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| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 28 July 2022 | |
| Ref: | **TSB Collective letter 1/16**  SG16/SC | | - To Administrations of Member States of the Union;  - To ITU‑T Sector Members;  - To ITU‑T Associates of Study Group 16;  - To ITU Academia | |
| Tel: | +41 22 730 6805 | |
| Fax: | +41 22 730 5853 | |
| E-mail: | [tsbsg16@itu.int](mailto:tsbsg16@itu.int) | |
| Web: | <https://itu.int/go/tsg16> | |
| **Subject**: | **Meeting of Study Group 16, Geneva, 17-28 October 2022** | | | |

Dear Sir/Madam,

It is my pleasure to invite you to attend the next meeting of Study Group 16 (*Multimedia and related digital technologies*), which is planned to be held at ITU headquarters, Geneva, from 17 to 28 October 2022, inclusive.

The final logistical arrangements for this meeting are dependent on the COVID-19 pandemic evolution and its impact on international travel. The study group management team, in close collaboration with the TSB, will monitor the situation closely. Within this context, it should be noted that, due to challenging circumstances, the traditional co-location of the SG16 meeting with ISO/IEC JTC1 SC29 working groups is, on an exceptional basis, unlikely to take place in Geneva on this occasion. If changes to the meeting arrangements are required, ITU-T experts will be informed via the study group homepage, mailing lists and/or updates to this Collective letter, as applicable.

Work items under development in ITU-T SG16, including reference to the latest working drafts, can be accessed at <https://www.itu.int/itu-t/workprog/wp_search.aspx?sg=16>. 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=T17-SG16), and guidelines for preparation of Contributions can be accessed at <https://www.itu.int/rec/T-REC-A.2-201211-I>.

The meeting will open at 0930 hours on the first day, and participant registration will begin at 0830 hours at the [Montbrillant building entrance](https://www.itu.int/en/about/Documents/itu-plan.pdf). Daily meeting-room allocations will be displayed on screens throughout ITU headquarters, and online [here](https://handle.itu.int/11.1002/apps/meeting-rooms).

Practical 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**. Detailed agenda and updated draft time plan and logistics information will be available from the [study group homepage](https://www.itu.int/go/tsg16).

**Key deadlines**:

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| 2022-08-17 | - 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 |
| 2022-09-05 | - Submit (e-)fellowship requests (via the forms on the [study group homepage](https://www.itu.int/go/tsg16); see details in Annex A)  - Submit interpretation requests (via the online registration form) |
| 2022-09-17 | - Pre-registration via the online registration form on the [study group homepage](https://www.itu.int/go/tsg16) at <https://www.itu.int/go/tsg16/reg>  - Submit requests for visa support letters (via the online registration form; see details in Annex A) |
| 2022-10-04 | - [Submit ITU-T Member contributions (via Direct Document Posting)](https://www.itu.int/net/ITU-T/ddp/) |

I wish you a productive and enjoyable meeting.

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| Yours faithfully,  Chaesub Lee Director of the Telecommunication Standardization Bureau | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg16 ITU-T SG16 |
| Latest meeting information |

**Annexes**: 3

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**: 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. Detailed information is available on‑site and on the ITU‑T website (<https://itu.int/en/ITU-T/ewm/Pages/ITU-Internet-Printer-Services.aspx>).

**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' computers, documents may be "e‑printed" by e-mailing them to the desired printer.  
Details at: <https://itu.int/go/e-print>.

**LOAN LAPTOPS** for delegates are available from the ITU Service Desk ([servicedesk@itu.int](mailto:servicedesk@itu.int)) on a first-come, first‑served basis.

**INTERACTIVE REMOTE PARTICIPATION**: Remote participation will be provided on a best-effort basis for all sessions for which a request is received at least 72 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 and/or sign-language interpretation may be provided on demand to those needing them for the sessions where accessibility matters will be discussed (Question 26/16 and 28/16), 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.

**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) (16 January 2018), the ITU-T registration system requires focal-point approval for registration requests; [TSB Circular 118](https://www.itu.int/md/T17-TSB-CIR-0118) (1 October 2018) 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 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](mailto: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**: 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](https://www.itu.int/go/tsg16). **Fellowship requests must be received by 5 September 2022 at the latest**, 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.

**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. Once your registration has been approved by your organization's registration focal point, there is normally a 15-day delay before the visa request letter is issued. Therefore, 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](mailto: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: <https://itu.int/en/delegates-corner>. COVID-19 specific information related to participation in ITU events can be found at: <https://itu.int/en/ITU-T/wtsa20/Pages/FAQ.aspx>.

**HOTEL DISCOUNTS**: A number of 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: <https://itu.int/travel/>.

ANNEX B  
Draft agenda

|  |  |
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|  | Opening of meeting, meeting agenda, documentation, objectives and updates |
|  | Overview of WTSA-20 results (Mandates, Questions, Leadership) |
|  | SG16 organization (including Working Party structure) |
|  | Approval of previous SG16 and WP meeting reports ([SG16-R35 to R38](https://www.itu.int/md/T17-SG16-220117-R/en) – 2017-2021) |
|  | Status of texts consented, agreed, deleted and current list of Implementors guides |
|  | Progress report of SG16 FGs |
|  | Feedback and status reports on interim activities and collaboration matters |
|  | Promotion activities and workshops of interest to SG16 |
|  | 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 |
|  | Future work |
|  | Date and place of the next meeting of SG16 |
|  | Miscellaneous |
|  | Closing of the meeting |

*For agenda updates, please see:* <https://www.itu.int/go/tsg16>.

ANNEX C  
Draft time plan



**Notes:**

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|  | "P" stands for plenary. Planned time slots are: [1] 0930-1045; [2] 1115-1230; [3] 1430-1545;  [4] 1615-1730; and [5] afterhours (Geneva time). Lunch break is planned 1230-1430. |
|  | Question 1/16, which is allocated to the Plenary, will have sessions as needed during the meeting. |
|  | Intermediate Working Party plenaries may be organized on the first Friday afternoon to wrap-up work of Questions that completed their sessions during the first week of the meeting. This would be announced in due time via the applicable SG16 mailing lists. |
|  | A number of ISO/IEC JTC1/SC29 WGs are expected to meet 24 to 28 October 2022, exceptionally not in Geneva, but in Mainz, Germany. More details can be found at the [SC29 website](https://sd.iso.org/meetings). |
|  | The planned dates for the Joint Video Experts Team (JVET) meeting are Thu 20 to Fri 28 October 2022, **subject to confirmation**. See <https://www.itu.int/go/jvet> for final details closer to the meeting. Due to exceptional circumstances, please note that JVET would not take place under the auspices of ITU-T SG16 on this occasion. |

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

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