



## Radiocommunication Bureau (BR)

Circular Letter  
**6/LCCE/102**

30 October 2019

**To Administrations of Member States of the ITU, Radiocommunication Sector Members,  
ITU-R Associates participating in the work of Radiocommunication Study Group 6  
and ITU Academia**

Subject: **Meetings of Working Parties 6A, 6B and 6C**

- **WP 6A: Terrestrial broadcasting delivery**
- **WP 6B: Broadcast service assembly and access**
- **WP 6C: Programme production and quality assessment**

### 1 Introduction

By means of this Circular Letter, I wish to announce that the meetings of ITU-R Working Parties 6A, 6B and 6C will take place in the ITU Headquarters in Geneva from 3-13 February 2020 (see the table below), prior to the meeting of Radiocommunication Study Group 6:

Groups	Meeting dates	Deadline for contributions 1600 hours UTC	Opening session
Working Party 6A	4-12 February 2020	Tuesday, 28 January 2020	Tuesday, 4 February 2020 at 0930 hours
Working Party 6B	10-13 February 2020	Monday, 3 February 2020	Monday, 10 February at 0930 hours
Working Party 6C	3-7 February 2010	Monday, 27 January 2020	Monday, 3 February at 0930 hours

### 2 Programme of the meetings

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-SG06-C-0001/en>

The Working Parties will conduct their work in English.

### 3 Contributions

Contributions in response to the work of Working Parties 6A, 6B and 6C 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: [rsg6@itu.int](mailto:rsg6@itu.int). A copy should also be sent to the Chairmen and Vice-Chairmen of the relevant Working Parties ([rwp6a-cvc@itu.int](mailto:rwp6a-cvc@itu.int), [rwp6b-cvc@itu.int](mailto:rwp6b-cvc@itu.int) or [rwp6c-cvc@itu.int](mailto:rwp6c-cvc@itu.int)) and to the Chairman and Vice-Chairmen of Study Group 6 ([rsg6-cvc@itu.int](mailto:rsg6-cvc@itu.int)).

### 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/rsg6/en> (see “contributions” of the relevant Working Party) within 3 working days.

In accordance with Resolution 167 (Rev. Dubai, 2018) **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. In addition, a limited number of laptops are available for those who do not have one. Please enquire at the Service Desk ([servicedesk@itu.int](mailto:servicedesk@itu.int)) for further information.

### 5 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.

Further information regarding remote participation can be found at:

[www.itu.int/ITU-R/go/rsg-remote/](http://www.itu.int/ITU-R/go/rsg-remote/)

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

## 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 will progressively deploy from 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

#### Distribution:

- Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of Radiocommunication Study Group 6
- ITU-R Associates participating in the work of Radiocommunication Study Group 6
- ITU Academia
- Chairman and Vice-Chairmen of Radiocommunication Study Group 6
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

## ANNEX

### **Draft agenda for the meeting of Working Party 6A**

(Geneva 4-12 February 2020)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report on the meeting of Working Party 6A (Document [6A/585](#))
- 4** Reports of the Rapporteurs, Rapporteur Groups and Correspondence Groups
- 5** Establishment of sub-working parties and assignment of documents
- 6** Consideration of output documents
- 7** Any other business

A. NAFEZ  
Chairman, Working Party 6A

## **Draft agenda for the meeting of Working Party 6B**

(Geneva, 10-13 February 2020)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report on the meeting of Working Party 6B (Document [6B/366](#))
- 4** Reports of the Rapporteurs, Rapporteur Groups and Correspondence Groups
- 5** Establishment of sub-working parties and assignment of documents
- 6** Consideration of output documents
- 7** Any other business

P. GARDINER  
Chairman, Working Party 6B

## **Draft agenda for the meeting of Working Party 6C**

(Geneva, 3-7 February 2020)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report on the meeting of Working Party 6C (Document [6C/467](#))
- 4** Reports of the Rapporteurs, Rapporteur Groups and Correspondence Groups
- 5** Establishment of sub-working parties and assignment of documents
- 6** Consideration of output documents
- 7** Any other business

A. QUESTED  
Chairman, Working Party 6C