



## Radiocommunication Bureau (BR)

Circular Letter  
5/LCCE/108

21 June 2023

**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: **Meeting of ITU-R Working Party 5A (Geneva, 13 – 22 September 2023)**

- **Working Party 5A: Land mobile service above 30 MHz (excluding IMT); wireless access in the fixed service; amateur and amateur-satellite services**

### 1 Introduction

By means of this Circular Letter, I wish to announce that the meeting of ITU-R Working Party 5A (WP 5A) will take place in Geneva, Switzerland, on the dates indicated in the table below.

Groups	Meeting dates	Deadline for contributions 16:00 hours UTC	Opening Session
<b>Working Party 5A</b>	13 – 22 September 2023	Wednesday, 6 September 2023	Wednesday, 13 September 2023 at <b>1300</b> hours

At the previous meeting of WP 5A, it was agreed to limit the 30<sup>th</sup> meeting of WP 5A to five days, 18 to 22 September 2023. However, due to the necessity that additional days will be needed to complete the deliverables in support of WRC-23 agenda item 9.1 topic b), a **Plenary session of WP 5A will take place on the 13 September at 1300 hours (Geneva time)** and will be limited in scope to amateur services matters (WG 5A-1) followed by the meetings of this WG. **WG 5A-1 will be the only Working Group meeting on 13 to 15 September**, plus part of the weekend if necessary. Another Plenary session of WP 5A will take place on Monday 18 September at 0900 hours (Geneva time) to initiate the work of the other Working Groups.

**See Annex 1 for the preliminary schedule of the sessions.**

The meeting arrangements have been made in alignment with the procedures being considered by the Radiocommunication Bureau for a physical meeting with remote participation (for example, Document [RAG/INFO/9\(Rev.1\)](#)).

## 2 Programme of the meeting of Working Party 5A

The draft agenda for the meeting is contained in Annex 2.

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

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

The Working Party will conduct their work in English.

The working hours of the meeting will be from 0900 to 1700 hours (Geneva time), a more precise time schedule can be found in Annex 1 and will be further detailed in the ADM documents of the meeting.

## 3 Contributions

Contributions in response to the work of Working Party 5A 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 Opening Plenary of WP 5A. **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.

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:

[rsg5@itu.int](mailto:rsg5@itu.int)

A copy of each contribution should also be sent to the Chairman of Working Party 5A 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/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 <https://www.itu.int/md/R19-WP5A-C/en> within 3 working days. The Membership is encouraged to submit documents well in advance of the contribution deadline (Wednesday, 6 September 2023, 16:00, UTC).

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

## 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 current sanitary measures, as indicated on the [ITU COVID-19 free website](#).

Participants are strongly encouraged to **register early** and to indicate if they intend **to attend the meeting in person or remotely**. Please ensure that the box "Remote" is ticked during the registration process, if attending remotely. If the box is not ticked, physical participation will be assumed.) Participants are further encouraged to consult the safety and security information which is regularly updated before making travel arrangements should they choose to attend the event in person.

The list of ITU-R DFPS (TIES protected) as well as detailed information on this 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)

Please note that for meetings in Geneva, visa support must be requested during the online registration process and may take up to 21 days. Please see <https://www.itu.int/en/ITU-R/information/events/Pages/visa.aspx> for further information.

## 6 Connecting to the meeting sessions for remote participation

Access to meeting sessions is restricted to event registered participants only. Delegates wishing to connect to the meeting remotely can access Working Party 5A 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 may not allow for the audio of the remote participation platform to be integrated with the room audio system. In these meeting rooms, the in-person participants would be required to connect to the remote participation platform. Therefore, the in-person participants are required to bring a good quality wired headset with integrated microphone to the meeting sessions for use in such meeting rooms.

## **7 Webcast**

For those interested in following 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 TIES access is required.

For further questions relating to this Circular Letter, please contact Mr Uwe Löwenstein, SG 5 Counsellor, at [uwe.loewenstein@itu.int](mailto:uwe.loewenstein@itu.int).

Mario Maniewicz  
Director

**Annexes: 2**

## Annex 1

### Preliminary schedule of the meetings

#### 1<sup>st</sup> week (week 37)

Time (Geneva time)	Wed 13 <sup>th</sup>	Thu 14 <sup>th</sup>	Fri 15 <sup>th</sup>
0900-1015		WG 5A-1	WG 5A-1
1045-1200		WG 5A-1	WG 5A-1
1300-1400	<b>WP 5A plenary</b> (Limited to WG 5A-1 activities) <i>Followed by WG 5A-1</i>		
1400-1515	WG 5A-1	WG 5A-1	WG 5A-1
1545-1700	WG 5A-1	WG 5A-1	WG 5A-1

#### 2<sup>nd</sup> week (week 38)

Time (Geneva time)	Mon 18 <sup>th</sup>	Tue 19 <sup>th</sup>	Wed 20 <sup>th</sup>	Thu 21 <sup>st</sup>	Fri 22 <sup>nd</sup>
0900-1015	<b>WP 5A plenary</b> (Opening Plenary)	WG meetings	WG meetings	WG meetings	WG meetings
1045-1200	WG meetings	WG meetings	WG meetings	WG meetings	WG meetings
1400-1515	WG meetings	WG meetings	WG meetings	WG meetings	<b>WP 5A plenary</b>
1545-1700	WG meetings	WG meetings	WG meetings	WG meetings	<b>WP 5A plenary</b>

## **Annex 2**

### **Draft agenda for the meeting of Working Party 5A**

(Geneva, Switzerland, 13 – 22 September 2023)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 5A (Document [5A/769](#))
- 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