



Radiocommunication Bureau (BR)

Administrative Circular
CACE/1002

24 November 2021

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

Subject: Return to physical meetings for ITU-R Study Groups and Working Parties

By means of this Administrative Circular, the ITU Radiocommunication Bureau is pleased to announce that from January 2022 all Study Group and Working Party meetings (except for meetings that have already been announced) will be held in the ITU Headquarters as physical meetings. The ITU premises will be accessible in accordance with all necessary sanitary measures as indicated in <https://www.itu.int/security/covid19>.

First, I would like to acknowledge all the hard work that has been carried out over the last 18 months by the delegates to ITU-R meetings who have worked diligently to progress studies despite the inherent complications of virtual meetings.

Now that we have the possibility of returning to face-to-face meetings, it is essential that we allow the groups to return to normal practices. This will permit them to benefit from utilizing full working days and for negotiations to be facilitated by informal consultations.

Remote participation in ITU-R Study Group and Working Party meetings will be provided for those who would prefer to attend on-line. As a reminder, according to PP Resolution 167 (Rev. Dubai, 2018), *"the current status of interactive remote participation allows "remote intervention" rather than "remote participation", insofar as a remote participant cannot take part in decision-making"*. Therefore, Member States that are not able to send delegates to Geneva may wish to consider obtaining support from their local mission staff to complement Member States' participation.

Working hours

In order to efficiently use ITU resources and provide sufficient time for delegates to coordinate their contributions, working hours for ITU-R Working Party meetings will be by default within the normal hours, starting at 0900 and ending at 1730 (Geneva time), with two coffee breaks and a break for lunch, but the precise time slots can be decided by each group within these hours. If required, additional slots starting at 0800 or after 1730 could also be used, as agreed by the participants.

The working hours of ITU-R Study Group meetings will be 0930-1230 and 1430-1730 (Geneva time).

I encourage the leadership of each group, with the support of the Bureau, to give due consideration to the needs of remote delegates connecting from different time zones and implement, to the extent possible, measures that could alleviate their difficulties.

Interpretation and languages

All the meetings of Study Groups will be held with interpretation in the six official languages.

Mario Maniewicz
Director