



**ITUWRC**

DUBAI2023

20 November – 15 December 2023  
Dubai, United Arab Emirates

## Radiocommunication Bureau (BR)

Circular Letter  
5/LCCE/110

27 October 2023

**To Administrations of Member States of the ITU, Radiocommunication Sector Members,  
ITU-R Associates participating in the work of Radiocommunication Study Group 5  
and ITU Academia**

Subject: **Forty-fifth meeting of Working Party 5D (Geneva, 31 January – 7 February 2024)**

### 1 Introduction

By means of this Circular Letter, I wish to announce that the meeting of ITU-R Working Party 5D will take place in Geneva, Switzerland, on the dates indicated in the table below:

Groups	Meeting date	Deadline for contributions 1600 hours UTC	Opening session (Geneva time)
Working Party 5D	31 January – 7 February 2024	Wednesday, 24 January 2024	Wednesday, 31 January 2024 at 0900 hours

The meeting arrangements have been made in alignment with the procedures being considered by the Radiocommunication Bureau for a physical meeting with remote participation (for example, Document [RAG/INFO/9\(Rev.1\)](#)).

### 2 Programme of the meetings

The draft agenda for the meetings are contained in Annex 1.

The status of texts assigned to Working Party 5D can be found on:

<https://www.itu.int/md/R19-SG05-C-0001/en>

The Working Party will conduct its work in English.

The working hours of the meeting 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 Party 5D 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 for reception of contributions for this meeting is specified in the table above.** Submissions received later than this deadline 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:

[rsg5@itu.int](mailto:rsg5@itu.int)

A copy of each contribution should also be sent to the Chairman and Vice-Chairman of Working Party 5D and to the Chairman and Vice-Chairmen of Study Group 5. The pertinent addresses can be found on:

<http://itu.int/go/rwp5d/ch>

<http://itu.int/go/rsg5/ch>

### 4 Documents

Contributions will be posted “as received” within one working day on the Working Party 5D webpage established for this purpose. The official versions will be posted on <http://www.itu.int/ITU-R/go/rsg5/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](http://www.itu.int/en/ITU-R/information/events)

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\* 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 Uwe Löwenstein, Study Group 5 Counsellor, at [uwe.loewenstein@itu.int](mailto:uwe.loewenstein@itu.int).

Mario Maniewicz  
Director

**Annexes:** 2

## **Annex 1**

### **Draft agenda for the meeting of Working Party 5D**

(Geneva, 31 January – 7 February 2024)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the 44<sup>th</sup> meeting of Working Party 5D (Document [5D/1776](#))
- 4** Reports from Rapporteurs and Correspondence Groups
- 5** Results from RA-23/WRC-23/CPM27-1
- 6** Working structure and document assignment
- 7** Any other business

S. BLUST  
Chairman, Working Party 5D

## 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 5D	31/01/2024 - 07/02/2024	<input type="checkbox"/>	Choose a function... ▼

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