Acting Chairman Mr Al Morton (United States), is set out in **Annex B**. Any additional information will be posted on the WP3/12, and Q13, 14 and 17/12 mailing lists.

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/sg12 ITU-T SG12 |
| Latest meeting information |

**Annexes**: 2

ANNEX A
Practical meeting information

**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 who have an [ITU user account](http://www.itu.int/TIES/) with TIES access.

**INTERPRETATION**: Due to budget restrictions,the meeting will be held in English without interpretation.

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

**PRE-REGISTRATION**:Pre-registration is mandatory and is to be done online via the study group home page **at least one month before the start of the meeting**. As outlined in [TSB Circular 68](https://www.itu.int/md/T17-TSB-CIR-0068), the new registration system requires focal-point approval for all registration requests. The membership is invited to include women in their delegations whenever possible.

**VISA SUPPORT**: As this meeting is organized outside Switzerland, visa support requests are to be addressed directly to the host of the meeting. Instructions are found below.

**VENUE**

The Q13, Q14 and Q17/12 interim meetings will be held from 2-4 September and the WP3/12 meeting on
4 September in Kista, Stockholm.

The main meeting room is named “Helge” and is located at the entrance floor of the Ericsson headquarters building. The [address](https://goo.gl/maps/EQakx8TkcGtksG5A7) is:

**Ericsson
Torshamnsgatan 21
Kista
164 80 Stockholm
Sweden**

**FINDING YOUR WAY AROUND KISTA**

Kista is strategically located between highways E4 and E18 and is serviced by subway trains, commuter trains and buses. You may consult this link to [Google Maps and the meeting venue](https://goo.gl/maps/EQakx8TkcGtksG5A7).

**GETTING TO KISTA BY PUBLIC TRANSPORTATION**

Using [public transportation](https://sl.se/en/) travelling from T-Centralen (Central Station) to Kista, the blue line subway to Akalla takes 18 minutes. Another option is the commuter train to Helenelund, which takes 12 minutes, and then a short walk or bus ride to Kista. Numerous buses travel from Stockholm’s western and northern suburbs to Kista Centre and the industrial area.

**GETTING TO KISTA FROM ARLANDA AND BROMMA AIRPORTS**

From [Arlanda](https://www.swedavia.se/en/arlanda/) and [Bromma](https://www.swedavia.se/en/bromma/) airports, you can reach Kista either by taxi or by going to Stockholm Central Station with [airport coaches](https://www.flygbussarna.se/en) or [Arlanda express](https://www.arlandaexpress.com/), and then further on to Kista with [subway or commuter trains](https://sl.se/en/). You can also take the commuter train from Arlanda directly to Kista.

**GETTING TO KISTA BY TAXI**

Ericsson recommends [Sverigetaxi](https://www.sverigetaxi.se/), [Taxi Kurir](https://www.taxikurir.se/) and [Taxi Stockholm](https://www.taxistockholm.se/en/). To and from Arlanda Airport, the fixed price is about 535 – 570 SEK for a car taking 1-4 persons. To and from Bromma Airport, the price is lower than the price to/from Arlanda. All the three taxi companies have web sites and mobile apps for booking.

Taxi Kurir Ericsson phone number: +46 8 744 94 84
Sverigetaxi Ericsson phone number: +46 8 20 90 40
Taxi Stockholm phone number: +46 8 15 00 00

**HOTELS CLOSE TO KISTA OFFICE (LESS THAN 10 MIN. WALK):**

[Scandic Victoria Tower](https://www.scandichotels.com/hotels/sweden/stockholm/scandic-victoria-tower), [Scandic Kista](https://www.scandichotels.com/hotels/sweden/stockholm/scandic-kista), [Memory Hotel](http://www.memoryhotel.se/en-us/start), [Connect Hotel](https://connecthotels.se/kista/?lang=en)

**HOTELS IN STOCKHOLM CITY**

Stockholm has numerous hotels in the city center. Where you want to stay depends on your preferences and your budget, but just to give a few examples of hotels with good or decent commuting options to Kista:

[Clarion Hotel Amaranten](https://www.nordicchoicehotels.com/hotels/sweden/stockholm/clarion-hotel-amaranten/), [Haymarket by Scandic](https://www.scandichotels.com/hotels/sweden/stockholm/haymarket-by-scandic), [Scandic Malmen](https://www.scandichotels.com/hotels/sweden/stockholm/scandic-continental), [Scandic Continental](https://www.scandichotels.com/hotels/sweden/stockholm/scandic-continental)

**KISTA GALLERIA**

Kista Galleria is a big mall where you will find a health care centre, dentists, pharmacies, banks, foreign exchange, cinemas, a bowling alley and a large selection of shops as well as restaurants featuring a wide selection of food.

**FACILITIES AT THE MEETING VENUE**

Wireless LAN will be provided. Each meeting room has USB-connected conference equipment for remote participation, and Ericsson’s Skype for Business meetings will be available on request.

The time zone of the meeting is CEST.

The power supply in Sweden is 230 V. Be sure to bring the correct adapter.

**VISAS**

If you need an invitation letter for a visa, please contact Jörgen Gustafsson, jorgen.gustafsson@ericsson.com. Provide the information you require for the invitation letter, typically:

Address the letter should be sent to (embassy)

First name

Last name

Function/title

Date of birth

Passport number

Date of issue

Date of expiry

Company name

Company postal code

Company country

Visa applicant’s contact info/e-mail

Please verify that all information is accurate and will be valid at the time of the meeting.

**CONTACT PERSON AND QUESTIONS**

Please contact Jörgen Gustafsson

E-mail: jorgen.gustafsson@ericsson.com

Mobile phone: +46 730 78 32 82

ANNEX B
Draft agenda

1. Opening of the meeting
2. Adoption of the agenda
3. Call for any IPR declarations as per ITU-T policy
4. Document allocation and review
5. Consent of Recommendations
6. Approval of outgoing liaison statements
7. Any other business
8. Acknowledgments and closure of the meeting

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