



Radiocommunication Bureau (BR)

Administrative Circular
CACE/1103

13 February 2024

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

Subject: **Meeting of Radiocommunication Study Group 5 (Terrestrial Services)
Geneva, 13 May 2024**

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 13 May 2024, preceding the meetings of Working Parties 5A, 5B and 5C (see Circular Letter [5/LCCE/111](#)).

The Study Group meeting will be held in the ITU Headquarters, Geneva (see below).

Group	Meeting date	Deadline for contributions	Sessions
Study Group 5	Monday, 13 May 2024	Wednesday, 1 May 2024 at 1600 hours UTC	Monday, 13 May 2024 0930-1700 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 at:

<http://www.itu.int/md/R23-SG05-C-0001/en>

2.1 Adoption of draft Recommendations at the Study Group meeting (§ A2.6.2.2.2 of Resolution ITU-R 1-9)

No Recommendations and Questions are proposed for adoption by the Study Group in accordance with § A2.6.2.2.2 of Resolution [ITU-R 1-9](#).

2.2 Adoption of draft Recommendations by a Study Group by correspondence (§ A2.6.2.2.3 of Resolution ITU-R 1-9)

No Recommendations and Questions will be proposed for adoption by the Study Group in accordance with § A2.6.2.2.3 of Resolution ITU-R 1-9.

3 Contributions

Contributions in response to the work of Study Group 5 are processed according to the provisions laid down in Resolution ITU-R 1-9.

The deadline for reception of contributions not requiring translation* (including Revisions, Addenda and Corrigenda to contributions) is **twelve calendar days** (1600 hours UTC) prior to the start of the meeting (see table above). Contributions received later than this deadline cannot be accepted. Resolution ITU-R 1-9 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 Chair of Study Group 5. The address can be found on:

<http://itu.int/go/ITU-R/SG5/Chair>

4 Documents

Contributions will be posted “as received” within one working day on the webpage established for this purpose. The official versions will be posted on <http://www.itu.int/md/R23-SG05-C/en> within 3 working days.

5 Interpretation

Due to financial constraints and the availability of interpreters, **Member States are asked to confirm by 13 March 2024** that interpretation in Arabic, Chinese, French, Spanish or Russian is required.

6 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 require an ITU account for this purpose and are strongly encouraged to **register early** and to indicate **if they intend to attend the meeting in person or remotely**.

The list of ITU-R DFPs (TIES protected) as well as detailed information on this 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 <https://www.itu.int/en/ITU-R/information/events/Pages/visa.aspx> for further information.

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

7 Remote participation and Webcast

Access to meeting sessions is restricted to event registered participants only. Delegates wishing to connect to the meeting remotely can access Study Group plenary sessions from the webpage for remote participation:

<https://www.itu.int/en/events/Pages/Virtual-Sessions.aspx>

These virtual meeting session connections will become available 30 minutes before the starting time of each session.

For those interested in following the proceedings of ITU-R meetings remotely, an audio webcast of the Study Group plenary sessions will be provided. Participants do not need to register for the meeting to use the webcast facility, however [TIES access](#) is required.

For further questions relating to this Administrative Circular, please contact Mr Uwe Löwenstein, Study Group 5 Counsellor, at uwe.loewenstein@itu.int.

Mario Maniewicz
Director

Annex: 1

Annex

Draft agenda for the meeting of Radiocommunication Study Group 5

(Geneva, 13 May 2024)

- 1** Opening of the meeting
- 2** Approval of the agenda
- 3** Appointment of the Rapporteur
- 4** Results of RA-23 and appointment of Vice-Chairs
- 5** Structure of SG 5 and appointment of Chairs of Working Parties
- 6** Results of WRC-23 and CPM27-1
- 7** Summary Record of the previous meeting (Document [5/180](#) of the 2019-2023 study period)
- 8** Status of Handbooks, Questions, Recommendations, Reports, Opinions, Resolutions and Decisions
- 9** Liaison with other Study Groups and international organizations
- 10** Schedule of meetings
- 11** Any other business

Dr KJ WEE
Chair, Radiocommunication Study Group 5