



## Radiocommunication Bureau (BR)

Corrigendum 1 to  
Administrative Circular  
**CACE/950**

31 August 2020

**To Administrations of Member States of the ITU, Radiocommunication Sector Members,  
ITU-R Associates participating in the work of the Radiocommunication Study Group 4  
and ITU Academia**

Subject: **Meeting of Radiocommunication Study Group 4 (Satellite Services),  
Geneva, 6 November 2020**

### 1 Introduction

This Corrigendum 1 to Administrative Circular [CACE/950](#) is to inform that, due to the continued exceptional circumstances caused by the Coronavirus ([COVID-19](#)) outbreak, the meeting of Study Group 4 is proposed to be convened fully electronically (virtual meeting / remote participation only) on the planned date of Friday, 6 November 2020, following the meetings of Working Parties 4A, 4B and 4C which are also converted to virtual meetings (see Corrigendum 1 to Circular Letter [4/LCCE/127](#)). The meeting arrangements are made in agreement with the ITU-R Study Group 4 management team. The opening session of the Study Group 4 meeting is planned to start at 1200 hours Geneva time.

Group	Meeting date	Deadline for contributions	Opening session
Study Group 4	Friday, 6 November 2020	Friday, 30 October 2020 at 1600 hours UTC	Friday, 6 November 2020 at 1200 hours (Geneva time)

Since the ITU Constitution and Convention do not provide for the possibility of remote participation in statutory meetings (see Resolution [167](#) (Rev. Dubai, 2018) of the ITU Plenipotentiary Conference), in case of *force majeure*, under the conditions of COVID-19, **the Member States are asked to provide before 30 September 2020 any objections to convene the ITU-R Study Group 4 meeting as a virtual meeting with remote participation only**. Any objection will require that the meeting of Study Group 4 be postponed to another future date when it can be convened as an in-person meeting.

The **Member States are additionally asked to provide before 30 September 2020 any objections to conduct the virtual meeting of Study Group 4 exceptionally in English only.** This measure would greatly facilitate the proceedings of the meeting, since conducting a virtual meeting in the six official languages of the Union poses considerable technical and procedural difficulties that would prolong the meeting, which is scheduled for reduced meeting hours compared to the working hours of the usual in-person meetings.

The outcome of the two consultations above will be provided in a circular letter to be published early October 2020. Should the outcome of the consultation be to agree to convene the Study Group 4 meeting as a virtual meeting then the information provided in the following sections would be pertinent.

## **2 Programme of the meeting**

The working hours of the meeting are scheduled to be **1200 to 1600 hours Geneva time.** These working hours were chosen to accommodate the participation of delegates from various time zones. An updated agenda and other relevant information will be published on the study group website, as well as in administrative and information documents.

## **3 Contributions**

Contributions in response to the issues raised in Section 1 above are invited and will be processed in accordance with the indications provided in Section 3 of Circular Letter CACE/950. **The deadline for reception of contributions for this meeting is proposed in the table in Section 1 above.**

## **4 Registration and participation**

Registration to this event is mandatory and will be carried out in accordance with Section 6 of Circular Letter CACE/950. Since the meeting is proposed to be convened as a virtual meeting there is no need to contact the Bureau to request remote participation.

Test sessions will be scheduled before the virtual meeting to troubleshoot remote participation connectivity issues. It is highly recommended to attend these test sessions particularly for those delegates who intend to actively participate in the discussions. Instructions on the test sessions and how to connect to the virtual meeting will be sent by e-mail to registered participants before the meeting.

For further questions relating to this Circular Letter please contact Mr Nelson Malaguti, Study Group 4 Counsellor, at [nelson.malaguti@itu.int](mailto:nelson.malaguti@itu.int).

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Director