



## Radiocommunication Bureau (BR)

Administrative Circular  
1/LCCE/98

21 July 2016

**To Administrations of Member States of the ITU, Radiocommunication Sector Members,  
ITU-R Associates participating in the work of Radiocommunication Study Group 1  
and ITU Academia**

Subject: **Meetings of Working Parties 1A and 1B**  
– **WP 1A: Spectrum engineering techniques**  
– **WP 1B: Spectrum management methodologies and economic strategies  
and of the WP 1A Rapporteur Group on Wireless Power Transmission**

### 1 Introduction

By means of this Circular Letter, I wish to announce that meetings of ITU-R Working Parties 1A and 1B will take place in the ITU Headquarters in Geneva from 22 to 30 November 2016 (see the table below).

Groups	Meeting dates	Deadline for contributions 16:00 hours UTC	Opening session
Joint meeting of Working Parties 1A and 1B	22 November 2016	–	Tuesday, 22 November 2016 at 1300 hours
Working Party 1A	22-30 November 2016	Tuesday, 15 November 2016	Tuesday, 22 November 2016 at 1330 hours, or immediately following the Joint Meeting
Working Party 1B	22-30 November 2016	Workshop on Spectrum Management for Internet of Things Deployment, Tuesday, 22 November 2016 at 1400 hours (see <a href="http://www.itu.int/go/ITU-R/RSG1SG5-IoT-16">www.itu.int/go/ITU-R/RSG1SG5-IoT-16</a> )	
		Wednesday, 16 November 2016	Wednesday, 23 November 2016 at 0900 hours

In addition, a meeting of the ITU-R Working Party 1A Rapporteur Group on developing content for deliverables related to Question ITU-R 210-3/1 – *Wireless Power Transmission* (RG-WPT) is planned to be held on 22 November 2016 from 0900 to 1200 hours. Further information regarding this RG-WPT meeting will be communicated via the RG-WPT Email Reflector: [rwp1a-cg-wpt@itu.int](mailto:rwp1a-cg-wpt@itu.int).

### 2 Programme of the meetings of Working Parties 1A and 1B

Draft agendas for the meetings are contained in the Annex.

The status of texts assigned to the Working Parties can be found on:

<http://www.itu.int/md/R15-SG01-C-0001/en>

The Working Parties will conduct their work in English.

### 3 Contributions

Contributions in response to the work of Working Parties 1A and 1B are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-7.

The deadline for reception of contributions not requiring translation\* (including Revisions, Addenda and Corrigena to contributions) is seven calendar days (1600 hours UTC) prior to the start of the meeting. **The deadlines for reception of contributions for these meetings are specified in the table above.** Submissions received later than these deadlines cannot be accepted. Resolution ITU-R 1-7 provides that contributions which are not available to participants at the opening of the meeting cannot be considered.

Participants are requested to submit contributions by electronic mail to: [rsg1@itu.int](mailto:rsg1@itu.int). A copy of each contribution should also be sent to the Chairman of the relevant Working Party and to the Chairman and Vice-Chairmen of Study Group 1. The pertinent addresses can be found on:

<http://www.itu.int/go/rwp1a/ch>

<http://www.itu.int/go/rwp1b/ch>

<http://www.itu.int/go/rsg1/ch>

### 4 Documents

Contributions will be posted “as received” within one working day on the Working Party webpages established for this purpose. The official versions will be posted on <http://www.itu.int/ITU-R/go/rsg1/en> (see “contributions” of the relevant Working Party) within 3 working days.

In accordance with Resolution 167 (Rev. Busan, 2014) **the meetings 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 and first floors of the Montbrillant building for delegates who wish to print documents. In addition, a limited number of laptops are available for those who do not have one. Please enquire at the Service Desk ([servicedesk@itu.int](mailto:servicedesk@itu.int)) for further information.

### 5 Remote participation

In order to follow the proceedings of ITU-R meetings remotely an audio webcast of the Working Party plenary sessions 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.

Remote participants wishing to actively participate (e.g., to introduce a contribution) will need to register in advance for the meeting (see section 6) and coordinate their active participation at least one month prior to the meeting with the responsible Counsellor.

Further information regarding remote participation can be found at:

[www.itu.int/ITU-R/go/rsg-remote/](http://www.itu.int/ITU-R/go/rsg-remote/)


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\* Where translation is required, contributions should be received at least three months prior to the meeting.

## 6 Participation/Visa requirements/Accommodation

Advance registration for 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 for 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

### Annex: 1

#### Distribution:

- Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of Radiocommunication Study Group 1
- ITU-R Associates participating in the work of Radiocommunication Study Group 1
- ITU Academia
- Chairman and Vice-Chairmen of Radiocommunication Study Group 1
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

## ANNEX

### **Draft agenda for the meeting of Working Party 1A**

(Geneva, 22-30 November 2016)

- 1** Opening of the meeting
- 2** Adoption of the draft agenda
- 3** Report of the previous meeting of Working Party 1A (Document [1A/60](#))
- 4** Reports on the correspondence activities:
  - Rapporteur Group on coexistence of wired telecommunication with radiocommunication systems
  - Rapporteur Group on developing content for deliverables related to Question ITU-R 210-3/1 – *Wireless Power Transmission*
  - Correspondence Group to revise Recommendation ITU-R SM.851-1
- 5** Establishment of Sub-Group(s), assignment of documents and appointment of Chairmen
- 6** Drafting of output documents
- 7** Liaison with other Groups
- 8** Discussion of the future work plan
- 9** Date and location of next meeting
- 10** Any other business
- 11** Closing remarks

R. GARCIA De SOUZA  
Chairman, Working Party 1A

## **Draft agenda for the meeting of Working Party 1B**

(Geneva, 22-30 November 2016)

- 1** Opening of the meeting
- 2** Adoption of the draft agenda
- 3** Report of the previous meeting of Working Party 1B (Document [1B/51](#))
- 4** Reports on the correspondence activities:
  - Rapporteur Group on Innovative Regulatory Tools
  - Correspondence Group on SRD Classification
- 5** Establishment of Sub-Group(s), assignment of documents and appointment of Chairmen
- 6** Drafting of output documents
- 7** Liaison with other Groups
- 8** Discussion of the future work plan
- 9** Date and location of next meeting
- 10** Any other business
- 11** Closing remarks

R. CHANG  
Chairman, Working Party 1B