



## Radiocommunication Bureau (BR)

Circular Letter  
6/LCCE/108

16 July 2021

**To Administrations of Member States of the ITU, Radiocommunication Sector Members, ITU-R Associates participating in the work of Radiocommunication Study Group 6 and ITU Academia**

Subject: **Meetings of Working Parties 6A, 6B and 6C and Task Group 6/1 (e-meetings, 18 October to 11 November 2021)**

- **Working Party 6A: Terrestrial broadcasting delivery**
- **Working Party 6B: Broadcast service assembly and access**
- **Working Party 6C: Programme production and quality assessment**
- **Task Group 6/1: WRC-23 agenda item 1.5**

### 1 Introduction

By means of this Circular Letter, I wish to announce that meetings of ITU-R Working Parties 6A, 6B and 6C and Task Group 6/1 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:

<b>Groups</b>	<b>Meeting dates</b>	<b>Deadline for contributions 1600 hours UTC</b>	<b>Opening session (Geneva time)</b>
Working Party 6A	Monday, 18-26 October 2021	Monday, 11 October 2021	Monday, 18 October 2021 at 1200 hours
Working Party 6B	Monday, 8-11 November 2021	Monday, 1 November 2021	Monday, 8 November 2021 at 1200 hours
Working Party 6C	Monday, 1-5 November 2021	Monday, 25 October 2021	Monday, 1 November 2021 at 1200 hours
Task Group 6/1	Wednesday, 27 October - 9 November 2021	Wednesday, 20 October 2021	Wednesday, 27 October 2021 at 1000 hours

### 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 and Task Group 6/1 can be found on:

<http://www.itu.int/md/R19-SG06-C-0001/en>

The Working Parties and Task Group will conduct their work in English.

The working hours of the Working Party meetings are scheduled to be **1200 to 1600 hours Geneva time**. The working hours of the Task Group 6/1 meetings are scheduled to be **1000-1500 Geneva time** (1235 to 1350 hours is the rest time). 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 Working Parties/Task Group 6/1 websites, as well as in administrative and information documents.

### **3 Contributions**

Contributions in response to the work of Working Parties 6A, 6B and 6C and Task Group 6/1 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 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:

[rsg6@itu.int](mailto:rsg6@itu.int)

A copy of each contribution should also be sent to the Chairmen and Vice-Chairmen of the relevant Working Parties ([rwp6a-cvc@itu.int](mailto:rwp6a-cvc@itu.int), [rwp6b-cvc@itu.int](mailto:rwp6b-cvc@itu.int) or [rwp6c-cvc@itu.int](mailto:rwp6c-cvc@itu.int)) and/or Task Group 6/1 ([sup@niir.ru](mailto:sup@niir.ru), [aalmal@etisalat.ae](mailto:aalmal@etisalat.ae)) and to the Chairman and Vice-Chairmen of Study Group 6 ([rsg6-cvc@itu.int](mailto:rsg6-cvc@itu.int)).

### **4 Documents**

Contributions will be posted “as received” within one working day on the Working Party/Task Group webpages established for this purpose. The official versions will be posted on <http://www.itu.int/ITU-R/go/rsg6/en> (see “contributions” of the relevant Working Party/Task Group) within 3 working days.

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

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\* 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/Task Group 6/1 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 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. **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](http://www.itu.int/en/ITU-R/information/events)

## 7 Connecting to virtual meeting sessions

Access to virtual meeting sessions is restricted to event registered participants only. Delegates must access Working Parties 6A, 6B and 6C and Task Group 6/1 virtual meeting sessions from the webpage for restricted virtual events:

<https://www.itu.int/en/events/Pages/Virtual-Sessions.aspx>

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

No specific test sessions will be scheduled before the virtual meetings. However, delegates wishing to troubleshoot remote participation connectivity issues can do so during the 30 minutes period prior to the start of the first session of the day. It is highly recommended to verify the connections particularly for those delegates who intend to actively participate in the discussions.

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

For further questions relating to this Circular Letter, please contact Mr Ruoting Chang, SG 6 Counsellor, at [ruoting.chang@itu.int](mailto:ruoting.chang@itu.int).

Mario Maniewicz  
Director

Annex: 1

## **Annex**

### **Draft agenda for the meeting of Working Party 6A**

(E-meeting, 18-26 October 2021)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report on the meeting of Working Party 6A (Document [6A/172](#))
- 4** Reports of the Rapporteurs, Rapporteur Groups and Correspondence Groups
- 5** Establishment of sub-working parties and assignment of documents
- 6** Consideration of output documents
- 7** Any other business

A. NAFEZ  
Chairman, Working Party 6A

## **Draft agenda for the meeting of Working Party 6B**

(E-meeting, 8-11 November 2021)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report on the meeting of Working Party 6B (Document [6B/102](#))
- 4** Reports of the Rapporteurs, Rapporteur Groups and Correspondence Groups
- 5** Establishment of sub-working parties and assignment of documents
- 6** Consideration of output documents
- 7** Any other business

P. GARDINER  
Chairman, Working Party 6B

## **Draft agenda for the meeting of Working Party 6C**

(E-meeting, 1-5 November 2021)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report on the meeting of Working Party 6C (Document [6C/86](#))
- 4** Reports of the Rapporteurs, Rapporteur Groups and Correspondence Groups
- 5** Establishment of sub-working parties and assignment of documents
- 6** Consideration of output documents
- 7** Any other business

A. QUESTED  
Chairman, Working Party 6C

## **Annex**

### **Draft agenda for the meeting of Task Group 6/1**

(E-meeting, 27 October - 9 November 2021)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Task Group 6/1 (Document [6-1/50](#))
- 4** Report of the Correspondence Group
- 5** Working structure and documents assignment
- 6** Consideration of output documents
- 7** Any other business

S. PASTUKH  
Chairman, Task Group 6/1