



Radiocommunication Bureau (BR)

Circular Letter
4/LCCE/145

25 May 2026

**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 Party 4A (fully virtual meeting, 29-30 June 2026)**
– **Working Party 4A: Efficient orbit/spectrum utilization for FSS and BSS**

1 Introduction

By means of this Circular Letter, I wish to announce that meeting of ITU-R Working Parties 4A, will be convened fully electronically (remote participation only / virtual meeting) on the dates indicated in the table below:

Groups	Meeting dates	Opening session (Geneva time)
Working Party 4A	29-30 June 2026	Monday, 29 June 2026 at 1200 hours

2 Programme of the meeting of Working Party

This meeting of Working Party 4A will focus only on **WRC-27 agenda item 1.2**.

Draft agenda for the meeting is contained in the Annex.

A light structure of the Working Party will be employed, consisting of a Plenary meeting and meetings of the sub-ordinate group dealing with WRC-27 agenda item 1.2.

The Working Party will conduct their work in English.

The working hours of the meetings are scheduled to be **1200 to 1615 hours Geneva time**. These working hours were chosen to accommodate the participation of delegates from various time zones.

3 Contributions

According to the decision of Study Group 4 of 15 May 2026, the meetings will be held with no new input contributions.

Any contributions received after the April/May 2026 meeting of WP 4A will be considered at the October 2026 meeting.

4 Documents

The work of the Working Party will be based on input contributions received before the end of the April/May 2026 meeting and the relevant Annex of the Chair Report, including any proposal from the Chair.

5 Registration

Registration to this event is mandatory and will be carried out exclusively online 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.

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

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>

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

Guidelines on the management of fully virtual meetings and physical meetings with remote participation are available [here](#).

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 Nick Sinanis, Study Group 4 Counsellor, at nick.sinanis@itu.int.

Mario Maniewicz
Director

Annex

Draft agenda for the virtual meeting of Working Party 4A

(29 - 30 June 2026)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Relevant part addressing WRC-27 a.i. 1.2 of the Report of the last meeting of Working Party 4A (Document [4A/1064](#))
- 4** Working structure and assignment of documents
- 5** Working program for the meeting
- 6** Other business

M. NDI
Chair, Working Party 4A