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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau**  |  |
|  | Geneva, 29 May 2024 |
| Ref: | **TSB Collective letter 5/9**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; Tokyo, Japan, 2-10 September 2024** |
| 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 Tokyo, Japan from 2 to 10 September 2024 inclusive, at the kind invitation of the Ministry of Internal Affairs and Communications (MIC) of the Japanese Administration.**Venue**: ***KDDI Hall, Otemachi, Tokyo, Japan******Address: 1-8-1 Otemachi, Chiyoda-ku, Tokyo 100-0004, Japan***Online Map: <https://maps.app.goo.gl/sK6Dfmz4k6EkmQvs9> A workshop to foster collaboration and coordination with SG16 in view of their consolidation is also being planned on Friday 6 September (TBC), during the SG9 meeting in Tokyo. 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 9:30 hours on the first day and participant registration will begin at 08:30 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".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 opening and closing plenary sessions will be supported by interactive remote participation (see Annex A for more details).**Key deadlines**:

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| 2 July 2024 | - 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 |
| 22 July 2024 | - Submit (e-)fellowship requests (via the forms on the [study group homepage](http://itu.int/ITU-T/go/sg9); see details in Annex A) |
| 15 July 2024 | - 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 (via the online registration form; see details in Annex A) |
| 20 August 2024 | - [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 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. |
| 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/2024/ListEligibleCountries2024.pdf), **two types** of fellowships are offered for this meeting:

* the traditional **in-person fellowships**; and
* the **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 22 July 2024 at the latest.** They are to be 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 Japan, 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 Japanese 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 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. 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 Japanese Administration, please read carefully **Annex D** of this document.

The focal point for visa support in Japan is:

*Mr. Junichi KISHIMOTO
AFFILIATION: The ITU Association of Japan
Mobile: +81 3 5357 7619
Email:* *itu\_sg9\_sec@ituaj.jp*

*Ms. Kaori OHNO
AFFILIATION: The ITU Association of Japan
Mobile: +81 3 5357 7621
Email:* *itu\_sg9\_sec@ituaj.jp*

**Annex B
Draft agenda of SG9 meeting (Tokyo, 2-10 September 2024)**

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| **#** | **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: updates on the consolidation with 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 |  |
|  | 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 (Tokyo, 2-10 September 2024)

|  | **Monday2 September**  | **Tuesday3 September** | **Wednesday4 September** | **Thursday5 September** | **Friday6 September** | **Sat 7/9** | **Sun8/9** | **Monday9 September** | **Tuesday10 September** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Sessions*** | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***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*** |
| **PLEN** | **X** | **2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** |  |  |  |
| **WPs** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Workshop** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **1** | **1** |  |  |  | **X** | **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 timing : Session 1: 0930 – 1045; Session 2: 1115-1230; Session 3: 1430-1545;** **Session 4: 1615-1730 Session 5 : 1800-1900**

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| **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 to foster collaboration and coordination with SG16 in view of their consolidation (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 |
| **NOTE1** | Session 5 will be used only if needed |
| **NOTE2** | The exact number of sessions allocated to the workshop is to be confirmed |

**Colour legend**

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

# ANNEX D

**INVITATION LETTER REQUEST FORM**

All foreign visitors entering Japan 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 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.

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.

To obtain an invitation letter:

1. Please complete the form at the following URL: <https://www.ituaj.jp/?page_id=31946>
2. *NOTE: A proof of registration to the SG9 meeting will be requested to the ITU by the Host, so make sure you have registered for the* [*ITU-T SG9 meeting*](https://www.itu.int/en/ITU-T/studygroups/2022-2024/09/Pages/default.aspx) *and your focal point has approved your registration, before requesting the visa invitation letter. Invitation letters won’t be delivered to non-registered delegates.*

***In order to receive an invitation letter, your information should be provided to the host before 15 July 2024.***

*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.*

For more information, please visit the website of the Ministry of Foreign Affairs of Japan at:
<http://www.mofa.go.jp/j_info/visit/visa/>

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