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| **Radiocommunication Study Groups** |  |
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|  |  |
|  | **Document *[Group]/*ADM/xx-E** |
| **Date** |
|  |
| Draft agenda for the Closing 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 *[Group]*/ |
| --- | --- | --- |
| **1** | Opening of the meeting |  |
| **2** | Approval of the agenda | ADM/xx |
| **3** | (Oral/Written) Report(s) from the (Sub-)Working Group(s) |  |
| **4** | Consideration of TEMP documents |  |
| **4.1** | Documents for approval (incl. liaison statements), if any | TEMP/xx |
| **4.2** | Documents to be submitted to Study Group *[Group]*, if any | TEMP/xx |
| **4.3** | Documents to be included in the Chair’s Report, if any | TEMP/xx |
| **4.4** | Establishment/Review of CGs/RGs ToR, if any | TEMP/xx |
| **5** | Input documents to be carried forward | *[Group]*/xx |
| **6** | Objectives for the next meeting of WP *[Group][Optional]* |  |
| **7** | Next meeting | [Date, location] |
| **8** | Other business |  |
| **9** | Closing remarks | – |

*[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)