



Radiocommunication Bureau (BR)

Circular Letter
1/LCCE/105

07 February 2020

**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, 1B and 1C**
Working Party 1A: Spectrum engineering techniques
Working Party 1B: Spectrum management methodologies and economic strategies
Working Party 1C: Spectrum monitoring

1 Introduction

By means of this Circular Letter, I wish to announce that meetings of ITU-R Working Parties 1A, 1B and 1C, which are organized in conjunction with a meeting of Radiocommunication Study Group 1 (see Administrative Circular [CACE/943](#)), will take place in the ITU Headquarters in Geneva from 29 May to 5 June 2020 (see the table below).

Groups	Meeting dates	Deadline for contributions 16:00 hours UTC	Opening session
Joint meeting of Working Parties 1A and 1B	29 May 2020	–	Friday, 29 May 2020 at 0930 hours
Working Party 1A	29 May - 5 June 2020	Friday, 22 May 2020	Friday, 29 May 2020 at 1045 hours or earlier following the joint meeting
Working Party 1B	29 May - 5 June 2020	Friday, 22 May 2020	Friday, 29 May 2020 at 1145 hours or earlier following the WP 1A opening session
Working Party 1C	1 - 5 June 2020	Monday, 25 May 2020	Monday, 1 June 2020 at 0900 hours
Study Group 1	8 June 2020	Monday, 1 June 2020	Monday, 8 June 2020 at 0930 hours

2 Programme of the meetings of Working Parties

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/R19-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, 1B and 1C are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-8.

The deadline for reception of contributions not requiring translation* (including Revisions, Addenda and Corrigenda to contributions) is seven calendar days (1600 hours UTC) prior to the start of the meeting. **The deadline(s) for reception of contributions for these meetings are (this meeting is) specified in the table above.** Submissions received later than these deadlines cannot be accepted. Resolution ITU-R 1-8 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.

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://itu.int/go/rwp1a/ch>

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

<http://itu.int/go/rwp1c/ch>

<http://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. Dubai, 2018) of the Plenipotentiary Conference, **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 2nd basement of the Tower building and on the first floor of the Montbrillant building for delegates who wish to print documents.

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

5 Webcast/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. in order to introduce a contribution) will need to register in advance for the meeting by indicating this intention to their Designated Focal Points (see section 6). Additionally, they need to 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:

<https://www.itu.int/en/ITU-R/study-groups/Pages/remote-participation.aspx>

6 Participation/Visa requirements/Accommodation

Registration to this event is mandatory and will be carried out exclusively on-line via Designated Focal Points (DFPs) for ITU-R event registration. **The Radiocommunication Bureau has deployed, since May 2019, a new event registration platform where participants must first complete an online registration form and submit their registration request for approval by the corresponding focal point.** An ITU/TIES account is required from participants to submit a registration request and obtain registration approval from the corresponding focal point.

The list of ITU-R DFPs (TIES protected) as well as detailed information on this new event registration system, visa support requirements, hotel accommodation, etc. can be found at:

www.itu.int/en/ITU-R/information/events



Mario Maniewicz
Director

Annex: 1

ANNEX

Draft agenda for the meeting of Working Party 1A

(Geneva, 29 May - 5 June 2020)

- 1** Opening of the meeting
- 2** Adoption of the draft agenda
- 3** Report of the previous meeting of Working Party 1A (Document [1A/454*](#)) and other relevant meeting(s)
- 4** Reports on the correspondence activities
 - WP 1A Correspondence Group on EMC-Related Interference and Coexistence of wired telecommunication systems with radiocommunication systems
 - SG 1 Rapporteur Group on Liaison with CISPR
- 5** Results of RA-19, WRC-19 and CPM23-1
- 6** Establishment of Sub-Group(s), assignment of documents and appointment of Chairmen
- 7** Drafting of output documents
- 8** Preparation of draft Recommendations, Reports and other relevant texts for the June 2020 meeting of Study Group 1
- 9** Liaison with other Groups
- 10** Discussion of the future work plan
- 11** Date and location of next meeting
- 12** Any other business
- 13** Closing remarks

R. GARCIA De SOUZA
Chairman, Working Party 1A

* From the [2015-2019 study-period WP 1A contributions](#).

Draft agenda for the meeting of Working Party 1B

(Geneva, 29 May - 5 June 2020)

- 1** Opening of the meeting
- 2** Adoption of the draft agenda
- 3** Report of the previous meeting of Working Party 1B (Document [1B/380](#)**)
and of other relevant meeting(s)
- 4** Reports on the correspondence activities:
 - SG 1 Rapporteur Group on Liaison with CISPR
- 5** Results of RA-19, WRC-19 and CPM23-1
- 6** Establishment of Sub-Group(s), assignment of documents and appointment of Chairmen
- 7** Drafting of output documents
- 8** Preparation of draft Recommendations, Reports and other relevant texts for the June 2020 meeting of Study Group 1
- 9** Liaison with other Groups
- 10** Discussion of the future work plan
- 11** Date and location of next meeting
- 12** Any other business
- 13** Closing remarks

L. KIBET BORUETT
Chairman, Working Party 1B

** From the [2015-2019 study-period WP 1B contributions](#).

Draft agenda for the meeting of Working Party 1C

(Geneva, 1 - 5 June 2020)

- 1 Opening of the meeting
- 2 Adoption of the draft agenda
- 3 Report of the previous meeting of Working Party 1C (Document [1C/226](#)**) and of other relevant meeting(s)
- 4 Reports on the correspondence activities:
 - WP 1C Correspondence Group on developing a draft new Report ITU-R SM.[POPULATION_COVERAGE] on Methods for estimating population coverage for public terrestrial broadcasting networks
 - WP 1C Correspondence Group on the use of commercial drones operating within visible line of sight for measurements of own country spectrum towards a preliminary draft new Report ITU-R SM.[UAVs]
 - WP 1C Correspondence Group on the development of a draft new Recommendation on field strength measurement accuracy
 - WP 1C Correspondence Group on the development of a draft new Recommendation on test procedure for measuring geolocation accuracy based on TDOA
 - WP 1C Rapporteur Group on performance evaluation of mobile DF units in operational environment towards a preliminary draft new Recommendation
 - WP 1C Correspondence Group on the revision of Rec. ITU-R SM.1392-2 on essential requirements for a spectrum monitoring system for developing countries
 - WP 1C Correspondence Group on developing a new edition of the ITU Handbook on Spectrum Monitoring
 - WP 1C Correspondence Group on the use of small satellites for spectrum monitoring towards a preliminary draft new Report ITU-R SM.[SMALL-SAT]
 - SG 1 Rapporteur Group on Liaison with CISPR
- 5 Results of RA-19, WRC-19 and CPM23-1
- 6 Establishment of sub-Group(s), assignment of documents and appointment of Chairmen
- 7 Drafting of output documents
- 8 Preparation of draft Recommendations, Reports and other relevant texts for the June 2020 meeting of Study Group 1
- 9 Liaison with other Groups

*** From the [2015-2019 study-period WP 1C contributions](#).

- 10** Discussion of the future work plan
- 11** Date and location of next meeting
- 12** Any other business
- 13** Closing remarks

R. TRAUTMANN
Chairman, Working Party 1C