



ITUWRC

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Dubai, United Arab Emirates

Radiocommunication Bureau (BR)

Circular Letter
4/LCCE/135

22 February 2023

**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 (Geneva, 21 June – 6 July 2023)**

- **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 Geneva, Switzerland, on the dates indicated in the table below:

Groups	Meeting dates	Deadline for contributions 16:00 hours UTC	Opening session (Geneva time)
Working Party 4A	27 June-6 July 2023	Tuesday, 20 June 2023	Tuesday, 27 June at 1400 hours
Working Party 4B	26-30 June 2023	Monday, 19 June 2023	Monday, 26 June at 0930 hours
Working Party 4C	21-27 June 2023 (finishes on 27 June 2023 at 1200 hours)	Wednesday, 14 June 2023	Wednesday, 21 June 2023 at 0930 hours

In addition, organization of a one-day seminar to discuss various matters on satellite communications related to the activities of Working Parties 4A, 4B and 4C is under consideration for the 28 June 2023. Further information, as appropriate, will be provided in due course.

2 Programme of the meetings of Working Parties

Draft agendas for the meetings are contained in Annex 1. 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 will be from 0900 to 1700 hours (Geneva time), a more precise time schedule will be included in the ADM documents of the meeting.

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.

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

Participants are requested to submit contributions by electronic mail to:

rsg4@itu.int

A copy of each contribution should also be sent to the Chairman and Vice-Chairmen 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.

5 Participation/Visa requirements/Accommodation/Registration for the event

Registration to this event is mandatory and will be carried out exclusively on-line via Designated Focal Points (DFPs) for ITU-R event registration. **Participants must first complete an online registration form and submit their registration request for approval by the corresponding focal point.** Participants would require an ITU account for this purpose.

While registering for the event, please duly take into consideration the information related to the current sanitary measures, as indicated on the [ITU COVID-19 free website](#).

Participants are strongly encouraged to **register early** and to indicate **if they intend to attend the meeting in person or remotely** (see Annex 2) and are further encouraged to consult the safety and security information which is regularly updated before making travel arrangements should they choose to attend the event in person.

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

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

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

Please note that for meetings in Geneva, visa support must be requested during the online registration process and may take up to 21 days. Please see <https://www.itu.int/en/ITU-R/information/events/Pages/visa.aspx> for further information.

6 Connecting to the meeting sessions for remote participation

Access to meeting sessions is restricted to event registered participants only. Delegates wishing to connect to the meeting remotely can access the Working Party meeting sessions from the webpage for remote participation:

<https://www.itu.int/en/events/Pages/Virtual-Sessions.aspx>

These virtual meeting session connections will become available 30 minutes before the starting time of each session.

Delegates wishing to troubleshoot remote participation connectivity issues can do so during the 30-minute period prior to the start of the first session of each day. It is highly recommended to verify the connections, particularly for those delegates who intend to actively participate in the discussions.

Some meeting rooms may not allow for the audio of the remote participation platform to be integrated with the room audio system. In these meeting rooms, the in-person participants would be required to connect to the remote participation platform. Therefore, the in-person participants are required to bring a good quality wired headset with integrated microphone to the meeting sessions for use in such meeting rooms. The use of wireless headsets is strongly discouraged.

7 Webcast

For those interested in following 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 TIES access is required.

8 Conversion to a virtual meeting if COVID-19 related sanitary conditions substantially worsen

Should COVID-19 related sanitary conditions worsen, the meeting organizers will inform all participants of a possible conversion of the meeting to a virtual one in due course via an addendum to this Circular Letter.

For further questions relating to this Circular Letter, please contact, Mr Nelson Malaguti, Study Group 4 Counsellor, at nelson.malaguti@itu.int.

Mario Maniewicz
Director

Annexes: 2

Annex 1

Draft agenda for the meeting of Working Party 4A

(Geneva, 27 June-6 July 2023)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 4A (Document [4A/856](#))
- 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 June 2023)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 4B (Document [4B/130](#))
- 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 June 2023)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 4C (Document [4C/388](#))
- 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

Annex 2

Information on registration for participants in ITU-R events

Please ensure that the box “Remote” is ticked during the registration process, if attending remotely. If the box is not ticked, physical participation will be assumed.

I Wish to Attend the Following Meeting(s)			
Select at least one meeting	Start Date - End Date	Participating remotely	Function*
<input type="checkbox"/> ITU-R WP 4C	21/06/2023 - 27/06/2023	<input type="checkbox"/>	Choose a function... ▼
<input type="checkbox"/> ITU-R WP 4B	26/06/2023 - 30/06/2023	<input type="checkbox"/>	Choose a function... ▼
<input type="checkbox"/> ITU-R WP 4A	28/06/2023 - 06/07/2023	<input type="checkbox"/>	Choose a function... ▼
<input type="checkbox"/> ITU-R SG 4	07/07/2023 - 07/07/2023	<input type="checkbox"/>	Choose a function... ▼
