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| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 09 February 2024 | |
| Ref: | **TSB Collective letter 4/9**  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](mailto:tsbsg9@itu.int) | |
| Web: | <https://itu.int/go/tsg9> | |
| **Subject**: | **Virtual meeting of Study Group 9, 9–17 May 2024** | | | |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of ITU-T Study Group 9 (Audiovisual content transmission and integrated broadband cable networks) which is planned to be held fully virtual from 9 to 17 May 2024, inclusive.

Please note that the entire meeting will be held in English only, with no interpretation.

Join SG9 to influence and shape the future of broadband and TV over cable, through related international standardization.

ITU-T SG9 carries out studies on the use of information and communication technologies (ICT) for the distribution of television and sound programs supporting advanced capabilities such as ultra-high definition and high-dynamic range, 3D TV, virtual reality, augmented reality, multiview, etc. This work covers 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, to the customer premises equipment (CPE) in the home or enterprise.

ITU-T SG9 also studies the use of cloud computing, artificial intelligence (AI) and other advanced technologies, to enhance audiovisual content contribution and distribution, as well as integrated broadband services, including accessibility services, over the cable networks.

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).

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>.

To minimise discomfort to participants from the various time zones, ITU-T SG9 Management will do its best to hold sessions between 1100 and 1500 hours, Geneva time. Should sessions be needed outside these core hours, Rapporteurs and interested experts will be consulted.

The meeting will open at 1145 hours, Geneva time, on the first day using the [MyMeetings remote participation tool](https://remote.itu.int/).

A one-day Bridging the Standardization Gap (BSG) Hands-on Training Session for delegates from developing countries may be held during the SG9 meeting upon request. Please indicate your interest to [tsbbsg@itu.int](mailto:tsbbsg@itu.int).

**Key deadlines**:

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| 9 March 2024 | - [Submit ITU-T Member contributions](http://itu.int/net/ITU-T/ddp/) for which translation is requested |
| 28 March 2024 | - Submit e-fellowship requests (via the forms on the [study group homepage](http://www.itu.int/go/tsg9); see details in Annex A) |
| 9 April 2024 | - Registration (via the online registration form on the study group homepage at: [www.itu.int/go/tsg9](http://www.itu.int/go/tsg9)) |
| 26 April 2024 | - [Submit ITU-T Member contributions (via Direct Document Posting)](http://www.itu.int/net/ITU-T/ddp/) |

Practical meeting information is set out in **Annex A**. A draft meeting **agenda and timetable**, prepared in agreement with the Chair 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.

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| Yours faithfully,  Seizo Onoe Director of the Telecommunication Standardization Bureau | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg9 ITU-T SG9 |

**Annexes**: 3

ANNEX A  
Practical meeting information

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS**: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.

**WORKING LANGUAGE**: The entire meeting will be held in English only.

**INTERACTIVE REMOTE PARTICIPATION**: The [MyMeetings](https://remote.itu.int/) tool will be used to provide remote participation for all sessions, including decisions-making sessions such as working party and study group plenaries. Delegates must register for the meeting and identify themselves and their affiliation when taking the floor. Remote participation is provided on a best-effort basis. Participants should be aware that the meeting will not be delayed or interrupted because of a remote participant’s inability to connect, listen or be heard, as per the chair's discretion. If the voice quality of a remote participant is considered insufficient, the Chair 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 chair's discretion.

**ACCESSIBILITY**: Real-time captioning may be provided for the opening and closing plenary sessions as well as for sessions where accessibility matters will be discussed (e.g. Question 11/9), subject to availability of funding.

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

**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 e-fellowships requests. The membership is invited to include women in their delegations whenever possible.

Registration is mandatory via the online registration form on the [study group homepage](http://www.itu.int/go/tsg09). Without registration, delegates will not be able to access the [MyMeetings remote participation tool](https://remote.itu.int/).

**NEW DELEGATES, FELLOWSHIPS AND VISA SUPPORT**: For virtual meetings, since there is no travel involved, no fellowships are provided and visa support is not applicable. Orientation sessions for new delegates will be provided as considered appropriate by the study group chair.

**E-FELLOWSHIPS**: To ensure the participation of developing countries and subject to the availability of funds, representatives of [eligible Member States](https://www.itu.int/en/fellowships/Documents/2023/ListEligibleCountries2023.pdf) can apply for participation grants, known as **e-fellowships**. E-fellowship applications must be authorized by the national designated focal point of an administration of a Member State.

For e-fellowships, reimbursement is provided for the cost of connectivity for the duration of the event. The e‑fellowship request form is available from the study group homepage. **E-fellowship requests must be received by 28 March 2024 at the latest**. They are to be sent by e-mail to [fellowships@itu.int](mailto: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. Please note that the decision criteria to grant an e-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.

**Annex B  
Draft agenda of SG9 meeting (e-meeting, 9–17 May 2024)**

NOTE ‒ Updates to the agenda can be found in [SG9-TD575](https://www.itu.int/md/T22-SG09-240509-TD-GEN-0575/en).

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| **#** | **Agenda items** |  |
|  | Opening of the SG9 meeting   * 1. Opening remarks   2. Remote participation guide for SG9 meeting. Similarly to previous fully virtual SG9 meetings, e.g. in September 2022, SG9 is requested to agree that remote participants are allowed to express their views in decision-making sessions, such as SG9 plenaries.   3. Approval of the agenda   4. Approval of the previous SG9 Reports   5. Approval of the meeting time schedule   6. Document allocation   7. Incoming liaison statements   8. Meeting facilities and useful information   9. Newcomers’ training and welcome pack   10. SG9 leadership team training programme   11. Question report skeleton template |  |
|  | 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 (Special session on restructuring)   * 1. TSAG requests   2. SG9 restructuring interim meetings   3. Joint MGT meetings (SG9 and SG16) |  |
|  | 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 |  |
|  | Restructuring in view of WTSA-24 (special session report) |  |
|  | New appointment of Rapporteurs, Associate Rapporteurs, Liaison Officers |  |
|  | Future Interim Activities (Working Party and Rapporteur meetings) |  |
|  | Date and place of the next SG9 meeting |  |
|  | AOB for closing Plenary |  |
|  | Closing |  |

***Note 1:*** *Items 1 to 9 are expected to be addressed in the opening Plenary (9 May 2024) and items 10 to 22 are expected to be addressed in the closing Plenary (17 May 2024).*

***Note 2:*** *Updates to the agenda can be found in the revisions of* [*SG9-TD575*](https://www.itu.int/md/T22-SG09-240509-TD-GEN-0575/en)*.*

Annex C  
Draft Timetable of SG9 meeting (e-meeting, 9–17 May 2024)

|  | **Thursday 9 May 2024** | | | | **Friday 10 May 2024** | | | | **Sat 11  May** | **Sun 12 May** | **Monday 13 May 2024** | | | | **Tuesday 14 May 2024** | | | | **Wednesday 15 May 2024** | | | | **Thursday 16 May 2024** | | | | **Friday 17 May 2024** | | | |
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| ***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** | **1** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** |  |
| **WPs** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** | **X** |  |  |  |  |
| **Restructuring** |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Q1/9** |  |  |  | **--** | **--** | **--** | **--** | **--** |  |  | **--** |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  |
| **Q2/9** |  |  |  | **--** | **--** | **--** | **--** | **--** |  |  | **--** |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  |
| **Q3/9** |  |  |  | **--** | **--** | **--** | **--** | **--** |  |  | **--** |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  |
| **Q4/9** |  |  |  | **--** | **--** | **--** | **--** | **--** |  |  | **--** |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  |
| **Q5/9** |  |  |  | **--** | **--** | **--** | **--** | **--** |  |  | **--** |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  |
| **Q6/9** |  |  |  | **--** | **--** | **--** | **--** | **--** |  |  | **--** |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  |
| **Q7/9** |  |  |  | **--** | **--** | **--** | **--** | **--** |  |  | **--** |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  |
| **Q8/9** |  |  |  | **--** | **--** | **--** | **--** | **--** |  |  | **--** |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  |
| **Q9/9** |  |  |  | **--** | **--** | **--** | **--** | **--** |  |  | **--** |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  |
| **Q10/9** |  |  |  | **--** | **--** | **--** | **--** | **--** |  |  | **--** |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  |
| **Q11/9\*** |  |  |  | **--** | **--** | **--** | **--** | **--** |  |  | **--** |  |  | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** | **--** |  |  |  |  |  |  |

**Sessions (CEST): Session 0:** **0930–1015; Session 1: 1015–1130; Session 2: 1145–1300;** **Session 3: 1315–1430;** **Session 4: 1445–1600**

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| **PLEN** | SG9 Plenary sessions |
| **WPs** | Working Parties 1/9 and 2/9 Plenary sessions |
| **X** | Represents a meeting session |
| **\*** | Real-time professional captioning service provided |
| **Remote** | Remote participation facilities: <https://www.itu.int/myworkspace/#/MyMeetings> |
| **1** | Working Parties opening plenaries will be held as part of SG9 opening plenary |
| NOTE1 | Updates to the timetable can be found in revisions of [*SG9-TD576*](https://www.itu.int/md/T22-SG09-240509-TD-GEN-0576/en). |
| NOTE2 | Session “0: 0930–1015” will be used only if requested by related Rapporteurs |

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| Legend |  | SG and WP Plenary sessions |  | Questions of SG9 |  | Restructuring in view of WTSA-24 |

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