



## Radiocommunication Bureau (BR)

Circular Letter  
4/LCCE/127

2 July 2020

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

Subject: **Meetings of Working Parties 4A, 4B and 4C**

- **Working Party 4A: Efficient orbit/spectrum utilization for FSS and BSS**
- **Working Party 4B: Systems, air interfaces, performance and availability objectives for FSS, BSS and MSS, including IP-based applications and satellite news gathering**
- **Working Party 4C: Efficient orbit/spectrum utilization for MSS and RDSS**

### 1 Introduction

By means of this Circular Letter, I wish to announce that meetings of ITU-R Working Parties 4A, 4B and 4C will take place in the ITU Headquarters in Geneva from 21 October to 5 November 2020 (see the table below), prior to the meeting of Radiocommunication Study Group 4:

Groups	Meeting dates	Deadline for contributions 1600 hours UTC	Opening session
Working Party 4A	28 October-5 November 2020	Wednesday, 21 October 2020	Wednesday, 28 October 2020 at 0930 hours
Working Party 4B	26-30 October 2020	Monday, 19 October 2020	Monday, 26 October 2020 at 0930 hours
Working Party 4C	21-27 October 2020	Wednesday, 14 October 2020	Wednesday, 21 October 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-SG04-C-0001/en>

The Working Parties will conduct their work in English.

### 3 Contributions

Contributions in response to the work of Working Parties 4A, 4B and 4C 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 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 1-8 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:

[rsg4@itu.int](mailto:rsg4@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 4. The pertinent addresses can be found on:

<http://itu.int/go/rwp4a/ch>

<http://itu.int/go/rwp4b/ch>

<http://itu.int/go/rwp4c/ch>

<http://itu.int/go/rsg4/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/rsg4/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 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.

### 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. 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 (see Note below).

**Note:** If the circumstances related to the Coronavirus (COVID-19) outbreak prevail, these next meetings of Working Parties 4A, 4B and 4C may take place fully electronically (virtual meeting), and remote participation will be offered accordingly. A Corrigendum to this Circular Letter will be issued

---

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

in due course to provide the usual information including the need to register to be able to participate and details on the platform, required measures for remote participation and meeting schedules, as appropriate.

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](http://www.itu.int/en/ITU-R/information/events)

Mario Maniewicz  
Director

**Annex: 1**

## ANNEX

### **Draft agenda for the meeting of Working Party 4A**

(Geneva, 28 October – 5 November 2020)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 4A (Document [4A/30](#))
- 4** Review of liaison with other Working Parties
- 5** Reports from Correspondence Groups
- 6** Review of possibilities for development of draft Recommendations and Reports
- 7** Adoption of work program for the meeting
- 8** Establishment of Working Groups and assignment of documents
- 9** Appointment of Working Group Chairmen
- 10** Any other business

J. WENGRYNIUK  
Chairman, Working Party 4A

## **Draft agenda for the meeting of Working Party 4B**

(Geneva, 26 – 30 October 2020)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 4B (Document [4B/15](#))
- 4** Attribution of documents
- 5** Establishment of Sub-Working Groups
- 6** Introduction of documents
- 7** Sub-Working Group meetings
- 8** Approval of output documents
- 9** Any other business

D. WEINREICH  
Chairman, Working Party 4B

## **Draft agenda for the meeting of Working Party 4C**

(Geneva, 21 – 27 October 2020)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 4C (Document [4C/30](#))
- 4** Review of liaison with other Working Parties
- 5** Reports from Rapporteurs and Correspondence Groups
- 6** Review of possibilities for development of draft Recommendations and Reports
- 7** Adoption of work program for the meeting
- 8** Establishment of Sub-Working Groups and assignment of documents
- 9** Appointment of Sub-Working Group Chairmen
- 10** Any other business

N. KAWAI  
Chairman, Working Party 4C