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| **Radiocommunication Study Groups** |  |
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|  |  |
|  | Document *[Group]/*ADM/xx-E |
| Date |
|  |
| Draft Agenda for the Opening Plenary [of the *[#]* meeting] of Working Party *[Group]* | |
| *[Weekday]*, *[Date]*, from *[time]* to *[time]* hours (Geneva time) | |
| (Room *[name]*, ITU *[building]*)[[1]](#footnote-1) | |

|  |  | Documents |
| --- | --- | --- |
| **1** | Opening of the meeting, welcome, and introductory remarks | – |
| **2** | Approval of the agenda | *[Group]*/ADM/xx |
| **3** | Administrative matters | *[Group]*/INFO/xx |
| **4** | Report of the *[previous]* meeting and/or objectives for the current meeting | *[Group]*/xx |
| **5** | Results of the Study Group *[x]* meeting *(if available)* | *[Group]*/xx |
| **6** | Results of any other meeting *[e.g., CPM, RAG, etc.]* *(if available)* | *[Group]*/xx |
| **7** | Report on the relevant rapporteur/correspondence activities *[Only if applicable]* | *[Group]*/xx |
| **8** | Establishment of (Sub-)Working Groups and assignment of input documents | *[Group]*/ADM/xx |
| **9** | Provisional schedules for the meeting sessions | *[Group]*/ADM/xx |
| **10** | Consideration of documents assigned to the Plenary (*if any)* | *[Group]*/xx |
| **11** | Matters related to (Sub-)Working Groups *[Only if applicable]* | *[Group]*/xx |
| **12** | Next WP *[Group]* Plenary meeting |  |
| **13** | Other business |  |

*[Name of the Chair of the Group]*  
 Chair, *[Group]* Office: *[ITU Office Number]* E-mail: *[Chair’s email address]*

NOTE: Items listed in orange font are optional and to be inserted only if necessary.

*[Other possible information to be included in the draft agenda]*

WP *[Group]* web site: [www.itu.int/ITU-R/go/rwpxx](http://www.itu.int/ITU-R/go/rwpxx)  
SharePoint site: <https://extranet.itu.int/rsg-meetings/sgx/wpxx/default.aspx>  
*[Counsellor name]*, ITU BR Counsellor for SG *[Group]*, E-mail: *[Counsellor’s email address]*

1. Physical meeting with remote participation, <https://www.itu.int/en/general-secretariat/ICT-Services/remoteparticipation/Pages/default.aspx>. Information for the registered participants to join the Virtual Room is available on the ITU [Restricted Virtual Events](https://www.itu.int/en/general-secretariat/ICT-Services/remoteparticipation/Pages/Virtual-Sessions.aspx) webpage; all participants, including those present in the meeting room, are invited to connect to the Zoom platform in order to request the floor. [↑](#footnote-ref-1)