



Radiocommunication Bureau (BR)

Circular Letter
1/LCCE/115

17 December 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: **Meeting of the Working Party 1C Rapporteur Group on developing a new edition of the ITU-R Spectrum Monitoring Handbook (Munich, Germany (Federal Republic of), 23–27 March 2026)**

1 Introduction

By means of this Circular Letter, I wish to announce that, at the kind invitation of Rohde & Schwarz GmbH & Co. KG and with the support of the Administration of Germany (Federal Republic of), the meeting of the ITU-R Working Party (WP) 1C Rapporteur Group (RG) on developing a new edition of the ITU-R Spectrum Monitoring Handbook (SMH) will take place in Munich, Germany on the dates indicated in the table below:

Groups	Meeting dates	Deadline for contributions 1600 hours UTC	Opening session (Munich time)
WP 1C RG-SMH	23 - 27 March 2026	Wednesday, 11 March 2026	Monday, 23 March 2026 at 0930 hours

2 Programme of the meetings

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

The status of texts assigned to the Study Group (SG) 1 Working Parties can be found on:

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

The meeting will conduct its work in English.

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

In accordance with its work plan (see [Annex 6](#) to Doc. [1C/67](#)), the RG-SMH should finish its work on the contents of the new edition of the SMH in this meeting. This is necessary to allow sufficient time for the remaining editorial work until the envisaged approval of this new edition of the SMH in the June 2026 meetings of WP 1C and SG 1. The Rapporteur of the RG-SMH who will chair this meeting would like therefore to indicate that contributions related to the contents received after March 2026 may not be given enough time for their consideration before this new edition of the SMH is finalized for its approval.

3 Venue

The meeting will take place at:

Technology Center at Rohde & Schwarz Headquarters in Munich, Germany

Rohde & Schwarz GmbH & Co.KG Mühldorfstr. 15, 81671 München (Munich)

<http://www.rohde-schwarz.com/>

For further information see Annex 2.

4 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 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.

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 and Vice-Chairs of SG 1 (see the email addresses on <https://www.itu.int/go/ITU-R/sg1/cvc>), as well as to the Chair and Vice-Chairs of WP 1C (see the email addresses on <http://itu.int/go/ITU-R/wp1c/cvc>) and the Rapporteur of the WP 1C RG-SMH (Mr Thomas HASENPUSCH, Thomas.Hasenpusch@web.de).

5 Documents

Contributions will be posted “as received” within one working day on a webpage established for this purpose on the WP 1C RG-SMH share point site at: extranet.itu.int/rsg-meetings/sg1/wp1c/handbook. The official versions will also be posted within 3 working days on the WP 1C RG-SMH share point site (see “[Contributions](#)”).

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, etc. can be found at:

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

Specific information on how to obtain visa and immigration documents are indicated in Section 6 of Annex 2. In particular, your attention is drawn to the **need to apply for the visa well in advance**.

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

7 Remote participation

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>

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

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

Annexes: 2

Annex 1

Draft agenda for the meeting of the Working Party (WP) 1C Rapporteur Group (RG) on developing a new edition of the ITU-R Spectrum Monitoring Handbook (SMH)

(Munich, 23 – 27 March 2026)

- 1** Opening of the meeting
- 2** Adoption of the draft agenda
- 3** Report of the previous WP 1C RG-SMH meeting held in November 2025
(Document [1C/67](#) – [1C-RG-SMH/85](#))
- 4** Establishment of Sub-Group(s), assignment of documents and appointment of Chairs
- 5** Consideration of the contributions and drafting of output documents
- 6** Preparation of input documents to the June 2026 meeting of WP 1C
- 7** Any other business
- 8** Closing remarks

Thomas HASENPUSCH
Rapporteur, WP 1C RG-SMH

Annex 2

Additional information for participants attending the WP 1C RG-SMH meeting in person in Munich

1 Introduction

Rohde & Schwarz GmbH & Co. KG (<http://www.rohde-schwarz.com/>), with the support of the Administration of Germany (Federal Republic of), is pleased to welcome all the participants to the meeting of the ITU-R WP 1C RG-SMH, from 23 to 27 March 2026. This Annex provides information about the meeting as well as guidance to the participants for their stay in Munich, Germany.

2 Meeting venue

The meeting will be held at the:

Technology Center at Rohde & Schwarz Headquarters in Munich, Germany

Rohde & Schwarz GmbH & Co.KG Mühldorfstr. 15, 81671 München (Munich)

[Your way to us | Rohde & Schwarz](#)

3 Meeting room(s) and audiovisual facilities

The room(s) used for the meeting will be indicated inside the meeting venue.

Earphones with microphone: You are kindly requested to have your own earphones with microphone for the meeting sessions, during which the Zoom platform audiovisual facilities will be used for the discussions and display of documents. A camera connected to your Zoom session can also be used.

4 Access to the meeting venue / Badges

Access will be granted and Badges will be issued only to individuals who have successfully undergone the [ITU-R event registration procedure](#) and have been accredited by ITU. Participants will not be admitted to the Venue and conference rooms without the accreditation badge.

Badging: starting from Monday, 23 March 2026, 0800 hours

Arrival Airport

Munich International Airport (MUC) "Franz Josef Strauß".

Public transportation: Buy a single ticket for the required 4 zones at around € 15.00.

Stamp the ticket to validate it before taking the train. Take the S8 train if you need to go to Munich City Center, Munich East (Ost = Ostbahnhof), Munich Central Station (Hauptbahnhof).

Taxi:

Max. 1 hour travel time, fare about € 90 – 130, depend on time and the type of Taxi. No Pick – up from the host will be organized. The full public transportation network map of Munich can be downloaded here:

http://www.mvv-muenchen.de/fileadmin/media/Dateien/plaene/pdf/netz13_A4_English.pdf

5 Accommodation / Reservation procedure

Participants should make their own travel arrangements with regards to accommodation. The following hotels are near to the meeting venue. Please make sure to book your hotel in advance:

1. **MOXY Munich Ostbahnhof** (less than 5 mins by foot) can be found under
2. **HOLIDAY INN City Center – Hochstrasse** - public transport to MUC-Ost – max 10 min. to the meeting venue
3. **MOTEL ONE** – about 15 – 20 in walking distance to the meeting venue – near to station Munich East (Ostbahnhof)
4. **ADINA Hotel** – about 10 minutes walking distance to the meeting venue – near to station Munich East (Ostbahnhof)

6 Visa information

Participants who require a visa should apply for a visa at the missions of Germany, i.e. German embassies and consulates-general in their respective country and should do so well in advance of their departure. Visa support will be provided only to individuals who have successfully undergone the [ITU-R event registration procedure](#) and have been accredited. For more accurate processing times, applicants should consult the visa office responsible for processing their application. An overview of visa requirements/exemptions for entry into Germany can be found at the website of the German Ministry of Foreign Affairs.

Participants who should require a personal Letter of Invitation for obtaining a visa are requested to send a request by email to itu@rohde-schwarz.com as soon as possible after registration with ITU.

Your email must include the following information in order to be processed:

- 1) First name
- 2) Last name
- 3) Organization/Company
- 4) Postal address
- 5) Date and place of birth
- 6) Passport number
- 7) Passport issuance and expiry dates
- 8) Passport country of issuance
- 9) The details of the mission you will address
- 10) Telephone number
- 11) Email.

7 Internet access

High speed Internet access is available in all areas of the meeting venue.

8 Practical information

CURRENCY

The local currency is Euro. Credit cards will be taken mostly everywhere, and ATM machines can be found at the Venue Side, Munich city center or at MUC – East (Ost) metro station outside. Cash will be always accepted in €.

LANGUAGES

German is the official language in Germany, but English is widely spoken throughout the country.

ELECTRICITY

The electric supply in Germany is 230 volts, 50 Hz. The power connectors plug/socket are Typ-F (Schuko).

Please be sure you have the correct adapter. Adapters and voltage converters will not be provided at the meeting.

SECURITY

Nothing to be noted. Foreign diplomatic missions can be found on google and the internet. We recommend printing or downloading such information in advance based on personal responsibility.

MEDICAL AND HEALTH

EU emergency number 112: You can dial [112](#) free of charge from landline and mobile phones to contact any emergency service. (The police can be reached by dialling 110.)

In case you need medical assistance (not in case of an emergency), call number 116117. You can reach a medical on-call service. However, this service is only available in German. You may contact the host as well to get further help.

Pharmacies are available at Munich East station near to the venue.

WEATHER

Temperature can vary in March in wide range, it can be raining and snowing with average temperature between 0 – 10 °C.

Time Zone: CET (Note: on 29 March 2026 Germany will switch to CEST).

9 Contacts

Rohde & Schwarz Coordinator	ITU Coordinator
Name: Mr Philipp Strobel Title: Product Management Spectrum Monitoring Solutions E-mail addresses: philipp.strobel@rohde-schwarz.com and itu@rohde-schwarz.com	Name: Mr Philippe Aubineau Title: Counsellor, ITU-R Study Group 1 (Spectrum Management) & Conference Preparatory Meeting (CPM) for the World Radiocommunication Conference (WRC) E-mail address: Philippe.Aubineau@itu.int