



## 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 2023 (WRC-23)**

Dear Sir/Madam,

Further to ITU Circular Letter [CL-22/41](#) of 25 November 2022 and BR Administrative Circular Letter [CA/265](#) of 7 March 2023, I have the honour to inform you that preparations are now being finalized for the forthcoming World Radiocommunication Conference 2023 (WRC-23) to be held at the Dubai World Trade Centre, Dubai, UAE, from 20 November to 15 December 2023.

In this regard, I am pleased to inform you that Heads of Delegation to WRC-23 are hereby invited to attend an **informal meeting** (see Annex 1) on **Sunday, 19 November 2023, 16.00** hours (local time), in Room B, Zabeel Concourse 2 (ZC2-B-Hall 5) of the Dubai World Trade Centre.

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, 20 November 2023, 09.30** hours (local time) in Room B, Zabeel Concourse 2 (ZC2-B-Hall 5) of the Dubai World Trade Centre.

In addition, I would like to remind you that for the **Opening Ceremony, to be held in Room A, Zabeel Concourse 2 (ZC2-A-Hall 6)**, all delegates are kindly requested to allow ample time to clear any extra security protocols that may be in place. Delegates should be seated by 10.45 hours. Doors to the room will close at 11.15 hours and the Ceremony will begin promptly at 11.30 hours <sup>1</sup>. Further information can be found on the WRC-23 website at [www.itu.int/go/WRC-23](http://www.itu.int/go/WRC-23).

I look forward to welcoming you in Dubai.

Yours faithfully,

(original signed)

Doreen Bogdan-Martin  
Secretary-General

Annexes: 2

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<sup>1</sup> The start time of the Opening Ceremony is subject to modifications.

## ANNEX 1

**Informal Meeting of Heads of Delegation to WRC-23****Sunday, 19 November 2023, 16.00 hours****Room B, Zabeel Concourse 2 (ZC2-B)****Dubai World Trade Centre**

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-23 SharePoint site accessible (ITU [TIES access](#) required) from the WRC-23 website at [www.itu.int/go/WRC-23](http://www.itu.int/go/WRC-23).

## ANNEX 2

**First day programme for WRC-23****Monday, 20 November 2023**

09.30 hours	Meeting of Heads of Delegation
11.30 hours	Opening Ceremony <sup>2</sup>
14.30-17.30 hours <sup>3</sup>	First Plenary Meeting, followed by Committee Meetings
17.45 hours	First meeting of the Steering Committee comprised of the Chair and Vice Chairs of the Conference, Chairs and Vice-Chairs of Committees

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<sup>2</sup> The start time of the Opening Ceremony is subject to modifications.

<sup>3</sup> 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.