



Radiocommunication Bureau (BR)

Circular Letter
5/LCCE/90

25 November 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: **Thirty-seventh meeting of Working Party 5D (22 February -5 March 2021)**

1 Introduction

This Circular Letter is to inform that due to the on-going exceptional circumstances and global concern about the Coronavirus ([COVID-19](#)), the 37th meeting of Working Party 5D is converted to a fully remote participation (virtual) meeting which will start on 22 February 2021 and will finish on 5 March 2021.

The decision to convert the meeting to a fully remote participation (virtual) meeting has prioritized the need to ensure the health and safety of all participants and to guarantee adequate levels of participation.

Group	Meeting dates	Deadline for contributions 1600 hours UTC	Opening Plenary Session
Working Party 5D	22 February to 5 March 2021 Monday – Friday	Monday 15 February 2021	Monday 22 February 2021 at 12:00 hours CET

2 Programme of the meeting

In order to be effective, the e-meeting (designated as WP 5D #37e) has an anticipated agenda (see Annex 1) as prepared by the WP 5D management in consultation with the Secretariat, with an anticipated provisional schedule structure (see Annex 2).

The status of texts assigned to the Working Party 5D can be found on:

<http://www.itu.int/md/R19-SG05-C-0001/en>

The Working Party will conduct its work in English.

3 Contributions

Contributions in response to the work of Working Party 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 Corrigena to contributions) is seven calendar days (1600 hours UTC) prior to the start of the meeting. **The deadline for reception of contributions for this meeting is specified in the table above.** Submissions received later than this deadline 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.

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 Working Party 5D and to the Chairman and Vice-Chairmen of Study Group 5. The pertinent addresses can be found on:

<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 5D webpage established for this purpose. The official versions will be posted on <http://www.itu.int/md/R19-WP5D-C/en> within 3 working days.

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

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. There is no cut-off date for registration.

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

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

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

Annexes: 2

- The anticipated agenda is found in Annex 1
- Provisional schedule framework is found in Annex 2

Annex 1

Anticipated Agenda for Working Party 5D Meeting #37e

The high-level view of the main objectives for the 37th e-meeting of WP 5D is provided in this anticipated agenda to inform delegates about the scope of the virtual meeting.

I) WP 5D Opening Plenary agenda

The opening WP 5D Plenary on Monday, 22 February will, as usual, be a combined Plenary of WP 5D including the Working Groups General Aspects, Working Group Spectrum Aspects and WRC-23 Preparations, and Working Group Technology Aspects opening Plenaries.

II) Working Group General Aspects overall agenda

- SWG Circular Letter in session
- SWG PPDR in session
- SWG Specific Applications in session
- DG Reply Liaison, if necessary, in session

III) Working Group Spectrum Aspects and WRC-23 Preparations overall agenda

- SWG Frequency Arrangements in session
- SWG Sharing Studies in session
- SWG WRC-23 AI 1.1 in session
- SWG WRC-23 AI 1.2 in session
- SWG WRC-23 AI 1.4 in session

IV) Working Group Technology Aspects overall agenda

- SWG Coordination in session
- SWG Evaluation in session
- SWG IMT Specifications in session
- SWG Out of Band Emissions (OOBE) in session
- SWG Radio Aspects in session

V) Ad Hoc Work Plan Aspects overall agenda

- Ad Hoc Work Plan in session

It should be noted, that in assessing the further preparations for the meeting, some activities that have been anticipated might not need to be in session at meeting #37 of ITU-R WP 5D.

Annex 2

Provisional schedule framework for Working Party 5D #37 e-Meeting

Daily schedule

Each day in week 1 and week 2, there will be 3 sessions with up to a 20' break in between. The working hours of the meeting are scheduled to be 1200 to 1615 hours Geneva time (1100 to 1515 hours UTC).

- Session 1: 70 minutes (1200-1310 CET)
- Session 2: 70 minutes (1330-1440 CET)
- Session 3: 70 minutes (1500-1610 CET)

and this schedule maybe applied in up to 3 parallel “virtual rooms”, if necessary.

The 20-minute break period between the sessions allows only for break and off-line consultations – meeting overrun into the break is not to be anticipated.

Weekly schedule framework

		CET ¹ (Geneva time)	Monday	Tuesday	Wednesday	Thursday	Friday
(Total time 4H00) 1200 to 1610 CET	Period 1	70m: 1200 – 1310					
	Break 20m: 1310-1330						
	Period 2	70m: 1330 – 1440					
	Break 20m: 1440-1500						
	Period 3	70m: 1500 – 1610					

A detailed ADM document with the Provisional Schedule with the specific sessions for “each virtual” room for each day will be provided for the meeting.

The opening WP 5D Plenary will be on Monday, 22 February 2021, starting at 1200 hours CET (Geneva time) which corresponds to 1100 hours UTC.

The closing WP 5D Plenary is anticipated to be on Friday, 5 March 2021, starting at 1200 hours CET (Geneva time) which corresponds to 1100 hours UTC.



¹ Delegates may also utilize this resource at TimeandDate.com for time conversions.