



Radiocommunication Bureau (BR)

Administrative Circular
CA/262

31 August 2022

To Administrations of Member States of the ITU and Radiocommunication Sector Members

Subject: **2nd ITU Inter-regional Workshop on WRC-23 Preparation
Geneva, 29 November - 1 December 2022**

By means of this Administrative Circular, the ITU Radiocommunication Bureau has the pleasure to invite your Administration or Organization to attend the 2nd ITU Inter-regional Workshop on WRC-23 Preparation, which is organized in response to Resolution **72 (Rev.WRC-19)**.

The Workshop will be chaired by Ms Cindy-Lee Cook, Chairman of the 2023 Conference Preparatory Meeting (CPM-23). It will be held in the ITU Headquarters in Geneva as a face-to-face event with the possibility of remote participation, from 29 November to 1 December 2022. The opening session will take place at 0930 hours on 29 November 2022.

The results of the ITU-R studies included in the draft CPM Report to WRC-23 will be presented to the Workshop, as well as the status of regional preparations for CPM23-2, RA-23 and WRC-23.

This Workshop will provide participants with the opportunity to gain a better understanding of the possible solutions identified at this stage to satisfy the WRC-23 agenda items and topics. It will also facilitate the exchange of information on the draft common views, positions and/or proposals of the concerned entities.

To meet the objectives, input documents in English are invited to the Workshop, in particular from the regional groups. They may be submitted by electronic mail to the BR Secretariat (brmail@itu.int), **not later than 22 November 2022**. Please note that they will not be translated and will be uploaded on the website of the event for reference during the discussions.

Website of the Workshop

All the relevant information regarding the Workshop, including the programme, documentation, registration and participation, will be available on the Workshop's webpage at:

www.itu.int/go/ITU-R/wrc-23-irwsp-22

As this information may be updated or complemented without notice, it is recommended that you visit the webpage regularly.

Programme, format and working hours

An outline of the preliminary programme for this Workshop is proposed in the **Annex**. It will be available on the Workshop website and will be updated as new or modified information becomes available. In accordance with Resolution 167 (Rev. Dubai, 2018) of the Plenipotentiary Conference, the Workshop will be completely paperless.

Interpretation and languages

The Workshop will be held with interpretation in the six official languages, except for the special sessions shaded in grey in the Annex.

Participation/Visa requirements/Accommodation/Registration

Registration to this event is mandatory and will be carried out exclusively on-line. As participation in the Workshop is restricted to ITU Member States and ITU-R Sector Members, the approval of the corresponding Designated Focal Points (DFPs) for ITU-R events registration will be required to register for the event. **Participants must first complete an online registration form and submit their registration request for approval by the corresponding DFP.** 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**. 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.

Participants 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 the 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 www.itu.int/en/ITU-R/information/events/Pages/visa.aspx.

For inquiries about registration for this event, please contact ITU-R.Registrations@itu.int.

Connecting to the meeting sessions for remote participation

Access to the sessions of the Workshop is restricted to event registered participants only. Delegates wishing to connect to the meeting remotely can access the Workshop sessions from the webpage for restricted virtual events at:

www.itu.int/en/events/Pages/Virtual-Sessions.aspx

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

Webcast

For those interested in following the proceedings of the Workshop remotely, an audio webcast of the 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.

Conversion to virtual meeting if COVID-19 related sanitary conditions substantially worsen

Should COVID-19 related sanitary conditions worsen, the organizers will inform all participants of a possible conversion of the event to a virtual one in due course via an addendum to this Administrative Circular.

For further information regarding the 2nd ITU Inter-regional Workshop on WRC-23 Preparation, please contact Mr Philippe Aubineau, Counsellor for the CPM, Radiocommunication Bureau (e-mail: philippe.aubineau@itu.int).

Mario Maniewicz
Director

ANNEX

2nd ITU Inter-regional Workshop on WRC-23 Preparation
Outline of the preliminary Programme¹
 (Geneva, 29 November – 1 December 2022*)

Day 1 (Tuesday, 29 November 2022)	Day 2 (Wednesday, 30 November 2022)	Day 3 (Thursday, 1 December 2022)
0930 – 1015 hours¹: Opening Session Status of preparation for CPM23-2, RA-23 and WRC-23, incl. organizations of regional groups	0900 – 1015 hours¹: Session 4 – [Aeronautical and maritime issues – WRC-23 AIs 1.9, 1.10 & 1.11 ²]	0900 – 1015 hours¹: Session 8 – [Satellite regulatory issues – WRC-23 AI 7 topics ²]
1015-1045 hours ¹ – Break		
1045 – 1230 hours¹: Session 1 – [MS, IMT & HIBS issues – WRC-23 AIs 1.1, 1.2 & 1.4 ²]	1045 – 1200 hours¹: Session 5 – [Science issues – WRC-23 AIs 1.12, 1.13, 1.14 & 9.1 topic a) ²]	1045 – 1200 hours¹: Session 9 – [Satellite regulatory issues (cont'd) – WRC-23 AI 7 topics ²]
	1200 – 1230 hours¹: Special session with the BIPM – Definition of time scale and dissemination of time signals via radiocommunication systems (Res. 655 (WRC-15))	1200 – 1230 hours¹: Special session on NOW4WRC23
1230-1400 hours – Break		
1400 – 1515 hours¹: Session 2 – [BS, MS & IMT issues – WRC-23 AIs 1.3, 1.5 & 9.1 topic c) ²]	1400 – 1515 hours¹: Session 6 – [Satellite issues – WRC-23 AIs 1.15 & 1.16 ²]	1400 – 1445 hours¹: Session 10 – [General issues – WRC-23 AIs 2, 4 & 9.1 topics b) & d) ²]
		1445 – 1515 hours¹: Session 11 – [Information on the WRC-27 agenda – WRC-23 AI 10 ²]
1515-1545 hours ¹ – Break		
1545 – 1700 hours¹: Session 3 – [Aeronautical issues – WRC-23 AIs 1.6, 1.7 & 1.8 ²]	1545 – 1700 hours¹: Session 7 – [Satellite issues (cont'd) – WRC-23 AIs 1.17, 1.18 & 1.19 ²]	1545 – 1630 hours¹: Concluding and outlook session, Closing

* The dates have been chosen based on the dates of the ITU-R SG 5 block of meetings from 14 to 28 November 2022 (see the related information in the [Calendar of ITU-R Events](#)).

¹ The timing of the sessions and the list of the WRC-23 agenda items/topics are indicative at this stage and may change subsequently, as deemed appropriate. Up-to-date information will be indicated in due course on the [event web page](#).

² Should include presentation and explanation of the ITU-R studies' results/status and the associated draft methods to satisfy the WRC-23 agenda items and topics (AIs) by the CPM Chapter (Co)-Rapporteurs and of the preliminary draft common views, positions and/or proposals from the regional groups (African Group/ATU, APT-APG, Arab Group/ASMG, CEPT-CPG, CITEL-PCC.II, RCC), administrations and other main international organizations (e.g. ICAO, IMO, WMO, BIPM, etc.), as well as other relevant stakeholders, as appropriate.