



Radiocommunication Bureau (BR)

Circular Letter
5/LCCE/88

17 September 2020

**To Administrations of Member States of the ITU, Radiocommunication Sector Members,
ITU-R Associates participating in the work of Radiocommunication Study Group 5 and
ITU Academia**

Subject: **Meetings of Working Parties 5A, 5B, 5C and 5D (e-Meeting, 4-20 November 2020)**

- **Working Party 5A: Land mobile service above 30 MHz (excluding IMT); wireless access in the fixed service; amateur and amateur-satellite services**
- **Working Party 5B: Maritime mobile service including Global Maritime Distress and Safety System (GMDSS); aeronautical mobile service and radiodetermination service**
- **Working Party 5C: Fixed wireless systems; HF and other systems below 30 MHz in the fixed and land mobile services**
- **Working Party 5D: IMT Systems**

1 Introduction

By means of this Circular Letter, I wish to announce that meetings of ITU-R Working Parties 5A, 5B, 5C and 5D, due to the continuing exceptional circumstances caused by the Coronavirus ([COVID-19](#)) outbreak, will be convened fully electronically (remote participation only / virtual meeting) on the dates indicated in the table below. Please note that the meeting of Study Group 5 will also be convened fully electronically (see Administrative Circular [CACE/954](#)).

| Groups | Meeting dates | Deadline for contributions 16:00 hours UTC | Opening session (Geneva time) |
|--------------------|---------------------|---|--|
| Working Party 5A | 9-20 November 2020 | Monday, 2 November 2020 | Monday, 9 November 2020 at 1200 hours* |
| Working Party 5B | 9-20 November 2020 | Monday, 2 November 2020 | Monday, 9 November 2020 at 1325 hours* |
| Working Party 5C | 4-13 November 2020 | Wednesday, 28 October 2020 | Wednesday, 4 November 2020 at 1200 hours* |
| Working Party 5D** | 17-19 November 2020 | Tuesday, 10 November 2020 | Tuesday, 17 November 2020 at 1200 hours* |
| Study Group 5 | 23 November 2020 | Monday, 16 November 2020 | Monday 23 November 2020 at 1200 hours |

* The opening time will be confirmed once the overall meeting schedule will be finalized.

** This meeting of Working Party 5D is limited to the finalization of IMT-2020 specifications.

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/R19-SG05-C-0001/en>

The Working Parties will conduct their work in English.

The working hours of the meeting are scheduled to be **1200 to 1600 hours Geneva time (1000 to 1400 hours UTC)**. In view of the circumstances, the above-mentioned working hours will be applicable –on an exceptional basis– also to Friday’s session. These working hours were chosen to accommodate the participation of delegates from various time zones. Other relevant information will be published on the Study Group website, as well as in administrative and information documents.

3 Contributions

Contributions in response to the work of Working Parties 5A, 5B, 5C and 5D 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 deadlines for reception of contributions for these meetings are 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 in a footnote to the ‘Source’ to facilitate the discussion of contributions even in advance of the meeting (cf. § A2.2.4.4 of Resolution [ITU-R 1-8](#)).

Participants are requested to submit contributions by electronic mail to:

rsg5@itu.int

A copy of each contribution should also be sent to the Chairman of the relevant Working Party and to the Chairman and Vice-Chairmen of Study Group 5. The pertinent addresses can be found on:

<http://itu.int/go/rwp5a/ch>

<http://itu.int/go/rwp5b/ch>

<http://itu.int/go/rwp5c/ch>

<http://itu.int/go/rwp5d/ch>

<http://itu.int/go/rsg5/ch>

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/rsg5/en> (see “contributions” of the relevant Working Party) within 3 working days.

In accordance with Resolution [167](#) (Rev. Dubai, 2018) of the Plenipotentiary Conference, **the meetings will be completely paperless.**

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

5 Webcast

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.

6 Remote participation

Registration to this event is mandatory and will be carried out exclusively on-line via Designated Focal Points (DFPs) for ITU-R event registration. **The Radiocommunication Bureau has deployed, since May 2019, a new event registration platform where participants must first complete an online registration form and submit their registration request for approval by the corresponding focal point.** An ITU/TIES account is required from participants to submit a registration request and obtain registration approval from the corresponding focal point.

The list of ITU-R DFPs (TIES protected) as well as detailed information on this new event registration system, etc. can be found at:

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

Delegates must register for Working Parties 5A, 5B, 5C and 5D separately and will receive an according link, with no cut-off date for registration.

Test sessions will be scheduled before the virtual meeting to troubleshoot remote participation connectivity issues. It is highly recommended to attend these test sessions particularly for those delegates who intend to actively participate in the discussions. Instructions on the test sessions and how to connect to the virtual meeting will be sent by e-mail to registered participants before the meeting.

Since all meetings will be convened as virtual meetings there is no need to contact the Bureau to request remote participation.

Further information regarding remote participation can be found at:

<https://www.itu.int/en/ITU-R/study-groups/Pages/remote-participation.aspx>

For further questions relating to this Circular Letter, please contact Uwe Löwenstein, SG 5 Counsellor, at uwe.loewenstein@itu.int.

Mario Maniewicz
Director

Annex: 1

Annex

Draft agenda for the meeting of Working Party 5A

(Geneva, 9-20 November 2020)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 5A (Document [5A/85](#))
- 4** Adoption of work program for the meeting
- 5** Report from Rapporteurs and Correspondence Groups
- 6** Any other business

José M. COSTA
Chairman, Working Party 5A

Draft agenda for the meeting of Working Party 5B

(Geneva, 9-20 November 2020)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 5B (Document [5B/93](#))
- 4** Reports from Rapporteurs and Correspondence Group
- 5** Establishment of Working Groups and assignment of documents
- 6** Introduction of input documents
- 7** Consideration of output documents
- 8** Next Meeting
- 9** Any other business

John METTOP
Chairman, Working Party 5B

Draft agenda for the meeting of Working Party 5C

(Geneva, 4-13 November 2020)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 5C (Document [5C/59](#))
- 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 Working Groups and assignment of documents
- 9** Any other business

Pietro NAVA
Chairman, Working Party 5C

Draft agenda for the meeting of Working Party 5D

(Geneva, 17-19 November 2020)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 5D
- 4** Reports from Rapporteurs and Correspondence Groups
- 5** Adoption of work program for the meeting
- 6** Assignment of documents
- 7** Finalization of preliminary draft new Recommendation ITU-R M.[IMT-2020.SPECS]
- 8** Any other business

Stephen BLUST
Chairman, Working Party 5D