



**ITUWRC**  
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Dubai, United Arab Emirates

## Radiocommunication Bureau (BR)

Administrative Circular  
CA/268

23 June 2023

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

Subject: **3<sup>rd</sup> ITU Inter-regional Workshop on WRC-23 Preparation  
Geneva, 27-29 September 2023**

By means of this Administrative Circular, the ITU Radiocommunication Bureau has the pleasure to invite your Administration or Organization to attend the 3<sup>rd</sup> 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 27 to 29 September 2023. The opening session will take place at 0930 hours on 27 September 2023.

The latest information on the ITU and regional preparations for RA-23 and WRC-23 will be presented during the workshop. It will focus on important topics on the WRC-23 agenda. This workshop will provide participants with the opportunity to gain a better understanding of the possible solutions identified at this stage by the regional groups to satisfy the WRC-23 agenda items and topics, including references to the relevant parts of the Report of the CPM to WRC-23 and the latest ITU-R preparatory studies. It will also facilitate the exchange of information on the 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](mailto:brmail@itu.int)), **not later than 18 September 2023**. Please note that they will not be translated and will be uploaded on the website of the event for reference during the discussions.

#### Website

All the relevant information regarding the Workshop, including the programme, documentation, registration and participation, will be available on the following website:

[www.itu.int/go/ITU-R/wrc-23-irwsp-23](http://www.itu.int/go/ITU-R/wrc-23-irwsp-23)

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

### **Programme, format and working hours**

The programme for this Workshop will be available on the above-mentioned website and will be updated as new or modified information becomes available. In accordance with Resolution 167 (Rev. Bucharest, 2022) 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.

### **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 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** and 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 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)

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](http://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](mailto: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 sessions from the webpage for restricted virtual events at:

[www.itu.int/en/events/Pages/Virtual-Sessions.aspx](http://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 3<sup>rd</sup> 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](mailto:philippe.aubineau@itu.int)).

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