

**ITUWRC****DUBAI2023**20 November – 15 December 2023  
Dubai, United Arab Emirates

## Radiocommunication Bureau (BR)

Circular Letter  
**6/LCCE/113**

30 November 2023

**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 (Geneva, 4 - 14 March 2024)**

- **Working Party 6A: Terrestrial broadcasting delivery**
- **Working Party 6B: Broadcast service assembly and access**
- **Working Party 6C: Programme production and quality assessment**

### 1 Introduction

By means of this Circular Letter, I wish to announce that meetings of ITU-R Working Parties 6A, 6B and 6C 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 (Geneva time)
Working Party 6A	5-13 March 2024	Thursday, 22 February 2024	Tuesday, 5 March 2024 at 0930 hours
Working Party 6B	11 - 14 March 2024	Wednesday, 28 February 2024	Monday, 11 March 2024 at 0930 hours
Working Party 6C	4 - 8 March 2024	Wednesday, 21 February 2024	Monday, 4 March 2024 at 0930 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 will be found on:

<http://www.itu.int/md/R23-SG06-C-0001/en>  
(Document will be available shortly)

The Working Parties will conduct their work in English.

The working hours of the meetings 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 (please see table above). Submissions received later than these deadlines cannot be accepted. Resolution ITU-R 1 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 to include a contact name and email address to facilitate the discussion (cf. § A2.2.4.4 of Resolution 1).

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 Chair and Vice-Chairs 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 to the Chair of Study Group 6. The addresses can be found on:

<http://itu.int/go/rwp6a/ch>

<http://itu.int/go/rwp6b/ch>

<http://itu.int/go/rwp6c/ch>

<http://itu.int/go/ITU-R/SG6/Chair>

### 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/rsg6/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](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.

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\* 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 Ruoting Chang, Study Group 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**

(Geneva, 5 - 13 March 2024)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report on the meeting of Working Party 6A (Document [6A/484](#) of 2019-2023 study period)
- 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  
Acting Chair, Working Party 6A

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

(Geneva, 11 - 14 March 2024)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report on the meeting of Working Party 6B (Document [6B/302](#) of 2019-2023 study period)
- 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  
Acting Chair, Working Party 6B

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

(Geneva, 4 - 8 March 2024)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report on the meeting of Working Party 6C (Document [6C/295](#) of 2019-2023 study period)
- 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  
Acting Chair, Working Party 6C