



Radiocommunication Bureau (BR)

Administrative Circular
CACE/942

7 February 2020

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

Subject: **Meeting of Radiocommunication Study Group 5 (Terrestrial Services), Geneva, 8 May 2020**

1 Introduction

By means of this Administrative Circular, I wish to announce that a meeting of ITU-R Study Group 5 will take place in Geneva on 8 May 2020, following the meetings of Working Parties 5A, 5B and 5C (see Circular Letter [5/LCCE/85](#)).

The Study Group meeting will be held in the ITU Headquarters, Geneva. The opening session will take place at 0930 hours.

Group	Meeting date	Deadline for contributions	Opening session
Study Group 5	Friday, 8 May 2020	Friday, 1 May 2020 at 1600 hours UTC	Friday, 8 May 2020 at 0930 hours (local time)

2 Programme of the meeting

The draft agenda for the meeting of Study Group 5 is contained in Annex 1. The status of texts assigned to Study Group 5 can be found on:

<http://www.itu.int/md/R19-SG05-C-0001/en>

2.1 Adoption of draft Recommendations at the Study Group meeting § A2.6.2.2.2 of Resolution ITU-R 1-8)

No Recommendations are proposed for adoption by the Study Group in accordance with § A2.6.2.2.2 of Resolution ITU-R 1-8.

2.2 Adoption of draft Recommendations by a Study Group by correspondence (§ A2.6.2.2.3 of Resolution ITU-R 1-8)

The procedure described in § A2.6.2.2.3 of Resolution ITU-R 1-8 concerns draft new or revised Recommendations that are not specifically included in the agenda of a Study Group meeting.

In accordance with this procedure, draft new and revised Recommendations prepared during the meetings of Working Parties 5A, 5B and 5C held prior to the Study Group meeting will be submitted to the Study Group. After due consideration, the Study Group may decide to seek adoption of these draft Recommendations by correspondence. In such cases, the Study Group shall use the procedure for simultaneous adoption and approval (PSAA) by correspondence of the draft Recommendations as described in § A2.6.2.4 of Resolution ITU-R 1-8 (see also § 2.3 below), if there is no objection to this approach by any Member State attending the meeting and if the Recommendation is not incorporated by reference in the Radio Regulations.

In accordance with § A1.3.1.13 of Resolution ITU-R 1-8, Annex 2 to this Circular contains a list of topics to be addressed at the meetings of the Working Parties held just prior to the Study Group meeting, and for which draft Recommendations may be developed.

2.3 Decision on approval procedure

At the meeting, the Study Group shall decide on the eventual procedure to be followed for seeking approval for each draft Recommendation in accordance with § A2.6.2.3 of Resolution ITU-R 1-8, unless the Study Group has decided to use the PSAA procedure as described in § A2.6.2.4 of Resolution ITU-R 1-8 (see § 2.2 above).

3 Contributions

Contributions in response to the work of Study Group 5 are 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 Corrigena to contributions) is 7 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.** Contributions 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:

rsg5@itu.int

A copy should also be sent to the Chairman and Vice-Chairmen of Study Group 5. The pertinent addresses can be found on:

<http://www.itu.int/go/rsg5/ch>

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

4 Documents

Contributions will be posted “as received” within one working day on the webpage established for this purpose:

<http://www.itu.int/md/R19-SG05.AR-C/en>

The official versions will be posted on <http://www.itu.int/md/R19-SG05-C/en> within 3 working days.

In accordance with Resolution 167 (Rev. Dubai, 2018) of the Plenipotentiary Conference, **the Study Group meeting 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 2nd basement of the Tower building and on the first floor of the Montbrillant building for delegates who wish to print documents.

5 Webcast

In order to follow the proceedings of ITU-R meetings remotely an audio webcast of the Study Group Plenary meetings in all languages 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 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, 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



Mario Maniewicz
Director

Annexes: 2

Annex 1

Draft agenda for the meeting of Radiocommunication Study Group 5

(Geneva, 8 May 2020)

- 1** Opening of the meeting
- 2** Approval of the agenda
- 3** Appointment of the Rapporteur
- 4** Summary Record of the previous meeting (Document [5/205](#))
- 5** Executive Reports from Working Party Chairmen
- 6** Consideration of new and revised Recommendations
- 7** Consideration of new and revised Reports
- 8** Consideration of new and revised Questions
- 9** Consideration of other contributions
- 10** Status of Handbooks, Questions, Recommendations, Reports, Opinions, Resolutions and Decisions
- 11** Liaison with other Study Groups and international organizations
- 12** Schedule of meetings
- 13** Any other business

Martin FENTON
Chairman, Radiocommunication Study Group 5

Annex 2

Topics to be addressed at meetings of Working Parties 5A, 5B and 5C held prior to the meeting of Study Group 5 and for which draft Recommendations may be developed

Working Party 5A

None

Working Party 5B

None

Working Party 5C

Proposal for an editorial correction to Recommendation ITU-R F.636-5 – Radio-frequency channel arrangements for fixed wireless systems operating in the 14.4-15.35 GHz band
