SPECTRUM ASPECTS & WRC-23 PREPARATIONS WORKING GROUP
INTERIM MEETING (19-22 April 2022)

PHYSICAL MEETING (Geneva) with REMOTE PARTICIPATION [1]
Advance Information for Delegates – Baseline Logistics & Time Plan

1. **Anticipated Daily Session Schedule (9:00 am – 5:00 pm Geneva CEST Time)**

Session	Start	End	Duration
Period 1	**09:00 am**	**10:20 am**	**1H 20m**
Break	*10:20 am*	*10:40 am*	*20m*
Period 2	**10:40 am**	**NOON**	**1H 20m**
Meal Break	*NOON*	*1:00 pm*	*1H 0m*
Period 3	**1:00 pm**	**2:20 pm**	**1H 20m**
Break	*2:20 pm*	*2:40 pm*	*20m*
Period 4-1	**2:40 pm**	**4:00 pm**	**1H 20m**
Break	*4:00 pm*	*4:10 pm*	*10m*
Period 4-2	**4:10 pm**	**5:00 pm**	**0H 50m**
			"Daily Meeting Time": 6H 10

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[1] The BR has indicated that the proper and preferred term for this type of meeting is "*physical meeting with remote participation*".

2. Overall Daily Schedule Perspectives

(specific date/time conversions can be obtained using the timeanddate.com webpage)

Location	Meeting Daily Start Time	Meal Break (begin-end)	Meeting Daily End Time
Geneva, Switzerland	**9:00 am CEST**	**12:00 noon - 1:00 pm CEST**	**5:00 pm CEST**
Rio de Janeiro, Brazil	4:00 am BRT	7:00 am - 8:00 am BRT	12:00 pm BRT
New York, USA (east coast)	3:00 am EDT	6:00 am - 7:00 am EDT	11:00 am EDT
Los Angeles, USA (west coast)	12:00 midnight PDT	3:00 am - 4:00 am PDT	8:00 am PDT
Hanoi, Vietnam	2:00 pm ICT	5:00 pm - 6:00 pm ICT	10:00 pm ICT
Beijing, China	3:00 pm CST	6:00 pm - 7:00 pm CST	11:00 pm CST
Tokyo, Japan	4:00 pm JST	7:00 pm - 8:00 pm JST	12:00 am JST (next day)
Seoul, South Korea	4:00 pm KST	7:00 pm - 8:00 pm KST	12:00 am KST (next day)
New Delhi, India	12:30 pm IST	3:30 pm - 4:30 pm IST	8:30 pm IST
Abu Dhabi, United Arab Emirates	11:00 am GST	2:00 pm - 3:00 pm GST	7:00 pm GST
Johannesburg, South Africa	9:00 am SAST	12:00 noon - 1:00 pm SAST	5:00 pm SAST
Melbourne, Australia	5:00 pm AEST	8:00 pm - 9:00 pm AEST	1:00 am AEST (next day)
Auckland, New Zealand	7:00 pm NZST	10:00 pm - 11:00 pm NZST	3:00 am NZST (next day)
Corresponding UTC	07:00 hrs	10:00 – 11:00 hrs	15:00 hrs

3. Meeting Participation Arrangements – anticipated method for accessing the video and audio of the meeting[2]

1. The virtual meeting platform of *Zoom* will be utilized for the April INTERIM meeting of the Spectrum Aspects and WRC-23 Preparations Working Group.
2. **Delegates physically present in the Geneva meeting room will be required to utilize their individual personal computers with an associated headset and microphone combination to participate in the meeting.** This provides the audio/video interaction and the ability to request to speak using the usual "hand raise" function of the *Zoom* conferencing tool.
3. In a similar manner, the remotely participating delegates will also utilize the same *Zoom* conferencing tool.
4. The current method utilized by the platform technical moderator and BR secretariat for an e-meeting session will be used to manage the identification and posting of the delegate's name and affiliation requesting to speak and any audio muting and unmuting as required.
5. It is anticipated the meeting chairperson and BR secretariat would be seated at the front table in the normal manner also participating via the *Zoom* tool. Should a chairperson not be able to travel to Geneva, they will still be able to conduct their specific meetings remotely in an integrated manner.
6. Using this approach for the meeting, all participating delegates will be uniformly administered, whether physically seated in the meeting room or participating remotely.
7. Should the facility arrangements in Geneva necessitate the use of more than one meeting room for a particular meeting session in order to comply with designated COVID criteria, these arrangements will enable common participation.
8. **Delegates attending the physical meeting in Geneva <u>must</u> bring a suitable computer (e.g., laptop) and associated personal headphone and microphone (preferably wired connection) to access the meeting materials being displayed as well as to enable their audio participation in the shared seating meeting room.** The use of the 'in-room' shared microphones and headsets typically available in the physical meeting will not to be utilized and this facilitates safety protocols.
9. In summary, all delegates are participating in a common e-meeting on the same platform tool, with a set of delegates seated in a common room (or rooms) in Geneva on the ITU campus. Should unforeseen circumstances arise during the meeting that would limit or prohibit continuation of a physical meeting or restrict a delegate's presence in the meeting, delegates could continue to participate from their hotel rooms and the continuity of the meeting could be maintained.

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[2] Some details maybe adjusted as the BR finalizes the audio/video arrangements in support of a physical meeting with remote participation.

10. Should a discussion during a meeting session result in a proposal for offline discussion during the break, a convenor and topic name for this offline discussion will be assigned during the session and the convenor will then gather the interested delegates during the break at an appropriate place in the lobby area in front of the ITU meeting rooms. The convenor will also use his laptop computer to connect to a conferencing tool (e.g., *Wonder.me, Zoom* or alternative) where this offline discussion will be posted as a discussion topic so that remote participants can tune in to the discussion and actively participate via the audio connection of the convenor's laptop. For the example of a suitable tool already made available in WP 5D, see 5D/ADM/212 Annex 2 for further information about the *Wonder.me* tool.

11. If remote participants (in particular from time zones far away from Geneva) are particularly interested in a specific topic, they are encouraged to email the WG Spectrum Chair and the SG5 Counsellor during the week before the meeting, so that this can be taken into account when finalizing the time plan for the meeting, in order to try and allocate certain topics during times that are more convenient for remote participants depending on their location. This will of course depend on the times available, and the number of requests received, but will be taken into account as much as possible when preparing the time plan of items on the agenda.

4. Announcement of the Spectrum Aspects and WRC-23 Preparations Working Group Interim Meeting.

1. The meeting date has been previously established and announced from WP 5D Meeting #39 and is 19-22 April 2022, Tuesday to Friday.
2. The contribution deadline follows the usual approach -1 week before: It is Tuesday 12 April at 16:00 hours UTC.
3. A Circular Letter invitation will not be issued for this meeting, since this is just an interim meeting of the Spectrum Aspects and WRC-23 Preparations Working Group for specific topics (WRC-23 AI 1.1, WRC-23 AI 1.2, and RR No. 21.5) and not a full WP 5D meeting.
4. The meeting will also be announced in the Chairman's Report of Meeting #40.
5. **Registration is required for this meeting.**
6. The formal invitation for the meeting is clearly posted on the Working Party 5D web page with links to the logistics of the meeting and to the relevant registration page for the meeting. The planning information (with any relevant updates) in this document will also be provided. Email will be sent by the BR to the WP 5D email list (rwp5d@lists.itu.int) to inform the WP 5D membership when this information has been posted on the website.
7. Should circumstances require converting the meeting at any time to a fully virtual meeting, the announced daily schedule of sessions in Section 1 shall continue to be utilized.

8. **While registering for the event, delegates should duly take into consideration the information related to the sanitary measures and conditions of entry in Switzerland, indicated on the ITU COVID-19 free website**. More general information can be found in the Information on the coronavirus at UN Geneva.

9. The Radiocommunication Advisory Group (RAG) information document RAG/INFO/9 Rev 1 *"Planned measures for returning to physical ITU-R meetings with remote participation"* may also be review for a general perspective.

10. Furthermore, delegates should periodically check the WP 5D web page for any key updates to the meeting.

These arrangements, and any lessons learned from this April meeting, can subsequently be considered in preparing for the June Meeting #41 of Working Party 5D.

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Chairman Working Party 5D, in consultation with BR and WP 5D Leadership

1 March 2022

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