



Radiocommunication Bureau (BR)

Administrative Circular
CACE/964

30 November 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),
e-Meeting, 8 March 2021**

1 Introduction

By means of this Administrative Circular, I wish to announce that a meeting of Study Group 4, due to the continued exceptional circumstances caused by the Coronavirus ([COVID-19](#)) outbreak, will be convened fully electronically (virtual meeting / remote participation only) on the date indicated in the table below, following the virtual meetings of Working Parties 4A, 4B and 4C (see Circular Letter [4/LCCE/128](#)). The meeting arrangements have been made in agreement with Study Group 4. 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	Monday, 8 March 2021	Monday, 1 March 2021 at 1600 hours UTC	Monday, 8 March 2021 at 1200 hours (Geneva time)

2 Programme of the meeting

The draft agenda for the meeting of Study Group 4 is contained in Annex. The status of texts assigned to Study Group 4 can be found on:

<http://www.itu.int/md/R19-SG04-C-0001/en>

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 December 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 December 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 January 2021. 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.

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.

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 4A, 4B and 4C 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.

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 4 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 Corrigenda 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:

rsg4@itu.int

A copy should also be sent to the Chairman and Vice-Chairmen of Study Group 4 (rsg4-cvc@itu.int). The pertinent addresses can be found on:

<http://www.itu.int/go/rsg4/ch>

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-SG04.AR-C/en>

The official versions will be posted on <http://www.itu.int/md/R19-SG04-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.**

5 Webcast

In order to follow the proceedings of ITU-R meetings remotely an audio webcast of the Study Group Plenary meetings 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 and participation

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.

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

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

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.

Since the meeting is proposed to be convened as a virtual meeting there is no need to contact the Bureau to request remote participation.

For further questions relating to this Administrative Circular, please contact Mr Nelson Malaguti, SG 4 Counsellor, at nelson.malaguti@itu.int.

Mario Maniewicz
Director

Annex: 1

Annex

Draft agenda for the meeting of Radiocommunication Study Group 4

(e-Meeting, 8 March 2021)

- 1 Opening remarks
 - 1.1 Director BR
 - 1.2 Chairman
- 2 Approval of the agenda
- 3 Appointment of the Rapporteur
- 4 Summary Record of the previous meeting (Document [4/16](#))
- 5 Consideration of the outputs of the Working Parties
 - 5.1 Working Party 4C
 - 5.1.1 Executive Report
 - 5.1.2 Draft Recommendations where notice of intention to seek adoption was not given (see Res. ITU-R 1-8, §§ A2.6.2.2.3, A2.6.2.3 and A2.6.2.4)
 - 5.1.3 Draft Reports
 - 5.1.4 Draft Questions
 - 5.2 Working Party 4B
 - 5.2.1 Executive Report
 - 5.2.2 Draft Recommendations where notice of intention to seek adoption was not given (see Res. ITU-R 1-8, §§ A2.6.2.2.3, A2.6.2.3 and A2.6.2.4)
 - 5.2.3 Draft Reports
 - 5.2.4 Draft Questions
 - 5.3 Working Party 4A
 - 5.3.1 Executive Report
 - 5.3.2 Draft Recommendations where notice of intention to seek adoption was not given (see Res. ITU-R 1-8, §§ A2.6.2.2.3, A2.6.2.3 and A2.6.2.4)
 - 5.3.3 Draft Reports
 - 5.3.4 Draft Questions
- 6 Status of texts assigned to Study Group 4
- 7 Liaison with other Study Groups and international organizations
- 8 Consideration of future work programme and schedule of meetings
- 9 Any other business

Victor STRELETS
Chairman, Radiocommunication Study Group 4