



Radiocommunication Bureau (BR)

Circular letter
5/LCCE/116

31 October 2024

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

Subject: Forty-eighth meeting of Working Party 5D (Geneva, 4 – 13 February 2025)

1 Introduction

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

Groups	Meeting date	Deadline for contributions 1600 hours UTC	Opening session (Geneva time)
Working Party 5D	4 – 13 February 2025	Thursday, 23 January 2025	Tuesday, 4 February 2025 at 0900 hours

2 Programme of the meeting

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

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

<https://www.itu.int/md/R23-SG05-C-0001/en>

The Working Party will conduct its work in English.

The working hours of the meeting will be from 0900 to 1700 hours (Geneva time), a more precise time schedule will be included in the ADM documents of the meeting.

3 Contributions

Contributions will be processed according to the provisions laid down in Resolution [ITU-R 1-9](#).

The deadline for reception of contributions not requiring translation* (including Revisions, Addenda and Corrigenda to contributions) is **twelve calendar days** (1600 hours UTC) prior to the start of the meeting (see table above). Submissions received later than this deadline cannot be accepted. Resolution ITU-R 1-9 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 1-9).

Participants are requested to submit contributions by electronic mail to:

rsg5@itu.int

A copy of each contribution should also be sent to the Chair of Study Group 5 (the address can be found on <http://itu.int/go/ITU-R/SG5/Chair>) and the Acting Chair of Working Party 5D (Hiroyuki ATARASHI, hiroyuki.atarashi.yt@nttdocomo.com).

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

5 Registration/Visa requirements/Accommodation

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 require an ITU account for this purpose and are strongly encouraged to register early and to indicate if they intend to attend the meeting in person or remotely.

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

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.

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

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.

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 Uwe Löwenstein, Study Group 5 Counsellor, at uwe.loewenstein@itu.int.

Mario Maniewicz
Director

Annex: 1

Annex

Draft agenda for the meeting of Working Party 5D

(Geneva, 4 – 13 February 2025)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the 47th meeting of Working Party 5D (Document [5D/413](#))
- 4** Reports from Rapporteurs and Correspondence Groups
- 5** Working structure and document assignment
- 6** Any other business

H. ATARASHI
Acting Chair, Working Party 5D