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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union**  **Telecommunication Standardization Bureau** | | |  |
|  | | Geneva, 20 May 2024 | | |
| Ref: | **TSB Collective letter 8/16**  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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| Web: | <https://itu.int/go/tsg16> |
| **Subject:** | **Joint WP1, WP2 and WP3/16 meeting, Geneva, 30 August 2024** | | | |
| Dear Sir/Madam,  It is my pleasure to invite you to attend the joint meeting of Working Party 1/16 (Infrastructure for multimedia systems), Working Party 2/16 (Multimedia digital services and human aspects) and Working Party 3/16 (Audiovisual technologies and intelligent immersive applications) that is planned to take place in Geneva, on Friday, 30 August 2024 from 0930 to 1730 hours CEST.  Their **main objectives** are a) to review the results of interim activities (including progress on metaverse standardization work) and b) to Consent work items of WP1/16, WP2/16 and WP3/16 Questions that will be sufficiently mature, in particular from Q5/16 (F.DHSMD, F.ADT4MM, F.AI-CIS, H.FDISprot), Q12/16 (F.MGSReqs, F.RIIS-CEC), Q21/16 (F.CEMP-DHS, F.LPSReqs), Q24/16 (F.MDI), Q27/16 (F.DVMSF-Edge), and Q28/16 (H.SL-ES, F.MEMgt).  The joint working party meeting is expected to be preceded by various *online* and *in-person* Rapporteur group meetings in the period from June to August 2024, whose results will be reviewed at the joint working party meeting. Please note that some Questions, in particular Questions 8 and 12/16, will be meeting physically with remote participation in Geneva, 26-29 August 2024, prior to the joint working party meeting.  For the latest information, see <https://itu.int/net/ITU-T/lists/rgm.aspx?Group=16&Q=-1&From=2024-06-01&To=2023-08-29>.  As customary for working party meetings, this meeting will be held in English only. Real-time captioning will be provided.  Please note that registration is *mandatory* (online at <https://itu.int/go/tsg16/reg>) to *all participants*, either in-person or online. Participation will only be possible for registrations *approved* by the respective *focal point*.  The joint working party 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). Screens in ITU headquarters will show the meeting room allocation, as well as online [here](https://handle.itu.int/11.1002/apps/meeting-rooms).  **Key deadlines**:   |  |  | | --- | --- | | 2024-06-30 | - 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 | | 2024-07-30 | - Pre-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) | | 2024-08-17 | - [Submit ITU-T Member Contributions (via Direct Document Posting)](https://www.itu.int/net/ITU-T/ddp/) |   Practical meeting information is set out in **Annex A**. The draft meeting **agendas**, as prepared in agreement with the chair of Working Party 1/16, Mr Shin-Gak Kang, Working Party 2/16 co-chairs, Messrs Mohannad El‑Megharbel and Hideki Yamamoto, Working Party 3/16 co-chairs, Mr Hideo Imanaka and Ms Yuan Zhang are set out in **Annex B**.  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 | |
| Latest meeting information | |
| **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 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. Members should be aware that, since the main objectives of the joint working party meeting are a) to review the results of interim rapporteur group meetings and b) to start the approval process for sufficiently mature work items, contributions addressing detailed proposals concerning existing work items are not expected to be discussed at this meeting. They would be addressed at Rapporteur Group meetings preceding or after the joint working party meeting, as appropriate.

**WORKING LANGUAGE**: The joint working party 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.  
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**: The [MyMeetings](https://remote.itu.int/) portal will be used for this joint working party meeting. Registration is required for *all* participants, online or in person. Remote participation is provided on a best-effort basis. The meeting should not be delayed or interrupted because of a remote participant’s inability to connect, listen or be heard. 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.

**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.

**FELLOWSHIPS**: Fellowships will not be provided for this one-day joint working party 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 for the joint working party meeting

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| **#** | **Agenda items** | |
| ***General segment - Opening*** | | |
|  | Opening Remarks | |
|  | Approval of agenda | |
|  | Document allocation | |
|  | IPR roll call | |
|  | Report of the previous SG16 meeting (Rennes, 15-26 April 2024, [SG16-R23 to R26](https://www.itu.int/md/T22-SG16-240415-R/en)) | |
|  | Status of SG16 Recommendations Consented (Rennes, 15-26 April 2024) | |
|  | Updates on the metaverse work (if any) | |
| ***WP1/16 Segment*** | | |
|  | Report of interim WP1/16 activities (as applicable) | |
|  | | Q11/16 "Multimedia systems, terminals, gateways and data conferencing" |
|  | | Q13/16 "Content delivery, multimedia application platforms and end systems for IP-based television services including digital signage" |
|  | | Q21/16 "Multimedia framework, applications and services" |
|  | | Q22/16 "Multimedia aspects of distributed ledger technologies and e-services" |
|  | | Q27/16 "Vehicular multimedia communications, systems, networks, and applications" |
|  | Start of approval process (WTSA-20 Res.1 and ITU-T A.8) for mature WP1/16 texts | |
|  | Approval of work programme updates and outgoing liaison statements from WP1/16 Questions | |
| ***WP2/16 Segment*** | | |
|  | Report of interim WP2/16 activities (as applicable) | |
|  | | Q23/16 "Digital culture-related systems and services" |
|  | | Q24/16 "Human factors for intelligent user interfaces and services" |
|  | | Q26/16 "Accessibility to multimedia systems and services" |
|  | | Q28/16 "Multimedia framework for digital health applications" |
|  | Start of approval process (WTSA-20 Res.1 and ITU-T A.8) for mature WP2/16 texts | |
|  | Approval of work programme updates and outgoing liaison statements from WP2/16 Questions | |
| ***WP3/16 Segment*** | | |
|  | 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 work programme updates and outgoing liaison statements from WP3/16 Questions | |
| ***General segment - Closing*** | | |
|  | Future meetings | |
|  | Any other business | |
|  | Closing of the meeting | |

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