



## Radiocommunication Bureau (BR)

Circular Letter  
4/LCCE/128

20 November 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, due to the continuing exceptional circumstances caused by the Coronavirus ([COVID-19](#)) outbreak, will be convened fully electronically (remote participation only / virtual meeting) on the dates indicated in the table below. Please note that a meeting of Study Group 4 will also be convened fully electronically (see Administrative Circular [CACE/964](#)).

Groups	Meeting dates	Deadline for contributions 1600 hours UTC	Opening session (Geneva time)
Working Party 4A	24 February - 5 March 2021	Wednesday, 17 February 2021	Wednesday, 24 February 2021 at 1200 hours
Working Party 4B	22-26 February 2021	Monday, 15 February 2021	Monday, 22 February 2021 at 1200 hours
Working Party 4C	17-23 February 2021	Wednesday, 10 February 2021	Wednesday, 17 February 2021 at 1200 hours
Study Group 4	8 March 2021	Monday, 1 March 2021	Monday, 8 March 2021 at 1200 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:

<https://www.itu.int/md/R19-SG04-C-0001/en>

The Working Parties will conduct their work in English.

The working hours of the meetings are scheduled to be **1200 to 1615 hours Geneva time**. In view of the circumstances, the above-mentioned working hours will be applicable – on an exceptional basis – also to Friday’s session. These working hours were chosen to accommodate the participation of delegates from various time zones. Other relevant information will be published on the Working Parties websites, as well as in administrative and information documents.

### 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 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 1-8 provides that contributions which are not available to participants at the opening of the meeting cannot be considered.

Members are encouraged to submit their contributions as early as possible and possibly include a contact name and email address in a footnote to the ‘Source’ to facilitate the discussion of contributions even in advance of the meeting (cf. § A2.2.4.4 of Resolution [ITU-R 1-8](#)).

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.**

### 5 Webcast

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.

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

## 6 Remote participation

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, etc. can be found at:

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

Delegates must register for the Working Parties 4A, 4B and 4C meetings separately and will receive an according link, with no cut-off date for registration.

Test sessions will be scheduled before the virtual meetings to troubleshoot remote participation connectivity issues. It is highly recommended to attend these test sessions particularly for those delegates who intend to actively participate in the discussions. Instructions on the test sessions and how to connect to the virtual meetings will be sent by e-mail to registered participants before the meetings.

Since all meetings will be convened as virtual meetings there is no need to contact the Bureau to request remote participation.

Further information regarding remote participation can be found at:

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

For further questions relating to this Circular Letter, please contact Nelson Malaguti, SG 4 Counsellor, at [nelson.malaguti@itu.int](mailto:nelson.malaguti@itu.int).

Mario Maniewicz  
Director

**Annex: 1**

## ANNEX

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

(e-meeting, 24 February – 5 March 2021)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 4A (Document [4A/155](#))
- 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**

(e-meeting, 22 – 26 February 2021)

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Report of the last meeting of Working Party 4B (Document [4B/41](#))
- 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**

(e-meeting, 17 – 23 February 2021)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 4C (Document [4C/109](#))
- 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