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| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 25 September 2023 | |
| Ref: | TSB Collective letter 6/16  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 | |
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| E-mail: | [tsbsg16@itu.int](mailto:tsbsg16@itu.int) | |
| Web: | <https://itu.int/go/tsg16> | |
| **Subject:** | **Meeting of Working Party 3/16; Geneva, 14 December 2023** | | | |
| Dear Sir/Madam,  It is my pleasure to invite you to attend the meeting of Working Party 3/16 (Audiovisual technologies and intelligent immersive applications), which is planned to be held at ITU headquarters, Geneva, on Thursday 14 December 2023.  The main objective of this meeting is to Consent under AAP or Determine under TAP work items of WP3/16 Questions that will be sufficiently mature, in particular:   * Q5/16: F.AI-CPP (AAP) * Q6/16: Revised T.86 and T.803 (both AAP) * Q12/16: H.VSBD (AAP)   The WP3/16 meeting is preceded by various *online* Rapporteur group meetings in the period from August to December 2023 (currently, Questions 5/16, 6/16, 8/16 and 12/16, as listed in <https://itu.int/en/ITU-T/studygroups/2022-2024/16/Documents/202307/rgm-v202307.pdf>), whose results will be reviewed at the respective working party meeting. The page <https://itu.int/go/rgm/tsg16> will be updated as details become available.  No fellowships will be awarded for this meeting. The entire meeting will run in English without interpretation.  Please note that registration is mandatory (online at <https://itu.int/net4/CRM/xreg/web/Registration.aspx?Event=C-00013126>). Participation will only be possible for registrations approved by the respective focal point.  The meeting will open at 0930 hours and participant registration will begin at 0830 hours at the [Montbrillant building entrance](https://www.itu.int/en/about/Documents/itu-plan.pdf). Remote participation for the meeting will be provided via the [MyMeetings remote participation tool](https://remote.itu.int/).  Practical meeting information is set out in **Annex A**. Delegates are reminded that, as per the provisions currently in force, decisions will be taken by those physically present in the meeting room. The draft agenda of the meeting, as prepared in agreement with the co-chairmen of Working Party 3/16, Mr Hideo Imanaka and Ms Yuan Zhang, is set out in **Annex B**.  **Key deadlines**:   |  |  | | --- | --- | | 2023-10-14 | - [Submit ITU-T Member contributions](https://itu.int/net/ITU-T/ddp/) for which translation is requested | | 2023-11-14 | - Registration (via the online registration form on the [study group homepage](https://www.itu.int/go/tsg16)  - Submit requests for visa support letters (via the online registration form; see details in Annex A) | | 2023-12-01 | - Submit ITU-T Member contributions (via e-mail until 9 November 2023 and via [Direct Document Posting](http://www.itu.int/net/ITU-T/ddp/) afterwards) |   I wish you a productive and enjoyable meeting.   |  |  | | --- | --- | | 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/sg16 ITU-T SG16 |   **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 preferentially using the [Direct Document Posting](http://itu.int/net/ITU-T/ddp/) (see NOTE); 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.

**NOTE** –Due to limitations in the DDP platform, uploading of contributions for this working party meeting via DDP will open on 9 November 2023. Should you wish to submit contributions prior to that date, kindly e-mail them to the secretariat at [tsbsg16@itu.int](mailto:tsbsg16@itu.int).

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

**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/general-secretariat/ICT-Services>).

**E-LOCKERS** are available for the duration of the meeting using delegates’ ITU-T RFID identity badges. The e‑lockers are located in the ITU Tower entrance floor and first basement, as well as on the ground floor of the Montbrillant building.

**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 printed by e-mailing them to the desired printer, after registering your e-mail address with the [ITU Service Desk](mailto:servicedesk@itu.int). Details at: <https://itu.int/go/e-print>.

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

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

**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](https://www.itu.int/go/tsg16). Without registration, delegates will not be able to access the [MyMeetings remote participation tool](https://remote.itu.int/).

**FELLOWSHIPS:** No fellowships or e-fellowships will be awarded for this one-day 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>.

**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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| **#** | **Agenda items** | |
|  | Opening remarks | |
|  | Approval of agenda | |
|  | Document allocation | |
|  | IPR roll call | |
|  | Report of the previous WP3/16 meeting (Geneva, 10-21 July 2023, [SG16-R12](https://www.itu.int/md/T22-SG16-R-0012/en)) | |
|  | Review and approval of interim WP3/16 activities (as applicable) | |
|  | | Q5/16 "Artificial intelligence-enabled multimedia applications" |
|  | | Q6/16 "Visual, audio and signal coding" |
|  | | Q8/16 "Immersive live experience systems and services" |
|  | | Q12/16 "Intelligent visual systems and services" |
|  | Start of approval process (WTSA-20 Res.1 and ITU-T A.8) for mature WP3/16 texts | |
|  | Approval of outgoing liaison statements | |
|  | Future meetings | |
|  | Any other business | |
|  | Closing of the meeting | |

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