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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 11 January 2019 |
| Ref: | TSB Collective letter 6/16SG16/SC | - To Administrations of Member States of the Union; - To ITU T Sector Members;- To ITU T SG 16 Associates; - To ITU Academia |
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| E-mail: | tsbsg16@itu.int |
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| Subject: | **Meeting of ITU-T Study Group 16; Geneva, 19-29 March 2019** |

Dear Sir/Madam,

It is my pleasure to inform you that Study Group 16 (*Multimedia coding, systems and applications*) will meet in Geneva, Switzerland, from 19 to 29 March 2019 inclusive.

Several other meetings will be collocated during the period, in particular: JCT-VC, JVET, ISO/IEC JTC1 SC29/‌WG1 (JPEG) and WG11 (MPEG), as well as the JCA on multimedia aspects of e-services (JCA-MMeS). Additionally, the ITU-T Focus Group on vehicular multimedia (FG-VM) plans to meet from 18-19 March 2019. The SG16 management is considering the organization of a one-day workshop during the SG16 meeting; updates will be available on the SG16 home page (<https://itu.int/go/tsg16>). It should be noted that registration for each of these events is separate from that of Study Group 16.

I draw your attention to two important updates: meeting registration now requires focal point approval, and the process for requesting fellowships and visas has changed. Please see **Annex A** for details.

I should like to inform you that the meeting will open at 0930 hours on the first day. Participant registration will begin at 0830 hours at the venue entrance. Detailed information concerning the meeting rooms will be circulated via the SG16 e-mail list and displayed onsite by the host. Additional information about the meeting is set forth in **Annex A**.

The draft **Agenda** of the meeting and the draft **Time Plan**, prepared in agreement with the Chairman of Study Group 16, Mr Noah Luo (People's Republic of China), and its management team, are set out in **Annexes B** and **C**,respectively.

**Key deadlines**:

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| Two months | 2019-01-19 | - Submit requests for real-time captioning and/or sign-language interpretation- [Submit ITU-T member contributions](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-SG16) for which translation is requested |
| Six weeks | 2019-02-05 | - Submit fellowship requests (via the online registration form on the study group home page; see details in Annex A)- Submit interpretation requests (via the online registration form; see details in Annex A) |
| One month | 2019-02-19 | - Pre-registration (via the online registration form on the study group home page)- Submit requests for visa support letters (see details in Annex A) |
| 12 calendar days | 2019-03-06 | - Submit ITU-T Member contributions ([via Direct Document Posting](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-SG16)) |

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/sg16ITU-T SG16 |
| 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](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T17-SG16); 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 home page, and is restricted to ITU-T Members/[TIES account holders](http://www.itu.int/TIES/).

**INTERPRETATION:** 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, **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>).

**ACCESSIBILITY:** Real-time captioning and/or sign-language interpretation may be provided on demand to those needing them for the sessions where accessibility matters will be discussed (Questions 24/16 and 26/16), subject to availability of interpreters and funding. These accessibility services must be requested **at least two months before the beginning date of the meeting** by checking the corresponding box on the registration form.

**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, 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.

**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 [eligible countries](https://www.itu.int/en/ITU-T/gap/Documents/Fellowships_BSG_EligibleCountries.pdf). As part of the new registration system, fellowship request forms will be sent to those delegates who check the corresponding box on the registration form. **Fellowship requests must be received by 5 February 2019 at the latest, and it is strongly recommended to register for the event and to start the request process at least seven weeks before the meeting**. Please note that the decision criteria to grant a fellowship include: available ITU budget; active participation, including the submission of written contributions; equitable distribution among countries and regions; and gender balance.

**VISA SUPPORT:** If required, visas must be requested 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. Deadlines vary, so it is suggested to check directly with the appropriate representation and apply early.

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. Requests should be made by checking the corresponding box on the registration form **no later than one month before the meeting**. Enquiries should be sent to the ITU Travel Section (travel@itu.int), bearing the words “**visa support**”.

**VISITING GENEVA: HOTELS, PUBLIC TRANSPORT**

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

**HOTEL DISCOUNTS:** Several 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](http://itu.int/travel/).

ANNEX B
Draft agenda

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|  | Opening of meeting, meeting agenda and documentation |
|  | Status of texts consented, agreed, deleted and current list of Implementors guides |
|  | Approval of previous SG16 and WP1/16 meeting reports (SG16-R10 to R14) |
|  | Feedback and status reports on interim activities and collaboration matters (*inter alia* ITU-T SG9, ITU-T SG12, ITU-R, ITU-D, IETF, IEC TC100, ISO/IEC JTC1/SC 29/WGs 1 & 11, CITS, FG-AI4H and FG-VM) |
|  | Promotion activities and workshops |
|  | Objectives for this meeting |
|  | Guidelines for the meeting of Working Parties and of Plenary Question |
|  | IPR Roll call |
|  | Review and approval of meeting results, including update of SG16 work programme |
|  | Preparations for WTSA-20 |
|  | Future work |
|  | Date and place of the next meeting of SG16 |
|  | Miscellaneous |
|  | Closing of the meeting |

**ANNEX C
Draft time plan of SG16 meeting (Geneva, 19-29 March 2019)**

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**Notes:**

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|  | "P" stands for plenary. |
|  | Question 1/16, which is allocated to the Plenary, will have sessions as needed during the meeting. |
|  | The Joint Collaborative Team on Video Coding (JCT-VC) and the Joint Video Experts Team (JVET) plan to also meet during the weekend. See <http://itu.int/go/jctvc> and <http://itu.int/go/jvet> for final dates and other details. |
|  | The workshop, if confirmed, is expected to take place on Mon 25 March 2019. Accordingly, the sessions dedicated to the various SG16 Questions would be suspended on that day. |

*For schedule updates, please see:* <http://itu.int/go/tsg16>.

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