|  |  |  |
| --- | --- | --- |
| The International Teleocmmunication Union - Connecting the World. | **国 际 电 信 联 盟****电信标准化局** |  |
|  | 2018年11月8日，日内瓦 |
| **文号：** | **电信标准化局第129号通函** | **致：**– 国际电联各成员国主管部门；– ITU-T部门成员；– ITU-T部门准成员；– 国际电联学术成员 |
| **电话：** | +41 22 730 5858 |
| **传真：** | +41 22 730 5853 |
| **电子邮件：** | tsbfgvm@itu.int | **抄送：**– ITU-T各研究组正副主席；– 无线电通信局主任；– 电信发展局主任 |
| **事由：** | **ITU-T车载多媒体焦点组（FG-VM）第二次会议和车载多媒体的未来讲习班（2019年1月23-25日，日本东京）** |

尊敬的先生/女士：

我谨通知您，**ITU-T车载多媒体焦点组（FG-VM）**和**车载多媒体的未来讲习班**将于2019年1月23-25日在日本东京由日本电信技术委员会（TTC）盛情承办。

这两项活动均在日本电信技术委员会举行（地址：日本东京105-0011，Shiba Kouen Denki Building，1-1-12 Shibakouen，Minato-ku）。

# 1 背景

焦点组将分析和确定车载多媒体标准化领域的差距，并起草技术报告和规范，其中包括车载多媒体使用案例、要求、应用、接口、协议、架构和安全性等。

继ITU-T第16研究组在卢布尔雅那召开的会议（2018年7月9-20日）上设立ITU-T车载多媒体焦点组（FG-VM）并由李峻先生（中国车载信息服务产业应用联盟（TIAA））任主席和Gaëlle Martin‑Cocher女士（加拿大黑莓公司）任副主席之后，在于2018年10月11日在加拿大渥太华由黑莓公司盛情承办的FG-VM第一次会议上，Kaname Tokita先生（日本本田公司）也被任命为副主席。

在渥太华举行了一场[**小型讲习班**](https://www.itu.int/en/ITU-T/focusgroups/vm/Pages/11-11_Mini-workshop.aspx)，以启动会议并分享不同行业对车载多媒体的看法。

第一次会议还实现了其他不同**目标**，包括就FG-VM的工作结构（建立了三个特定主题的工作组并商定了第1工作组的管理班子）、预期实际成果的初步路线图、相关工作方法和未来的会议计划达成一致。

会议还同意着手制定关于以下方面的FG-VM技术报告：

 **FG-VM系统的使用案例和要求**

文件将对融合网络车载多媒体系统的使用案例和要求进行描述，同时考虑SAE J3016定义的自主级别并与ADAS（高级驾驶辅助系统）和MAPS、语音命令或自然语言处理等自动驾驶技术结合使用。

# 2 ITU-T车载多媒体焦点组（FG-VM）第二次会议

会议将于**1月24日9:30开始**并于**1月25日17:30**结束。与会者注册工作将自8:30开始。

会议议程草案、会议文件及其他信息将在会议开始前在[FG-VM主页](https://www.itu.int/en/ITU-T/focusgroups/vm/Pages/default.aspx)上发布。

第二次会议的主要目标是推进关于**“FG-VM系统的使用案例和要求”**的FG-VM技术报告的制定。请参阅于10月11日在加拿大渥太华举办的FG-VM第一次会议的[输出](https://extranet.itu.int/sites/itu-t/focusgroups/vm/SitePages/Home.aspx)文件**（FG-VM-O-003）**。

欢迎就进一步推进本技术报告草案的制定提交**书面文稿**。亦欢迎就进一步促进FG-VM研究规划的制定与推荐第2和第3工作组管理班子候选人提交**文稿**。

# 3 车载多媒体的未来讲习班

**车载多媒体的未来讲习班**将作为FG-VM第二次会议的启动会在东京同一地点举行。欢迎就分享汽车和ICT行业对车载多媒体的看法做出介绍。

该讲习班将**于1月23日9:30开始**。与会者注册工作自8:30开始。

欲了解更多信息，或欲建议在日程中纳入相关介绍，请发送电子邮件至tsbfgvm@itu.int。此外，更多信息将在[FG-VM主页](https://www.itu.int/en/ITU-T/focusgroups/vm/Pages/default.aspx)上提供。

# 4 注册和其他会务信息

为使主办方能够做出必要的会务安排，请与会者尽快且**不迟于2019年1月3日**通过FG-VM主页进行**网上预注册**。由于名额有限，因此注册将按**先到先得的原则**处理。远程参会和现场参会均需注册。

参加**ITU-T焦点组车载多媒体（FG-VM）第二次会议**和**车载多媒体的未来讲习班**的与会者可在[国际电联网站](https://itu.int/go/fgvm)注册。

参与FG-VM工作不收取任何费用，来自政府、汽车和电信/ICT行业及协会、学术界和研究机构、非国际电联成员和个人等所有相关方均可参加。如对有关此焦点组的最新消息和公告感兴趣，请加入**FG-VM电子邮件通讯录**。有关如何加入的详细信息见FG-VM主页：<https://itu.int/go/fgvm>。

会议实用信息见**附件1**。可使用**附件3**中的表格申请签证协办函。讨论将仅用英文进行，可**远程参会**；详细信息将在FG-VM主页上提供。

# 5 重要截止日期：

|  |  |
| --- | --- |
| 2018年11月26日（建议截止日期） | – 提交签证协办函申请（见**附件3**） |
| 2019年1月3日 | – 预注册（通过[FG-VM主页](https://www.itu.int/en/ITU-T/focusgroups/vm)在线进行） |
| 2019年1月14日 | – 提交书面文稿（通过电子邮件发送至tsbfgvm@itu.int） |

祝您与会顺利且富有成效！

|  |  |
| --- | --- |
| 顺致敬意！（原件已签）电信标准化局主任李在摄 | 最新会议信息 |

**附件：3件**

**ANNEX 1**

**Second meeting of ITU-T FG-VM:**

**Tokyo, Japan, 23-25 January 2019**

**Practical meeting information for participants**

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS:** The meeting will be run paperless. Written contributions to the Focus Group meeting are encouraged and should be submitted by e-mail to tsbfgvm@itu.int by **14 January 2019** at the latest using the document [template](https://staging.itu.int/en/ITU-T/focusgroups/vm/Documents/FG-VM-I-template.docx) available on the [FG-VM homepage.](https://www.itu.int/en/ITU-T/focusgroups/vm) Access to all input and output documents will be provided from the [FG-VM collaboration site](https://extranet.itu.int/sites/itu-t/focusgroups/vm/SitePages/Home.aspx) ([*free ITU account required*](https://www.itu.int/en/ties-services/Pages/default.aspx)).

**WIRELESS LAN** facilities are available at the meeting venue.

**PRE-REGISTRATION**

**PRE-REGISTRATION:** Pre-registration for on-site or remote participation is to be done via the FG‑VM homepage preferably by **3 January 2019**.

**PRACTICAL INFORMATION**

1. Meeting Venue

Telecommunication Technology Committee:

Shiba kouen Denki Building

1-1-12, Shiba kouen, Minato-ku,

Tokyo 105-0011, Japan

Tel: +81 3 3432 1551

Fax: +81 3 3432 1553

Please see below a map: <http://www.ttc.or.jp/e/intro/map/>



2. Transportation and site information

|  |  |
| --- | --- |
| **Train stations nearby:** |  |
|  | **Lines** | **Train Stations** |
|  | \*[Mita Subway Line](http://www.tokyometro.jp/en/index.html%22%20%5Ct%20%22_blank) | Onarimon Station A3b Exit or A2 Exit (1-minute walk) |
|  | \*[Asakusa Subway Line](http://www.tokyometro.jp/en/index.html%22%20%5Ct%20%22_blank) | Daimon Station A6 Exit (6-minute walk) |
|  | \*[Ooedo Subway Line](http://www.kotsu.metro.tokyo.jp/eng/services/sub_map.html) | Daimon Station A6 Exit (6-minute walk) |
|  | \*[JR](http://www.jreast.co.jp/e/)  Yamanote Line Keihin-Tohoku Line Tokyo Monorail | [Hamamatu-Chou](http://www.jreast.co.jp/e/stations/e1248.html) Station North Exit (11-minute walk) |
|  | \*[JR](http://www.jreast.co.jp/e/) Yamanote Line,  Keihin-Tohoku Line\*[Asakusa Subway Line](http://www.tokyometro.jp/en/index.html%22%20%5Ct%20%22_blank)\*[Ginza Subway Lin](http://www.tokyometro.jp/en/index.html)[e](http://www.tokyometro.jp/en/index.html) | [Shimbashi](http://www.jreast.co.jp/e/stations/e877.html) Station A1 Exit (13-minute walk) |

**Access from Airport**

Please visit the TTC website: <http://www.ttc.or.jp/e/intro/airport/>



|  |  |
| --- | --- |
| **From Haneda Airport** | <http://www.tokyo-airport-bldg.co.jp/en/access/> |
|  By Taxi | (Please use “Taxi direction” page below) | about 30 min.JPY 6,000 including expressway toll. |
|  By Train/Monorail | <http://www.jorudan.co.jp/english/norikae/e-norikeyin.html> |
|  | (1) Tokyo Monorail<http://www.tokyo-monorail.co.jp/english/>Haneda Airport International Terminal <-> Hamamatsu-chou (浜松町) station | about 20 min.JPY 490 |
|  | (2) Keikyu Line<http://www.haneda-tokyo-access.com/en/>Haneda Airport International Terminal <-> Daimon (大門) stationTake Train direct to Asakusa-Line (浅草線) (e.g. for Aoto, Inba-Nihonidai, Narita, or Narita-Airport train) | about 30 min.JPY 530. |
| **From Narita Airport** | [http://www.-airport.jp/en/access/index.html](http://www.narita-airport.jp/en/access/index.html) |
|  By Taxi | (Please use “Taxi direction” page below) | about 60 min.JPY 23,000 including expressway toll. |
|  By Limousine Bus | <https://www.limousinebus.co.jp/en/> |
|  | (1) Shiba Area route<https://www.limousinebus.co.jp/en/areas/detail/nrt/shiba_rinkai>Narita Airport <-> Shiba Park Hotel | about 120 min.JPY 3,100 |
|  | (2) Tokyo Station and Nihonbashi route<https://www.limousinebus.co.jp/en/areas/detail/nrt/tcat_tokyo>Narita Airport <-> Tokyo Station | about 90 min.JPY 3,100 |
|  | (3) Shinagawa route<https://www.limousinebus.co.jp/en/areas/detail/nrt/ebisu_shinagawa>Narita Airport <-> Shinagawa area | about 90~110 min.JPY 3,100. |
|  By Train | Route Finder <http://www.jorudan.co.jp/english/norikae/e-norikeyin.html> |
|  | (1) JR Narita Express<http://www.jreast.co.jp/e/nex/index.html>Narita Airport Terminal 1/2 <-> Tokyo (東京) station | about 60 min.JPY 3,020 |
|  | (2) Keisei-Skyliner<http://www.keisei.co.jp/keisei/tetudou/skyliner/us/index.html>Narita Airport Terminal 1/2 <-> Nippori (日暮里) station / Ueno (上野) station | about 45 min.JPY 2,470 |
|  | (3) Keisei Access Express<http://www.keisei.co.jp/keisei/tetudou/skyliner/us/timetable/index.html>Narita Airport Terminal 1/2 <-> Daimon (大門) subway stationTake train for Haneda Airport (羽田空港), Nishimagome (西馬込), or Kurihama (久里浜) | about 80 – 90 min.JPY 1,330 |

3. Passports and visas

All foreign visitors entering Japan must have a valid passport. Visitors from countries whose citizens require a visa should at the earliest time and well in advance of travel apply for a visa at a Japanese Embassy or consulate.

See below for more information related to entry into Japan:

<https://www.mofa.go.jp/p_pd/ipr/page7e_900126.html>

For requesting an invitation letter for visa purposes to the Host, please see **Annex 3**.

The focal point for visa support at TTC, Japan is:

Name: Mr. Masatoshi Mano

E-mail: mano@s.ttc.or.jp

Tel: +81-3-3432-1551

4. Climate in January in Japan

Monthly average values of the temperature and precipitation in Tokyo, Japan are given in the table below:

|  |  |
| --- | --- |
|  | January |
| Average maximum temperature | 10 degrees Celsius |
| Average minimum temperature | 1 degrees Celsius |
| Average precipitation | 45 mm |

5. Hotels

Please make your hotel reservation by yourself.

The hotels below are located near TTC (just for your information):

|  |  |  |
| --- | --- | --- |
|  | HOTEL | REMARKS |
| 1 | SHIBA PARK HOTEL <http://en.shibaparkhotel.com/> 1-5-10 Shibakouen, Minato-ku, Tokyo 105-0011 Tel: +81-3-3433-4141 / Fax: +81-3-3433-4142 E-mail: reservation@shibaparkhotel.com  | 3-min. walkabout 220 m from TTC |
| 2 | TOKYO PRINCE HOTEL <http://www.princehotels.com/en/tokyo/> 3-3-1 Shibakouen, Minato-ku, Tokyo 105-8560 Tel: +81-3-3432-1111 | 3-min. walk |
| 3 | THE PRINCE PARK TOWER TOKYO <http://www.princehotels.com/en/parktower/> 4-8-1 Shibakoen Minato, Tokyo 105-8563 Tel: +81-3-5400-1111 | 9-min. walkabout 700 m from TTC |
| 4 | MIELPARQUE TOKYO <http://www.mielparque.jp/tokyo/en/> 2-5-10 Shibakouen, Minato-ku, 105-8582 Tel: +81-3-3433-7211 / Fax: +81-3-3433-3895 | 8-min. walkabout 600 m from TTC |
| 5 | KEIO PRESSO INN HAMAMATSUCHO <https://www.presso-inn.com/english/hamamatsucho.html> 1-1-26 Shibadaimon, Minato-ku, Tokyo, 105-0012 Tel: +81-3-3438-0202 | 2-min. walkabout 150 m from TTC |
| 6 | HOTEL MYSTAYS HAMAMATSUCHO <https://www.mystays.com/en/hotel/tokyo/hotel-mystays-hamamatsucho/> 1-18-14 Hamamatsucho, Minato-ku, Tokyo 105-0013 Tel: +81-3-6689-3939 | 6-min. walkabout 500m from TTC |
| 7 | MITSUI GARDEN HOTEL SHIODOME ITALIA-GAI <http://www.gardenhotels.co.jp/eng/shiodome-italiagai/> 2-14-24 Higashi-shinbashi, Minato-ku, Tokyo 105-0021 Tel: +81-3-3431-1131 / Fax: +81-3-3431-2431 | 8-min. walkabout 600 m from TTC |

6. Internet access and wireless coverage at the venue

Wireless Internet will be provided to you by TTC. Access is granted via a logon and password.

7. Technical assistance

In case you have any technical problem at the venue (e.g., connecting to Internet, finding meeting rooms, etc.) please see the host on site.

8. Electricity

The electricity in Japan is generally 100V, 50Hz (Tokyo area)/60Hz (west Japan).
Please make sure you have the proper adapter and transformers as needed.
The following represents a typical socket in Japan. Such sockets are common in Japan and in many other countries.

 

PLUG: **Type A**

9. Useful information

9.1 Time Zone: UTC+8

9.2 Currency exchange

The currency in **Japan** is the **Japanese yen (¥)**; please check the currency exchange rate in the local bank system or use the following link as a reference: <http://www.xe.com/>

9.3 Tipping: Tipping is not necessary.

10. Additional information

10.1 Mobile phone coverage

The mobile phone service in Japan uses the following bands.

LTE： Band 1 (2100MHz) / Band 19 (800MHz) / Band 21 (1500MHz)

3G： Band 1 (2100MHz) / Band 6/19 (800MHz)

You are recommended to buy a SIM card for travellers at the airport.

10.2 Emergency Numbers:

|  |  |
| --- | --- |
| **Police**  | 110 (in case of emergency) |
| 03-3501-0110 (Japanese/English) |
| 03-3503-8484 (English and other foreign languages) |
| **Fire/ambulance** | 119 |
| **Japan Helpline** | 0120-46-1997 (toll free)<http://www.jhelp.com/en/jhlp.html> |
| **NTT Telephone Information** | 03-5295-1010 (English, 9am-5pm) |

10.3 Sightseeing:

Refer to:

|  |  |
| --- | --- |
| General | <http://livejapan.com/> |
| English | <http://www.jnto.go.jp/eng/arrange/essential/>  |
| Chinese | <http://www.welcome2japan.cn/arrange/essential/> |
| Korean | <http://www.welcometojapan.or.kr/arrange/essential/> |

11. Contact person

Name: Mr. Masatoshi Mano

E-mail: mano@s.ttc.or.jp

Tel: +81-3-3432-1551

**ANNEX 2
One-page taxi direction**

The following card may be useful for participants who do not speak Japanese.
Please bring this page with you and show it to any Japanese speaker when you need help.

Please take me to ＴＴＣ

**一般社団法人情報通信技術委員会 （TTC）**

までお願いします。

Phone: 03-3432-1551

住所：東京都港区芝公園1-1-12 芝公園電気ビル1F

***For the Taxi Driver:　　タクシー運転手さんへ：***

• 東京方面から日比谷通りで来る場合、直近の道へは一方通行で入れません。

• 手前の御成門交差点を左折、続いて愛宕警察署の前を左折（一方通行）して、
その次の三叉路を右折したら、右側の茶色い色のビルです。



**ANNEX 3
Application form for visa support letter**

All foreign visitors entering Japan must have a valid passport. Visitors from countries **whose citizens require a visa should at the earliest time and well in advance of travel apply for a visa at a Japanese embassy or consulate**. You may need a letter of invitation from the Japanese host, which you will need to present to the Japanese embassy/consulate in your area in order to obtain your visa. The visa must be requested as soon as possible and at least six weeks before the start date of the meeting and obtained from the office (embassy or consulate) representing Japan in your country or, if there is no such office in your country, from the one that is closest to the country of departure. In order to obtain an invitation letter, please:

a) Fill out the form below.

b) Provide an electronic copy of your passport (name, date of birth, nationality, photo, passport number, expiration date of passport, etc., must be seen clearly).

c) Provide an electronic copy of previous Japanese visa and records (if you have been to Japan before).

d) Send the info in a), b) and c) as e-mail attachments to **mano@s.ttc.or.jp**; please indicate as the subject **“Application form for visa support letter for** **ITU‑T FG-VM meeting (23-25 January 2019)”**.

 *(Please do not forget to attach a copy of your passport photograph page before sending.)*

***In order to receive a support letter, your information should be provided to the host before
26 November 2018.
NOTE – The Host will do its best to provide invitation letters that are requested after this date; however, we cannot guarantee that you will receive your visa in time for the FG-VM meeting.***

|  |  |
| --- | --- |
| Given name (first name) |  |
| Family name (last name) |  |
| Date of Birth (dd/mm/yyyy) |  |
| Gender (male/female) |  |
| Nationality |  |
| Valid passport number |  |
| Passport valid until (dd/mm/yyyy) |  |
| Country to submit your visa application  |  |
| Postal address for your visa support documents to be shipped to | Address | (street)(city)(Province) |
| Postal Code |  |
| Country |  |
| Telephone number |  |
| The above address is: (please select one) | Office / home / other (specify: ) |
| Occupation and job title |  |
| Name of company/organization |  |
| Company/organization address(fill in “same as above” if shipping address is your office) |  |
| Office telephone number | + |
| Fax number | + |
| Email address |  |

|  |
| --- |
| **Itinerary***(Refer to examples shown in the table and overwrite your own Itinerary below.)* |
| **dd/mm/yyyy** | **Schedule** | **Address and Phone number where you may be reached** | **Hotel** |
| ex) 22 Jan 2019 | Arrival from Geneva to Tokyo International AirportFlight xxx | \*1 | \*1 |
| ex) 23 Jan 2019 | Attending ITU-T Meeting, day 1at the Telecommunication Technology Committee | \*2 | \*1 |
| ex) 24 Jan 2019 | Attending ITU-T Meeting, day 2The same as above | \*2 | \*1 |
| ex) 25 Jan 2019 | Attending ITU-T Meeting, day 3The same as above | \*2 | \*1 |
| ex) 26 Jan 2019 | Day off | \*1 | \*1 |
| ex) 27 Jan 2019 | Departure from Tokyo International Airport to GenevaFlight xxx | --- | --- |
| \*1: SHIBA PARK HOTELaddress: 1-5-10 SHIBAKOUEN, MINATO-KU, TOKYO 105-0011phone: +81-3-3433-4141 / fax: +81-3-3433-4142 |
| \*2: Telecommunication Technology Committeeaddress: 1-1-12 SHIBAKOUEN, MINATO-KU, TOKYO 105-0011phone: +81-3-3432-1551 / fax: +81-3-3432-1553 |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_