



Radiocommunication Bureau (BR)

Circular Letter
6/LCCE/107

25 February 2021

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: **Second meeting of Task Group 6/1* (e-Meeting, 5 - 14 July 2021)**
– **WRC-23 agenda item 1.5**

1 Introduction

By means of this Circular Letter, I wish to announce that, due to the continuing exceptional circumstances caused by the Coronavirus ([COVID-19](#)) outbreak, the second meeting of ITU-R Task Group 6/1 (TG 6/1) will be convened fully electronically (remote participation only / virtual meeting) on the dates indicated in the table below:

Groups	Meeting dates	Deadline for contributions 1600 hours UTC	Opening session (Geneva time)
Task Group 6/1	5-14 July 2021	Monday, 28 June 2021	Monday, 5 July 2021 at 1200 hours

2 Programme of the meeting

The draft agenda for the meeting is contained in the Annex.

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

The working hours of the meetings are scheduled to be **1200 to 1600 hours Geneva time**. In view of the circumstances, the above-mentioned working hours will be applicable – on an exceptional basis – also to Friday's session. These working hours were chosen to accommodate the participation of delegates from various time zones. Other relevant information will be published on the Task Group 6/1 website, as well as in administrative and information documents.

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.

* 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 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:

rsg6@itu.int

A copy of each contribution should also be sent to the Chairman and Vice-Chairmen of the Task Group (sup@niir.ru, aalmal@etisalat.ae), and to the Chairman and Vice-Chairmen of Study Group 6 (rsg6-cvc@itu.int).

4 Documents

Contributions will be posted “as received” within one working day on the Task Group 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.**

5 Webcast

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.

6 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. **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.** Participants require an ITU/TIES account 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, 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.

7 Connecting to virtual meeting sessions

Access to virtual meeting sessions is restricted to event registered participants only. Delegates must access Task Group 6/1 virtual meeting sessions from the webpage for restricted virtual events:

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

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

No specific test sessions will be scheduled before the virtual meetings. However, delegates wishing to troubleshoot remote participation connectivity issues can do so during the 30 minutes period prior to the start of the first session of the day. It is highly recommended to verify the connections particularly for those delegates who intend to actively participate in the discussions.

Since all meetings will be convened as virtual meetings there is no need to contact the Bureau to request remote participation.

For further questions relating to this Circular Letter, please contact, Mr Ruoting Chang, Study Group 6 Counsellor, at ruoting.chang@itu.int.

Mario Maniewicz
Director

Annex: 1

Annex

Draft agenda for the meeting of Task Group 6/1

(E-meeting, 5 – 14 July 2021)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Task Group 6/1 (Document [TG6-1/24](#))
- 4** Report of the Correspondence Group
- 5** Working structure and documents assignment
- 6** Consideration of output documents
- 7** Any other business

Mr Sergey PASTUKH
Chairman, Task Group 6/1