



General Secretariat (SG)

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SG/BR

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To the Administrations of the Member
States of the Union

For the attention of Heads of Delegation

Subject: **Informal and Formal meetings of Heads of Delegation,
World Radiocommunication Conference 2019 (WRC-19), Sharm el-Sheikh, Egypt**

Dear Sir/Madam,

Further to ITU Circular Letter [CL-18/49](#) of 16 November 2018 and BR Administrative Circular Letter [CA/245](#) of 13 February 2019, I have the honour to inform you that preparations are now being finalized for the forthcoming World Radiocommunication Conference 2019 (WRC-19) to be held in Sharm el-Sheikh, Egypt from 28 October to 22 November 2019.

In this regard, I am pleased to inform you that Heads of Delegation to WRC-19 are hereby invited to attend an **informal meeting** (see Annex 1) on **Sunday, 27 October 2019, 16.00** hours (local time), in room Summit of the Sharm el-Sheikh International Congress Center (SHICC).

I would also like to draw your attention to the programme of the first day of the Conference (see Annex 2) which includes the time of the **formal meeting of Heads of Delegation** to be held on **Monday, 28 October 2019, 09.30** hours (local time), in room Summit of the Sharm el-Sheikh International Congress Center (SHICC).

In addition, I would like to remind you that for the Opening Ceremony, to be held in Room Capital, all delegates are kindly requested to allow ample time to clear extra security protocols that will be in place. Delegates should be seated by 10.45 hours. Doors to Room Capital will close at 10.55 hours and the Ceremony will begin promptly at 11.00 hours. Further information can be found on the WRC-19 website at www.itu.int/go/WRC-19.

I look forward to welcoming you in Sharm el-Sheikh.

Yours faithfully,

A handwritten signature in blue ink, appearing to be 'Houlin Zhao'.

Houlin Zhao
Secretary-General

Annexes: 2

ANNEX 1

Informal Meeting of Heads of Delegation to WRC-19
Sunday, 27 October 2019, 16.00 hours
room Summit, Sharm el-Sheikh International Congress Center (SHICC)

Informal Meeting of Heads of Delegation to exchange views and assist the Secretary-General in formulating recommendations to the official meeting of Heads of Delegation, in accordance with the General Rules of Conferences, Assemblies and Meetings of the Union, No. 49, and, in particular, to give advance consideration to the proposed structure of the Conference and to proposals concerning the officers of the Conference.

Necessary documentation for the Informal Meeting of Heads of Delegation would be made available on the relevant part of the WRC-19 SharePoint site accessible (ITU [TIES access](#) required) from the WRC-19 website at www.itu.int/go/WRC-19.

ANNEX 2

First day programme for WRC-19**Monday, 28 October 2019**

09.30 hours	Meeting of Heads of Delegation
11.00 hours	Opening Ceremony
14.30-17.30 hours ¹	First Plenary Meeting, followed by Committee Meetings
17.45 hours	First meeting of the Steering Committee comprised of the Chairman and Vice-Chairman of the Conference, Chairmen and Vice-Chairmen of Committees

¹ Subject to approval of the structure of the Conference by the Plenary Meeting, the first meetings of Committees 4 and 5 may be held during this time period.