



## Radiocommunication Bureau (BR)

Administrative Circular  
**CACE/712**

10 February 2015

**To Administrations of Member States of the ITU, Radiocommunication Sector Members,  
ITU-R Associates participating in the work of the Radiocommunication Study Group 4 and  
ITU Academia**

Subject: **Meeting of Radiocommunication Study Group 4 (Satellite services),  
Geneva, 26 June 2015**

### 1 Introduction

By means of this Administrative Circular, I wish to announce that a meeting of ITU-R Study Group 4 will take place in Geneva on Friday 26 June 2015, following the meetings of Working Parties 4A, 4B and 4C (see Circular Letter [4/LCCE/118](#)).

The Study Group meeting will be held in the ITU Headquarters, Geneva. The opening session will take place at 0930 hours.

Group	Meeting date	Deadline for contributions at 1600 hours UTC	Opening session
Study Group 4	26 June 2015	Friday, 19 June 2015	Friday, 26 June 2015 at 0930 hours

### 2 Programme of the meeting

The draft agenda for the meeting of Study Group 4 is contained in Annex 1. The Questions assigned to Study Group 4 may be found on:

<http://www.itu.int/pub/R-QUE-SG04/en>

#### 2.1 Adoption of draft Recommendations at the Study Group meeting (§ 10.2.2 of Resolution ITU-R 1-6)

No Recommendations are proposed for adoption by the Study Group at its meeting in accordance with § 10.2.2 of Resolution ITU-R 1-6.

## **2.2 Adoption of draft Recommendations by a Study Group by correspondence (§ 10.2.3 of Resolution ITU-R 1-6)**

The procedure described in § 10.2.3 of Resolution ITU-R 1-6 concerns draft new or revised Recommendations that are not specifically included in the agenda of a Study Group meeting.

In accordance with this procedure, draft new and revised Recommendations prepared during the meetings of Working Parties 4A, 4B and 4C held prior to the Study Group meeting will be submitted to the Study Group. After due consideration, the Study Group may decide to seek adoption of these draft Recommendations by correspondence. In such cases, the Study Group shall use the procedure for simultaneous adoption and approval (PSAA) by correspondence of draft Recommendations as described in § 10.3 of Resolution ITU-R 1-6 (see also § 2.3 below), if there is no objection by any Member State attending the meeting.

In accordance with § 2.25 of Resolution ITU-R 1-6, Annex 2 to this Circular contains a list of topics to be addressed at the meetings of the Working Parties held just prior to the Study Group meeting, and for which draft Recommendations may be developed.

## **2.3 Decision on approval procedure**

At the meeting, the Study Group shall decide on the eventual procedure to be followed for seeking approval for each draft Recommendation in accordance with § 10.4.3 of Resolution ITU-R 1-6, unless the Study Group has decided to use the PSAA procedure as described in § 10.3 of Resolution ITU-R 1-6 (see § 2.2 above).

## **3 Contributions**

Contributions in response to the work of Study Group 4 are processed according to the provisions laid down in Resolution ITU-R 1-6.

The membership is encouraged to submit contributions (including revisions, addenda and corrigenda to contributions) in order for them to be received 12 calendar days prior to the start of the meeting. The deadline for reception of contributions is seven calendar days (1600 hours UTC) prior to the start of the meeting. **The deadline for reception of contributions for this meeting is specified in the table above.** Contributions received later than this deadline cannot be accepted. Resolution ITU-R 1-6 provides that contributions which are not available to participants at the opening of the meeting shall not be considered.

Participants are requested to submit contributions by electronic mail to:

[rsg4@itu.int](mailto:rsg4@itu.int)

A copy should also be sent to the Chairman and Vice-Chairmen of Study Group 4. The pertinent addresses can be found on:

<http://www.itu.int/go/rsg4/ch>

## **4 Documents**

Contributions will be posted “as received” within one working day on the webpage established for this purpose: <http://www.itu.int/md/R12-SG04.AR-C/en>.

The official versions will be posted on <http://www.itu.int/md/R12-SG04-C/en> within 3 working days.

In accordance with Resolution 167 (Rev. Busan, 2014), **the Study Group meeting will be completely paperless.** Wireless LAN facilities will be available for use by delegates in the meeting rooms. Printers are available in the cyber café of the 2<sup>nd</sup> basement of the Tower building and on the ground floor and first floor of the Montbrillant building for delegates who wish to print documents. In addition, the Service Desk ([servicedesk@itu.int](mailto:servicedesk@itu.int)) has prepared a limited number of laptops for those who do not have one.

## 5 Remote participation

In order to follow the proceedings of ITU-R meetings remotely an audio webcast of the Study Group Plenary meetings in all languages will be provided through the ITU Internet Broadcasting Service (IBS). Participants do not need to register for the meeting to use the webcast facility, however an ITU [TIES account](#) is required to access the webcast.

## 6 Participation/Visa requirements/Accommodation

Advance registration to ITU-R events is mandatory and carried out exclusively online through Designated Focal Points (DFPs). Each ITU-R Member has been requested to designate a DFP responsible for the handling of all registration formalities, including visa support requests that should also be submitted by the DFP during the on-line registration process. Individuals wishing to be registered to an ITU-R event should directly contact the DFP for their entity. The list of ITU-R DFPs (TIES protected) as well as detailed information on event registration, visa support requirements, hotel accommodation, etc. can be found at: [www.itu.int/en/ITU-R/information/events](http://www.itu.int/en/ITU-R/information/events).



François Rancy  
Director

## Annexes: 2

### Distribution:

- Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of Radiocommunication Study Group 4
- ITU-R Associates participating in the work of Radiocommunication Study Group 4
- ITU Academia
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups and Special Committee on Regulatory/Procedural Matters
- Chairman and Vice-Chairmen of the Conference Preparatory Meeting
- Members of the Radio Regulations Board
- Secretary-General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

## Annex 1

### Draft agenda for the meeting of Radiocommunication Study Group 4

(Geneva, 26 June 2015)

- 1 Opening remarks
  - 1.1 Director BR
  - 1.2 Chairman
- 2 Approval of the agenda
- 3 Appointment of the Rapporteur
- 4 Summary Record of the previous meeting (Document [4/76](#))
- 5 Report on Study Group 4 activities related to WRC-15
- 6 Report of the twenty-second Radiocommunication Advisory Group meeting
- 7 Consideration of the outputs of the Working Parties
  - 7.1 Working Party 4C
    - 7.1.1 Executive Report
    - 7.1.2 Draft Recommendations where notice of intention to seek adoption was not given (see Res. 1, § 10.2.3, 10.3 and 10.4)
    - 7.1.3 Draft Reports
    - 7.1.4 Draft Questions
  - 7.2 Working Party 4B
    - 7.2.1 Executive Report
    - 7.2.2 Draft Recommendations where notice of intention to seek adoption was not given (see Res. 1, § 10.2.3, 10.3 and 10.4)
    - 7.2.3 Draft Reports
    - 7.2.4 Draft Questions
  - 7.3 Working Party 4A
    - 7.3.1 Executive Report
    - 7.3.2 Draft Recommendations where notice of intention to seek adoption was not given (see Res. 1, § 10.2.3, 10.3 and 10.4)
    - 7.3.3 Draft Reports
    - 7.3.4 Draft Questions

- 8** Status of Study Group 4 texts
- 9** Status of WRC Resolutions and Recommendations related to Study Group 4
- 10** Liaison with other Study Groups and international organizations
- 11** Consideration of future work programme and schedule of meetings
- 12** Any other business

C. HOFER  
Chairman, Radiocommunication Study Group 4

## **Annex 2**

### **Topics to be addressed at meetings of Working Parties 4B and 4C held prior to the meeting of Study Group 4 and for which draft Recommendations may be developed**

#### **Working Party 4B**

Short-term error performance objectives for a satellite hypothetical reference digital path (PDNR ITU-R S.[SHORT-TERM-PERF] - See Annex 8 to Document [4B/162](#))

#### **Working Party 4C**

A coordination methodology for RNSS inter-system interference estimation (PDRR ITU-R M.1831 - See Annex 4 to Document [4C/369](#))

Determination of the impact on the fixed service based on the revision of the power flux-density coordination trigger levels in the 2 483.5-2 500 MHz band (PDNR ITU-R M.[MSS-RDSS-SHARE] - See Annex 5 to Document [4C/369](#))

Methodology to calculate spectrum requirements within the frequency bands 1 545-1 555 MHz (space-to-Earth) and 1 646.5-1 656.5 MHz (Earth-to-space) for aeronautical mobile-satellite (R) service communications related to the priority categories 1 to 6 of Article 44 of the Radio Regulations (WD DNR ITU-R [AMS(R)S.METHODOLOGY]-0 - See Annex 10 to Document [4C/369](#))

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