

**ISO/IEC JTC 1/SC 29/WG 11**

**Coding of moving pictures and audio**

**Convenorship: UNI (Italy)**

**ISO/IEC JTC 1/SC 29/WG 11 N19189**

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**INTERNATIONAL ORGANISATION FOR STANDARDISATION**

**ORGANISATION INTERNATIONALE DE NORMALISATION**

**ISO/IEC JTC 1/SC 29/WG 11**

**CODING OF MOVING PICTURES AND AUDIO**

**ISO/IEC JTC 1/SC 29/WG 11 N19169**

**Alpbach, AT – April 2020**

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| **Source:** | **Convenor** |
| **Title:** | **Notice of 130th meeting (rev. 01)** |

**Notice of 130th meeting (rev. 01)**

# Introduction

Bearing in mind the instructions received from the ISO Central Secretariat that no ISO meeting may be held physically until 2020/06/30, the 130th WG 11 meeting planned to be held in Alpbach, AT, on 20-24 April 2020, preceded by JVET, JCT-VC and AhG meeting (called “physical meeting” in the following) is cancelled and replaced by a fully online meeting (called “MPEG130 online” in the following).

Meeting dates:

* The JVET meeting starts on the 15th of April.
* The JCT-VC meeting starts on the 18th of April.
* Ad hoc group meetings may be held on the days preceding the 20th of April.
* MPEG starts on 2020/04/20T05:00UTC and the last session will starts on 2020/04/24T21:00 UTC.

Registration on the ISO website and the [meeting organiser’s website](https://www.kcmweb.de/registration-mpeg-130) is required to attend MPEG130 online.

To recover significant costs, currently considered irrecoverable, facilities fees of 275 € for attending MPEG130 online are applied. Attendance at MPEG130 online will not be denied to those who have not paid facility fees.

If those expenses (meeting rooms) will be refunded, all or in part, e.g. by order of the Austrian authorities, they will be refunded in an economic way to members.

Those who have paid the facility fees for the physical meeting will be reimbursed the amount paid subtracted the MPEG130 online facilities fees, if they agree to pay the online facility fees.

This meeting notice includes guidelines that are expected to lead to a successful holding of MPEG130 online.

Please note the acronyms below.

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| Acronyms: | MDMS | MPEG Document Management System | wg11.sc29.org |
|  | MMSS | MPEG Meeting Support System (calendar) | wg11.sc29.org |

# Suggested steps in preparation to MPEG130 online

1. MDMS is open for MPEG130 document registration.
2. AhGs accelerate work on their mandates by holding teleconferences in advance to MPEG130 to improve meeting efficiency.
3. AhGs can plan to hold unplanned online meetings on days before, instead of or in addition to, the 18-19 April following our internal rule “Members of an AHG may be given shorter notice of meetings (including agenda) by the AHG chairman in writing. Such notice shall be given by the chairman not less than two weeks in advance of the proposed meeting. Should any member of the AHG object in writing, meetings shall be held according to a meeting notice distributed four months in advance and no less than three months, or according to the formally established meeting schedule for that AHG. The Convenor shall be consulted by the Chairman on any intention to convene an unplanned meeting.” (see <https://mpeg.chiariglione.org/content/ad-hoc-groups>)
4. When registering a document for MPEG130, an abstract with as many details as possible should be added to help chairs define sessions and properly allocate contributions.
5. Particularly at this meeting, late documents will only be considered if there is consensus and time to discuss them.

# General on MPEG130 online

1. Online MPEG130 sessions will be password protected. The meeting password will be communicated to those who have registered.
2. MPEG130 online, for a group as large and untrained as ours, is bound to be less efficient than a regular physical meeting.
3. The management will set the goals of the meeting, which are likely not to include all the goals we could have set for a physical meeting. The goals will balance urgency, maturity and achievability of results.
4. A full schedule will be developed in strict contact with BoG chairs. This will balance the need to achieve as many results as possible (i.e. parallel sessions) with giving the opportunity to as many members as possible to attend (i.e. sequential sections).
5. MPEG130 online will be conducted in 3 time slots starting at 05:00, 13:00 and 21:00. The sessions inside will have durations less than 2 hours followed by a break.
6. Zoom will be used consistently for all online sessions (all Chairs have Zoom accounts and most BoGs should have a Zoom account because all standard editors can have one).
7. BoG participants may agree to hold informal BoG-related discussions (by email and other means). Any conclusion reached shall be documented in a registered document and subsequently confirmed by a scheduled BoG meeting (online) and then by the relevant subgroup.
8. BoG schedules may change while the week progresses. If a change is needed, BoG chairs will determine the time zones of their intended participants, and suggest times for calls preferably in the said 05:00, 13:00 and 21:00 time slots, in consultation with the appropriate subgroup chair. Changes will be announced at least 22 hours in advance.
9. Advisors should inform their colleagues of the difficulties of such a large online meeting and respond accordingly.
10. Video shall not be used in all MPEG130 sessions.
11. Duties/prerogatives of chairs:
    1. Enter data of their sessions in MMSS and update them every day
    2. Use online annotation tools in shared screen and whiteboard modes
    3. Agree with participants the queue management system (voice-only/Zoom-based)
    4. Enforce the queue
    5. Give the floor, typically in the order of requests
    6. Stop verbose comments after warning
    7. Mute participants whose unmuted microphones cause noise
    8. Stop a session after two hours continuous meeting (ISO regulation)
    9. An online session may only last 2h.
12. Duties of participants
    1. Request the floor announcing their name (compulsory)
    2. Mute microphone if not speaking
    3. Monitor the zoom chat window.

# ICT support

1. Chairs will register the meeting sessions of the week in MMSS with URLs and session name
2. Christian is preparing a new system where
   1. Chairs enter sessions
      1. In not more than 2-hour slots
      2. With all the details, e.g. list of documents to be discussed.
   2. Chairs record results of document discussions (i.e. preliminary report of meeting sessions) using the facility at mpeg.expert
   3. Chairs share their screen to enable participants to see chairs’ activity.

Thanks Christian, for this and the many other things you have done for MPEG!

# Table of activities

UT: UTC

CE: CEST

Column X:

* D indicates deadline
* S indicates that the action start at that time

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| **Date** | **UT** | **CE** | **Who** | **X** | **Action** |
| 04/08 | 21 | 23 | All | D | Register contributions with abstracts |
| 04/08 |  |  | Chairs | D | Post draft schedules of plenaries with URLs and subgroup meeting goals |
| 04/08 | 21 | 23 | JVET | D | Upload JVET contributions |
| 04/10 |  |  | BoGChairs | D | Submit proposed schedules of their sessions to chairs |
| 04/15 | 21 | 23 | All others | D | Upload their contributions |
| 04/17 |  |  | Mgmt | D | Produce full MPEG meeting schedule (plenaries-subgroups-BoGs) with URLs and goals  Enter said meeting schedule to MMSS |
| 04/18 | 05 | 07 | AhGs | S | Hold meetings per their planned physical meetings if necessary |
| 04/19 | 05 | 07 | AhGs | S | Do. |
| 04/19 | 16 | 18 | Mgmt | S | Hold chairs meeting (2h) |
| 04/19 | 18 | 20 | AhGChairs | D | Upload to MDMS presentations with detailed conclusions |
| 04/20 | 05 | 07 | All | S | Hold plenary (2h)   1. Handle general matters 2. Presentations limited to 2’; questions managed for importance 3. Issues communicated to convenor beforehand may get more time |
| 04/20 | 07 | 09 | Chairs | S | Decide on late registrations/submissions with SG members |
| 04/20 | 16 | 18 | Advisors | S | Hold advisors meeting (1h) |
| 04/21 | 16 | 18 | Mgmt | S | Hold chairs meeting (2h) |
| 04/21 | 20 | 22 | Chairs | D | Upload their mid-week presentations to MDMS |
| 04/20 | 13 | 15 | All | S | Hold plenary (1h)   1. Chairs make 5’ oral presentations (strict enforcement) |
| 04/23 | 16 | 18 | Mgmt | S | Hold chairs meeting (2h)  Add their conclusion to mission control of MDMS |
| 04/24 | 18 | 20 | Members | D | Can access conclusion document in MDMS mission control |
| 04/24 | 18 | 20 | Chairs | D | Upload liaisons to MMDS |
| 04/24 | 18 | 20 | Chairs | D | Upload subgroup presentations to MDMS |
| 04/24 | 21 | 23 | All | S | Hold plenary (2h)   1. 5’ chair oral presentations (strict enforcement) 2. Conclusions read and approved as usual 3. Only liaisons with outstanding problems to be reviewed |

**For the records, this is the meeting notice of the physical meeting.**

The 130th WG 11 meeting will take place at the Congress Centrum Alpbach – Alpbach, Austria.

The meeting will be preceded by:

* The JVET meeting starting on the 15th.
* The JCT-VC meeting starting on the 18th.
* Ad hoc group meetings on the weekend (18th-19th).

**Logistic information**

The meeting organizer is: kenzler conference management, Karla-Schmidt-Str.14, D-30655 Hannover, Germany.

Facilities fees apply (490 EUR Early Bird facilities fees until 01 March 2020, 23:59 CET). Access to the meeting will not be refused to those who do not pay the facilities fees. However, please note recommendation 17.1.1 of 126th meeting (Geneva 2019/03/25-29).

The regular facilities fee is 590 €, starting 02 March 2020.

**Cancellation penalties**

50 EUR before 06.03.2020

50% from 07.03.2020 – 06.04.2020

No refund from and after 06.04.2020

Other fees (e.g. changing name, billing address): 50 EUR

**Registration fee includes**

Access to the meeting rooms

Meeting facilities, including A/V equipment

Wireless high-speed internet access

Coffee-breaks (twice a day)

Lunch and dinner is not included in the meeting fee.

Please make your registration [HERE](https://www.kcmweb.de/registration-mpeg-130)

The meeting website is [HERE](http://kenzler-conferences.de/mpeg130/).