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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 13 September 2023 |
| Ref: | **TSB Collective letter 3/9**SG9/SP | - To Administrations of Member States of the Union;- To ITU‑T Sector Members;- To ITU‑T Associates of Study Group 9;- To ITU Academia |
| Tel: | +41 22 730 5858 |
| Fax: | +41 22 730 5853 |
| E-mail: | tsbsg9@itu.int |
| Web: | <https://itu.int/go/tsg9> |
| **Subject**: | **Meeting of Study Group 9;** **Bogota, Colombia, 14-23** **November 2023** |

Dear Sir/Madam,

It is my pleasure to inform you that Study Group 9 (Audiovisual content transmission and integrated broadband cable networks) will meet in Bogota, Colombia from 14 to 23 November 2023 inclusive, at the kind invitation of the *Comisión de Regulación de Comunicaciones* of Colombia.

**Venue**: ***Bogota, Colombia***.
NOTE: The exact venue of the meeting is being selected and will be communicated soon from [SG9 webpage](https://www.itu.int/en/ITU-T/studygroups/2022-2024/09/Pages/default.aspx).

A workshop on the *“Future of TV for the Americas”* is also being planned during the SG9 meeting in Bogota. A link to the workshop webpage, including the detailed programme of the workshop, will be made available from the SG9 webpage (<http://itu.int/ITU-T/go/sg9>).

Join ITU-T SG9 to influence and shape the future of broadband and TV over integrated broadband cable networks, through related international standardization.

SG9 carries out studies on the use of information and communication technologies (ICT) for the distribution of audiovisual content, e.g. television programmes and related data services, including interactive services and applications, providing advanced capabilities, e.g. ultra-high definition and high-dynamic range, 3D, virtual reality, augmented reality and multiview.

In particular, SG9 focuses on the use of cable networks, e.g., coaxial cable, optical fibre, hybrid fibre coaxial (HFC), etc., to also provide integrated broadband services. The cable network, primarily designed for audiovisual content delivery to the home, also carries time critical services like voice, gaming, video-on-demand, interactive and multiscreen services, etc. to customer premises equipment (CPE) in the home or enterprise.

Also, the use of cloud computing, artificial intelligence (AI) and other advanced technologies are studied to enhance audiovisual content contribution and distribution as well as integrated broadband services over the cable networks. SG9 also studies how to provide accessibility services (like captioning, audio caption) and new interaction technologies (like haptic, gesture, eye tracking and so on) to enhance accessibility of audiovisual content and related data services for people with different ranges of abilities.

Work items under development in ITU-T SG9, for which written contributions are invited, can be accessed at: [www.itu.int/itu-t/workprog/wp\_search.aspx?sg=9](http://www.itu.int/itu-t/workprog/wp_search.aspx?sg=9). ITU Members are also invited to submit contributions to start studying new work items or to revise [ITU-T Recommendations that are under SG9 responsibility](https://www.itu.int/ITU-T/recommendations/index_sg.aspx?sg=9). Any questions and support can be asked to the SG9 secretariat at tsbsg9@itu.int .

The template for Contributions can be accessed on the ITU website for [Direct Document Posting](https://www.itu.int/net/ITU-T/ddp/Default.aspx?groupid=T22-SG09), and guidelines for preparation of Contributions can be accessed at: <http://www.itu.int/rec/T-REC-A.2-201211-I>.

The meeting will open at 9:00 hours on the first day and participant registration will begin at 08:00 hours at the venue entrance. Detailed information concerning the meeting rooms will be circulated via the SG9 e-mail list and displayed onsite by the local host. Additional information about the meeting is set forth in **Annex A**, while practical information on the meeting venue, transportation, hotels, etc. will be made available from [SG9 website](http://itu.int/ITU-T/go/sg9) under "Logistics".

Delegates are reminded that, as per the provisions currently in force, decisions will be taken by those physically present in the meeting room. The opening and closing plenary sessions will be supported by interactive remote participation (see Annex A for more details).

**Key deadlines**:

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| 14 September 2023 | - Submit requests for real-time captioning and/or sign-language interpretation- [Submit ITU-T Member contributions](https://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 3 October 2023 | - Submit (e-)fellowship requests (via the forms on the [study group homepage](http://itu.int/ITU-T/go/sg9); see details in Annex A) |
| 14 October 2023 | - Pre-registration (via the online registration form on the [study group homepage](http://itu.int/ITU-T/go/sg9))- Submit requests for visa support letters. See procedure in **ANNEX A/Visa support** (a request template can be found in **ANNEX D**) |
| 1 November 2023 | - [Submit ITU-T Member Contributions (via Direct Document Posting)](https://www.itu.int/net/ITU-T/ddp/) |

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

I wish you a productive and enjoyable meeting.

|  |  |
| --- | --- |
| Yours faithfully,Seizo OnoeDirector of the TelecommunicationStandardization Bureau | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg9 ITU-T SG9 |
| Latest meeting information |

**Annexes**: 4

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://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](https://www.itu.int/TIES/) with TIES access.

**INTERPRETATION**: As per agreement of the ITU-T SG9 management team, this meeting will be held in English only.

**WIRELESS LAN** facilities will be available for use by delegates at the venue.

**REMOTE PARTICIPATION**: Remote participation is provided on a best-effort basis. The opening and closing study group plenary sessions will be supported by interactive remote participation. As per the provisions currently in force, decisions will be taken by delegates physically present in the meeting room.

Interactive remote participation ([MyMeetings](https://remote.itu.int/)) will be provided for all other sessions for which a request is received at least 24 hours in advance. In order to access sessions remotely, delegates must register for the meeting. Participants should be aware that, as per usual practice, the meeting will not be delayed or interrupted because of a remote participant's inability to connect, listen or be heard, at the Chairman's discretion. If the voice quality of a remote participant is considered insufficient, the Chairman may interrupt the remote participant and may refrain from giving the participant the floor until there is indication that the problem is resolved. Use of the meeting chat facility is encouraged to facilitate efficient time management during the sessions, at the Chairman's discretion.

**ACCESSIBILITY**: Real-time captioning may be provided on demand to those needing them for the sessions where accessibility matters will be discussed (Question 11/9), subject to availability of 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.

**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 ITU-T registration system requires focal-point approval for registration requests; [TSB Circular 118](https://www.itu.int/md/T17-TSB-CIR-0118) describes how to set up automatic approval of these requests. Some options in the registration form apply only to Member States, including function, interpretation requests and fellowships requests. The membership is invited to include women in their delegations whenever possible.

**NEW DELEGATES** are invited to announce themselves to the ITU SG9 Secretariat at tsbsg9@itu.int to learn more information on eventual welcome briefings/orientation sessions on the ITU work upon arrival. A quick-start guide for newcomers is available [here](https://www.itu.int/en/ITU-T/info/Documents/ITU-T-Newcomer-Guide.pdf), please disregard the logistical information related to the ITU headquarters in Geneva.

**FELLOWSHIPS**: To facilitate participation from [eligible countries](https://www.itu.int/en/fellowships/Documents/2022/ListEligibleCountries2022.pdf), **two types** of fellowships are offered for this meeting:

* the traditional **in-person fellowships**; and
* the new **e-fellowship**.

For **e-fellowships**, reimbursement is provided for the cost of connectivity for the duration of the event.

For **in-person fellowships**, up to two partial fellowships per country may be awarded, subject to available funding. A partial in-person fellowship will cover either a) the **air ticket** (one return economy class ticket by the most direct/economical route from the country of origin to the meeting venue), or b) an appropriate **daily subsistence allowance** (intended to cover accommodation, meals and incidental expenses). In case two partial in-person fellowships are requested, *at least one* should be an *air ticket*. The applicant's organization is responsible to cover the remaining participation costs.

In line with Plenipotentiary Resolution 213 (Dubai, 2018), it is encouraged that fellowship nominations take into consideration gender balance and inclusion of persons with disabilities and with specific needs. The criteria to grant a fellowship include: available ITU budget; active participation, including the submission of relevant written contributions; equitable distribution among countries and regions; application by persons with disabilities and specific needs; and gender balance.

Request forms for both types of fellowship are available from the [study group homepage](http://itu.int/ITU-T/go/sg9). **Fellowship requests must be received by 3 October 2023 at the latest**, sent by e-mail to fellowships@itu.int or by fax to +41 22 730 57 78. **Registration (approved by the focal point) is required before submitting a fellowship request**, and it is strongly recommended to register for the event and to start the request process at least seven weeks before the meeting.

**VISA SUPPORT**: As this meeting is organized outside Switzerland, visa support requests are to be addressed directly to the host of the meeting. In general, to enter Colombia, all foreign visitors must have a valid passport. You may need a letter of invitation/introduction from the host, which you will need to present to the Colombian Embassy/Consulate in your area in order to obtain your visa. The visa must be requested and obtained from the office (embassy or consulate) representing Colombia in your country or, if there is no such office in your country, from the one that is closest to the country of departure. Please be aware that visa approval might take time so kindly make your visa request as soon as possible.

For requesting an invitation letter for visa purposes from the Colombian Administration, please see **Annex D**.

For more information related to entry into Colombia, see:

* Check if you need a visa:
<https://www.cancilleria.gov.co/tramites_servicios/visa/requisitos>
* General instructions for submitting a visa application :
<https://www.cancilleria.gov.co/tramites_servicios/visa/abece-visas>
* Online application:
<https://tramitesmre.cancilleria.gov.co/tramites/enlinea/solicitarVisa.xhtml>

The focal point for visa support in Colombia is:

**Ms. Johana Rodríguez**

**johana.rodriguez@pubblica.com.co**

**+57301 7715351**

**Annex B
Draft agenda of SG9 meeting (Bogota, 14-23 November 2023)**

NOTE ‒ Updates to the agenda can be found in TD390.

|  |  |  |
| --- | --- | --- |
| **#** | **Agenda items** |  |
|  | Opening of the SG9 meeting* 1. Opening remarks
	2. Approval of the agenda
	3. Approval of the previous SG9 Reports
	4. Approval of the meeting time schedule
	5. Document allocation
	6. Incoming liaison statements
	7. Meeting facilities and useful information
	8. Newcomers’ training and welcome pack
 |  |
|  | SG9 organization* 1. SG9 Management team
	2. Working Party structure and its Management
	3. Questions Rapporteurs and Associates
	4. Liaison Officers
 |  |
|  | Feedback on interim activities since the last meeting |  |
|  | Contributions for the opening Plenary  |  |
|  | WTSA-24 Preparation |  |
|  | Report and liaison statements from other Groups/Workshops |  |
|  | Promotion of SG9 work, workshops organization |  |
|  | Documents planned for Approval/Consent/Determination/Agreement at this meeting |  |
|  | 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 Technical Reports
	4. Others
 |  |
|  | Approval of Working‑Party reports and Question meeting reports  |  |
|  | Outgoing Liaison Statements  |  |
|  | Agreement to start new work items |  |
|  | Update of the SG9 Work Programme |  |
|  | New/revised Questions (if any) and Working Party Structure |  |
|  | New appointment of Rapporteurs, Associate Rapporteurs, Liaison Officers |  |
|  | Date and place of the next SG9 meeting |  |
|  | Future Interim Activities (Working Party and Rapporteur meetings) |  |
|  | AOB for closing Plenary |  |
|  | Closing  |  |

Annex C
Draft Timetable of SG9 meeting (Bogota, 14-23 November 2023)

|  | **Tuesday14 November** | **Wednesday15 November** | **Thursday16 November** | **Friday17 November** | **Sat 18/11** | **Sun19/11** | **Monday20 November** | **Tuesday21 November** | **Wednesday22 November** | **Thursday23 November** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Sessions*** | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***1*** | ***2*** | ***3*** | ***4*** |  |  | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** |
| **PLEN** |  | **X** | **2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** |  |  |  |
| **WPs** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** | **X** | **X** |  |  |  |  |  |
| **Workshop** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **1** | **1** | **1** | **1** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q1/9**  |  |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  |  |  |  |
| **Q2/9**  |  |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  |  |  |  |
| **Q3/9** |  |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  |  |  |  |
| **Q4/9** |  |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  |  |  |  |
| **Q5/9**  |  |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  |  |  |  |
| **Q6/9**  |  |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  |  |  |  |
| **Q7/9**  |  |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  |  |  |  |
| **Q8/9**  |  |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  |  |  |  |
| **Q9/9**  |  |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  |  |  |  |
| **Q10/9** |  |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  |  |  |  |
| **Q11/9** |  |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  |  |  |  |

**Sessions timing : Session 1: 0900 – 1015; Session 2: 1045-1200; Session 3: 1400-1515;** **Session 4: 1545-1700 Session 5 : 1730-1845**

|  |  |
| --- | --- |
| **PLEN** | SG9 Plenary sessions |
| **WPs** | Working Parties 1/9 and 2/9 Plenary sessions |
| **X** | Represents a meeting session |
| **Remote** | Remote participation facilities: <https://www.itu.int/myworkspace/#/MyMeetings> |
| **--** | Detailed time plan including meeting sessions will be made available from the SG9 webpage |
| **1** | Workshop on “Future of TV for the Americas” (see [SG9 webpage](https://www.itu.int/en/ITU-T/studygroups/2022-2024/09/Pages/default.aspx)). |
| **2** | SG9 Working Parties Opening Plenaries will be held as part of SG9 Opening Plenary.  |

**Colour legend**

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|  | SG and WP Plenary sessions |  | Workshop |  | Questions of SG9 |

NOTE ‒ Updates to the timetable will be found in SG9-TD391.

# ANNEX D

**INVITATION LETTER REQUEST FORM**

All foreign visitors entering Colombia must have a valid passport. Visitors from countries **whose citizens require a visa should, as soon as possible and** at least **one month** before the start date of the meeting, **apply for a visa** from the office (embassy or consulate) representing Colombia in your country or, if there is no such office in your country, from the one that is closest to the country of departure.

**Online application**: <https://tramitesmre.cancilleria.gov.co/tramites/enlinea/solicitarVisa.xhtml>

You may need a letter of invitation from the Colombian host, which you will need to present to the Colombian embassy/consulate in your area in order to obtain your visa.

To obtain an invitation letter:

1. Please complete the form below.
2. An electronic copy of your passport must be provided with your name, date of birth, nationality, passport number, expiration date of passport, etc., clearly seen on the copy. A proof of registration to the SG9 meeting may be requested by the Host.
3. If you have been to Colombia before, please provide an electronic copy of any previous Colombian visas and/or records.
4. Send the info in sections A, B and C as e-mail attachments to (**mariana.sarmiento@crcom.gov.co**). Please mark in the subject***“Invitation letter request for*** ***ITU‑T SG9 meeting/Workshop 14-23 November 2023)”****.*

(Remember to scan your passport and e-mail it to us so that it is discernible and can be used.)

|  |  |
| --- | --- |
| **Company** |  |
| **Applicant Information** |  | **❒ Mr ❒ Miss ❒ Ms ❒ Mrs**  |
|  | **Date of birth :** |
|  | **Place of Issue:**  |
| **Date of Issue:** | **Date of Expiry:** |
| **Marital Status:**  |  |
| **If the country in which you'll obtain your visa is different from your nationality, please indicate it here:** |
| **Address** | **Telephone Number:** **Fax Number:** **E-mail:**  |
| **Note** |  |
| **Date of arrival in Colombia** |  | **Date of departure from Colombia** |  |

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

***In order to receive an invitation letter, your information should be provided to the host before 14 October 2023.***

***NOTE: The host will do its best to provide invitation letters that are requested late; however, it cannot guarantee that a visa will be received in time for the SG9 meeting.***

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