Radiocommunication Bureau (BR)

Circular Letter   8 February 2024
5/LCCE/111

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

Subject: **Meetings of Working Parties 5A, 5B and 5C (Geneva, 14-24 May 2024)**

–   **Working Party 5A: Land mobile service excluding IMT; amateur and amateur-satellite service**

–   **Working Party 5B: Maritime mobile service including the Global Maritime Distress and Safety System (GMDSS); the aeronautical mobile service and the radiodetermination service**

–   **Working Party 5C: Fixed wireless systems; HF systems in the fixed and land mobile services**

1   Introduction

By means of this Circular Letter, I wish to announce that meetings of ITU-R Working Parties 5A, 5B and 5C will take place in Geneva, Switzerland on the dates indicated in the table below:

Groups	Meeting dates	Deadline for contributions 1600 hours UTC	Opening session (Geneva time)
Working Party 5B	14 - 24 May 2024	2 May 2024	Tuesday, 14 May at 0900 hours
Working Party 5A	14 - 24 May 2024	2 May 2024	Tuesday, 14 May at 1045 hours
Working Party 5C	14 - 23 May 2024	2 May 2024	Tuesday, 14 May at 1400 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/R23-SG05-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 will be processed according to the provisions laid down in Resolution ITU-R 1-9.

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

Participants are requested to submit contributions by electronic mail to:

rsg5@itu.int

A copy of each contribution should also be sent to the Chair of Study Group 5. The address can be found on:

http://itu.int/go/ITU-R/SG5/Chair

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/rsg5/en (see "contributions" of the relevant Working Party) within 3 working days.

5   Registration/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. **Participants must first complete an online registration form and submit their registration request for approval by the corresponding focal point.** Participants require an ITU account for this purpose and are strongly encouraged to register early and to indicate if they intend to attend the meeting in person or remotely.

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

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   Remote participation and webcast

Access to meeting sessions is restricted to event registered participants only and can be accessed 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.

For those interested in following the proceedings of ITU-R meetings remotely, an audio webcast of the Working Party plenary sessions will be provided. Participants do not need to register for the meeting to use the webcast facility, however TIES access is required.

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

For further questions relating to this Circular Letter, please contact Mr Uwe Löwenstein, Counsellor ITU-R Study Group 5, at uwe.loewenstein@itu.int.

Mario Maniewicz
Director

Annex: 1

Annex

Draft agenda for the meeting of Working Party 5A

(Geneva, 14 - 24 May 2024)

1   Opening remarks

2   Approval of the agenda

3   Report of the last meeting of Working Party 5A (Document 5A/837)

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 Chairs

10   Any other business

Draft agenda for the meeting of Working Party 5B

(Geneva, 14 - 24 May 2024)

1	Opening remarks
2	Approval of the agenda
3	Report of the last meeting of Working Party 5B (Document 5B/819)
4	Attribution of documents
5	Establishment of Sub-Working Parties
6	Introduction of documents
7	Sub-Working Party meetings
8	Approval of output documents
9	Any other business

Draft agenda for the meeting of Working Party 5C

(Geneva, 14 - 23 May 2024)

1   Opening remarks

2   Approval of the agenda

3   Report of the last meeting of Working Party 5C (Document 5C/384)

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 Working Groups and assignment of documents

9   Appointment of Working Group Chairs

10   Any other business