



Radiocommunication Bureau (BR)

Circular Letter
1/LCCE/103

27 July 2018

**To Administrations of Member States of the ITU, Radiocommunication Sector Members,
ITU-R Associates participating in the work of Radiocommunication Study Group 1
and ITU Academia**

Subject: **Meeting of Working Party 1B**
– **WP 1B: Spectrum management methodologies and economic strategies**

1 Introduction

By means of this Circular Letter, I wish to announce that the meeting of ITU-R Working Party 1B will take place in the ITU Headquarters in Geneva from 16 to 20 November 2018 (see the table below).

Group	Meeting dates	Deadline for contributions 16:00 hours UTC	Opening session
Working Party 1B	16-20 November 2018	Friday, 9 November 2018	Friday, 16 November 2018 at 0930 hours

2 Programme of the meeting of Working Party 1B

The draft agenda for the meeting is contained in the Annex.

The status of texts assigned to Working Party 1B can be found on:

<http://www.itu.int/md/R15-SG01-C-0001/en>

The Working Party will conduct its work in English.

3 Contributions

Contributions in response to the work of Working Party 1B are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-7.

The deadline for reception of contributions not requiring translation* (including Revisions, Addenda and Corrigenda to contributions) is seven 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.** Submissions received later than this deadline cannot be accepted. Resolution ITU-R 1-7 provides that contributions which are not available to participants at the opening of the meeting cannot be considered.

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

Participants are requested to submit contributions by electronic mail to: rsg1@itu.int. A copy of each contribution should also be sent to the Chairman of the Working Party 1B and to the Chairman and Vice-Chairmen of Study Group 1. The pertinent addresses can be found on:

<http://www.itu.int/go/rwp1b/ch>

<http://www.itu.int/go/rsg1/ch>

4 Documents

Contributions will be posted “as received” within one working day on the Working Party 1B webpage established for this purpose. The official versions will be posted on <http://www.itu.int/ITU-R/go/rsg1/en> (see “contributions” of Working Party 1B) within 3 working days.

In accordance with Resolution 167 (Rev. Busan, 2014) **the 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 for delegates who wish to print documents. In addition, a limited number of laptops are available for those who do not have one. Please enquire at the Service Desk (servicedesk@itu.int) for further information.

5 Remote participation

In order to follow the proceedings of ITU-R meetings remotely an audio webcast of the Working Party plenary 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 an ITU TIES account is required to access the webcast.

Remote participants wishing to actively participate (e.g. to introduce a contribution) will need to register in advance for the meeting by indicating this intention to their Designated Focal Points (see section 6). Additionally, they need to coordinate their active participation at least one month prior to the meeting with the responsible Counsellor.

Further information regarding remote participation can be found at:

www.itu.int/ITU-R/go/rsg-remote/

6 Participation/Visa requirements/Accommodation

Advance registration for ITU-R events is mandatory and carried out exclusively online through Designated Focal Points (DFPs). Each ITU-R Member has been requested to designate a DFP responsible for the handling of all registration formalities, including visa support requests that should also be submitted by the DFP during the on-line registration process. Individuals wishing to be registered for an ITU-R event should directly contact the DFP for their entity. The list of ITU-R DFPs (TIES protected) as well as detailed information on event registration, visa support requirements, hotel accommodation, etc. can be found at:

www.itu.int/en/ITU-R/information/events


François Rancy
Director

Annex: 1

Distribution:

- Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of Radiocommunication Study Group 1
- ITU-R Associates participating in the work of Radiocommunication Study Group 1
- ITU Academia
- Chairman and Vice-Chairmen of Radiocommunication Study Group 1
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX

Draft agenda for the meeting of Working Party 1B

(Geneva, 16-20 November 2018)

- 1** Opening of the meeting
- 2** Adoption of the draft agenda
- 3** Report of the previous meeting of Working Party 1B (Document [1B/303](#))
- 4** Reports on the correspondence activities:
 - SG 1 Rapporteur Group on Liaison with CISPR
- 5** Establishment of Sub-Group(s), assignment of documents and appointment of Chairmen
- 6** Drafting of output documents
- 7** Liaison with other Groups
- 8** Discussion of the future work plan
- 9** Date and location of next meeting
- 10** Any other business
- 11** Closing remarks

R. CHANG
Chairman, Working Party 1B
