



Radiocommunication Bureau (BR)

Circular Letter
1/LCCE/113

4 February 2025

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

Subject: **Meetings of Working Parties 1A, 1B and 1C (Geneva, 9 – 18 June 2025)**

- **Working Party 1A: Spectrum engineering techniques**
- **Working Party 1B: Spectrum management methodologies and economic strategies**
- **Working Party 1C: Spectrum monitoring**

1 Introduction

By means of this Circular Letter, I wish to announce that meetings of ITU-R Working Parties 1A, 1B and 1C will take place in Geneva, Switzerland on the dates indicated in the table below:

Groups	Meeting dates	Deadline for contributions 1600 hours UTC	Opening session (Geneva time)
Joint meeting of Working Parties 1A, 1B and 1C	11 June 2025	–	Wednesday, 11 June 2025 at 0930 hours
Working Party 1C	9* – 18 June 2025	28 May 2025	Monday, 9 June 2025 at 0930 hours
Working Party 1A	11 – 18 June 2025	30 May 2025	Wednesday, 11 June 2025 at 1040 hours, or immediately following the Joint Meeting
Working Party 1B			Wednesday, 11 June 2025 at 1400 hours

* The first two days of the WP 1C meeting will be dedicated to the WP 1C activities on the revision of the ITU-R Handbook on Spectrum Monitoring.

2 Programme of the meetings of Working Parties

Draft agendas for the meetings are contained in the Annex.

The status of texts assigned to the Working Parties can be found on:

<http://www.itu.int/md/R23-SG01-C-0001/en>

The Working Parties will conduct their work in English.

The working hours of the meetings will be from 0900 to 1700 hours (Geneva time), a more precise time schedule will be included in the ADM documents of the meeting.

3 Contributions

Contributions will be 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). Submissions received later than these deadlines 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.

Members are encouraged to submit their contributions as early as possible and possibly include a contact name and email address to facilitate the discussion (cf. § A2.2.4.4 of Resolution ITU-R 1-9).

Participants are requested to submit contributions by electronic mail to:

rsg1@itu.int

A copy of each contribution should also be sent to the Chair of the relevant Working Party and to the Chair and Vice-Chairs of Study Group 1. The addresses can be found on:

<http://itu.int/go/ITU-R/wp1a/cvc>

<http://itu.int/go/ITU-R/wp1b/cvc>

<http://itu.int/go/ITU-R/wp1c/cvc>

<http://www.itu.int/go/ITU-R/sg1/cvc>

4 Documents

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

5 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 new 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.

6 Remote participation and webcast

Access to meeting sessions is restricted to event registered participants only and can be accessed from the webpage for remote participation:

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

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

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 Working Party 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 Circular Letter, please contact, Mr Philippe Aubineau, Study Group 1 Counsellor, at philippe.aubineau@itu.int.

Mario Maniewicz
Director

Annex: 1

Annex

Draft agenda for the meeting of Working Party 1A

(Geneva, 11 – 18 June 2025)

- 1** Opening of the meeting
- 2** Adoption of the draft agenda
- 3** Report of the previous meeting of Working Party 1A (Document [1A/43](#))
- 4** Report on the CVC and RAG meetings held earlier in 2025
- 5** Reports on the correspondence activities
 - SG 1 Rapporteur Group on Liaison with CISPR
 - WP 1A Correspondence Group on EMC-Related Interference and Coexistence of wired telecommunication systems with radiocommunication systems
 - WP 1A Correspondence Group on Report ITU-R SM.[UWB.EVOLUTION]
- 6** Establishment of Sub-Group(s), assignment of documents and appointment of Chairs
- 7** Drafting of output documents
- 8** Preparation of draft Recommendations, Reports and other relevant texts for the June 2025 meeting of Study Group 1
- 9** Liaison with other Groups
- 10** Discussion of the future work plan
- 11** Date and location of next meeting
- 12** Any other business
- 13** Closing remarks

Brandy Jo SYKES
Chair, Working Party 1A

Draft agenda for the meeting of Working Party 1B

(Geneva, 11 – 18 June 2025)

- 1** Opening of the meeting
- 2** Adoption of the draft agenda
- 3** Report of the previous meeting of Working Party 1B (Document [1B/48](#))
- 4** Report on the CVC and RAG meetings held earlier in 2025
- 5** Reports on the correspondence activities:
 - SG 1 Rapporteur Group on Liaison with CISPR
 - WP 1B Correspondence Group on Ground- and Wall-Penetrating Radar (GPR/WPR)
- 6** Establishment of Sub-Group(s), assignment of documents and appointment of Chairs
- 7** Drafting of output documents
- 8** Preparation of draft Recommendations, Reports and other relevant texts for the June 2025 meeting of Study Group 1
- 9** Liaison with other Groups
- 10** Discussion of the future work plan
- 11** Date and location of next meeting
- 12** Any other business
- 13** Closing remarks

Bin LIU
Chair, Working Party 1B

Draft agenda for the meeting of Working Party 1C

(Geneva, 9* – 18 June 2025)

* The first two days of the WP 1C meeting will be dedicated to the WP 1C activities on the revision of the ITU-R Handbook on Spectrum Monitoring.

- 1** Opening of the meeting
- 2** Adoption of the draft agenda
- 3** Report of the previous meeting of Working Party 1C (Document [1C/24](#))
- 4** Report on the CVC and RAG meetings held earlier in 2025
- 5** Reports on the correspondence activities:
 - SG 1 Rapporteur Group on Liaison with CISPR
 - WP 1C Rapporteur Group on developing a new edition of the ITU Handbook on Spectrum Monitoring
- 6** Establishment of sub-Group(s), assignment of documents and appointment of Chairs
- 7** Drafting of output documents
- 8** Preparation of draft Recommendations, Reports and other relevant texts for the June 2025 meeting of Study Group 1
- 9** Liaison with other Groups
- 10** Discussion of the future work plan
- 11** Date and location of next meeting
- 12** Any other business
- 13** Closing remarks

Mubarak AL-SAWAFI
Chair, Working Party 1C