



## Radiocommunication Bureau (BR)

Circular Letter  
**6/LCCE/103**

29 January 2020

**To Administrations of Member States of the ITU, Radiocommunication Sector Members, ITU-R Associates participating in the work of Radiocommunication Study Groups 5 and 6 and ITU Academia**

Subject: **First meeting of Task Group 6/1\***  
– **WRC-23 agenda item 1.5**

### **1 Introduction**

By means of this Circular Letter, I wish to announce that the first meeting of ITU-R Task Group 6/1 (TG 6/1) will take place in the ITU Headquarters in Geneva from 11-12 May 2020 (see the table below):

<b>Group</b>	<b>Meeting dates</b>	<b>Deadline for contributions 1600 hours UTC</b>	<b>Opening session</b>
Task Group 6/1	11-12 May 2020 Monday to Tuesday	Monday, 4 May 2020	Monday, 11 May 2020 at 0930 hours

### **2 Programme of the meeting**

Draft agenda for the meeting is contained in the Annex.

The Task Group 6/1 will conduct its work in English.

### **3 Contributions**

Contributions in response to the work of Task Group 6/1 are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-8.

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\* See Annex 9 to Administrative Circular CA/251.

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.

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 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 Task Group 6/1 webpage 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 Task Group) within 3 working days.

In accordance with Resolution 167 (Rev. Dubai, 2018) of the Plenipotentiary Conference **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 first floor of the Montbrillant building for delegates who wish to print documents.

#### 5 Webcast/Remote participation

In order to follow the proceedings of ITU-R meetings remotely, an audio webcast of the Task Group 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. in order 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:

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

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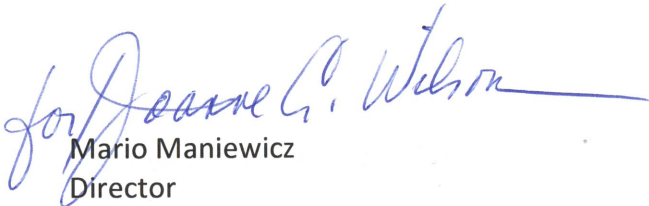
\* Where translation is required, contributions should be received at least three months prior to the meeting.

## 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 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, 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

## ANNEX

### **Draft agenda for the meeting of Task Group 6/1**

(Geneva, 11–12 May 2020)

- 1** Opening remarks
- 2** Approval of the draft agenda
- 3** Results of RA-19, WRC-19 and CPM 23-1
- 4** Working structure and documents assignment
- 5** Schedule of future meetings
- 6** Any other business

Chairman, Task Group 6/1