



## Radiocommunication Bureau (BR)

Circular Letter  
4/LCCE/132

4 February 2022

**To Administrations of Member States of the ITU, Radiocommunication Sector Members, ITU-R Associates participating in the work of Radiocommunication Study Group 4 and ITU Academia**

**Subject: Meetings of Working Parties 4A, 4B and 4C (Geneva, 4 – 20 May 2022)**

- **Working Party 4A: Efficient orbit/spectrum utilization for FSS and BSS**
- **Working Party 4B: Systems, air interfaces, performance and availability objectives for FSS, BSS and MSS, including IP-based applications and satellite news gathering**
- **Working Party 4C: Efficient orbit/spectrum utilization for MSS and RDSS**

### 1 Introduction

By means of this Circular Letter, I wish to announce that the meetings of ITU-R Working Parties 4A, 4B and 4C will take place in Geneva, Switzerland, on the dates indicated in the table below:

<b>Groups</b>	<b>Meeting dates</b>	<b>Deadline for contributions 1600 hours UTC</b>	<b>Opening session (Geneva time)</b>
Working Party 4A	11-20 May 2022	Wednesday, 4 May 2022	Wednesday, 11 May 2022 at 0930 hours
Working Party 4B	9-13 May 2022	Monday, 2 May 2022	Monday, 9 May 2022 at 0930 hours
Working Party 4C	4-10 May 2022	Wednesday, 27 April 2022	Wednesday, 4 May 2022 at 0930 hours

### 2 Programme of the meeting

Draft agendas for the meetings are contained in Annex 1.

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

<http://www.itu.int/md/R19-SG04-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 meetings.

### 3 Contributions

Contributions in response to the work of Working Parties 4A, 4B and 4C are invited. These will be 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 seven calendar days (1600 hours UTC) prior to the start of the meeting. **The deadline for reception of contributions for the meetings is specified in the table above.** Submissions received later than these deadlines 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.

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 1-8](#)).

Participants are requested to submit contributions by electronic mail to:

[rsg4@itu.int](mailto:rsg4@itu.int)

A copy of each contribution should also be sent to the Chairman and Vice-Chairmen of the relevant Working Party and to the Chairman and Vice-Chairmen of Study Group 4. The pertinent addresses can be found on:

<http://itu.int/go/rwp4a/ch>

<http://itu.int/go/rwp4b/ch>

<http://itu.int/go/rwp4c/ch>

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

### 4 Documents

Contributions will be posted “as received” within one working day on the Working Party webpage established for this purpose. The official versions will be posted on [www.itu.int/ITU-R/go/rsg4/en](http://www.itu.int/ITU-R/go/rsg4/en) (see “contributions” of the relevant Working Party) within 3 working days.

### 5 Participation/Visa requirements/Accommodation/Registration for the event

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 would require an ITU account for this purpose.

While registering for the event, please duly take into consideration the information related to the sanitary measures and conditions of entry in Switzerland, indicated on the [ITU COVID-19 free website](#).

Participants are strongly encouraged to **register early** including indication on how to attend the meetings (see Annex 2) and to consult the safety and security information which is regularly updated before making travel arrangements to attend the event.

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](http://www.itu.int/en/ITU-R/information/events)

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

## **6 Connecting to the meeting sessions for remote participation**

Access to meeting sessions is restricted to event registered participants only. Delegates connected remotely can access Working Parties 4A, 4B and 4C meeting 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.

Delegates wishing to troubleshoot remote participation connectivity issues can do so during the 30-minute period prior to the start of the first session of each day. It is highly recommended to verify the connections, particularly for those delegates who intend to actively participate in the discussions.

Some meeting rooms for Drafting Groups may not allow for remote participation integrated with room audio.

## **7 Webcast**

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

## **8 Conversion to virtual meeting if pandemic conditions substantially worsen**

Should pandemic conditions worsen, the meeting organizers will inform all participants of a possible conversion of the meeting to a virtual one in due course via an addendum to this Circular Letter.

For further questions relating to this Circular Letter, please contact Mr Nelson Malaguti, Study Group 4 Counsellor, at [nelson.malaguti@itu.int](mailto:nelson.malaguti@itu.int).

Mario Maniewicz  
Director

**Annexes: 2**

## **Annex 1**

### **Draft agenda for the meeting of Working Party 4A**

(Geneva, 11-20 May 2022)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 4A (Document [4A/522](#))
- 4** Review of liaison with other Working Parties
- 5** Reports from Correspondence Groups
- 6** Review of possibilities for development of draft Recommendations and Reports
- 7** Adoption of work program for the meeting
- 8** Establishment of Working Groups and assignment of documents
- 9** Appointment of Working Group Chairmen
- 10** Any other business

J. WENGRYNIUK  
Chairman, Working Party 4A

## **Draft agenda for the meeting of Working Party 4B**

(Geneva, 9-13 May 2022)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 4B (Document [4B/96](#))
- 4** Attribution of documents
- 5** Establishment of Sub-Working Groups
- 6** Introduction of documents
- 7** Sub-Working Group meetings
- 8** Approval of output documents
- 9** Any other business

D. WEINREICH  
Chairman, Working Party 4B

## **Draft agenda for the meeting of Working Party 4C**

(Geneva, 4-10 May 2022)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 4C (Document [4C/283](#))
- 4** Review of liaison with other Working Parties
- 5** Reports from Rapporteurs and Correspondence Groups
- 6** Review of possibilities for development of draft Recommendations and Reports
- 7** Adoption of work program for the meeting
- 8** Establishment of Sub-Working Groups and assignment of documents
- 9** Appointment of Sub-Working Group Chairmen
- 10** Any other business

N. KAWAI  
Chairman, Working Party 4C

## Annex 2

### Information on registration for participants in ITU-R events

The Bureau would like to highlight that an estimation of the number of physical participants is necessary. Please ensure that the box Remote is ticked if attending remotely. If the box is not ticked physical presence will be assumed.

I Wish to Attend the Following Meeting(s)			
Select at least one meeting	Start Date - End Date	Remote	Function*
<input type="checkbox"/> ITU-R WP 4A	11/05/2022 - 20/05/2022	<input type="checkbox"/>	Choose a function... ▾
<input type="checkbox"/> ITU-R WP 4B	09/05/2022 - 13/05/2022	<input type="checkbox"/>	Choose a function... ▾
<input type="checkbox"/> ITU-R WP 4C	04/05/2022 - 10/05/2022	<input type="checkbox"/>	Choose a function... ▾

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