



## General Secretariat

Geneva, 16 October 2023

Ref.: **CL-23/38** **To the Administrations of the Member States**  
Contact: SG/BR **of the Union**  
Mr Sergio Buonomo  
Tel.: +41 22 730 6229 **For the attention of Heads of Delegation**  
E-mail: [Sergio.Buonomo@itu.int](mailto:Sergio.Buonomo@itu.int)

Subject: **Informal Meeting of Heads of Delegation, Radiocommunication Assembly 2023 (RA-23)**

Dear Madam/Sir,

Further to ITU Circular Letter No. 22/42 of 25 November 2022, I have the honour to inform you that preparations are now being finalized for the forthcoming Radiocommunication Assembly (RA-23) to be held in the city of Dubai, United Arab Emirates, from 13 to 17 November 2023.

In this regard, I am pleased to inform you that Heads of Delegation (HoD) to RA-23 are hereby invited to attend an Informal Meeting on Sunday, **12 November 2023 at 1500 hours (local time)**. The meeting will take place at the Dubai World Trade Centre in a room that will be announced on site.

The purpose of the meeting is to exchange views to assist the Secretary-General to formulate recommendations to the official meeting of Heads of Delegation, in accordance with provision No. 49 of the General Rules of Conferences, Assemblies and Meetings of the Union and, in particular, to give advance consideration to the proposals for the structure, chairmanships and vice-chairmanships of the Assembly and its committees. Necessary documentation for the Informal Meeting of Heads of Delegation will be made available on the RA-23 HoD website at <https://extranet.itu.int/sites/wrc-ra/RA-23/HOD/> (restricted access).

The Formal Meeting of Heads of Delegation will be held on Monday, 13 November 2023, at 0900 hours and will be followed by the Opening Ceremony/First Plenary Meeting of RA-23 (see Annex).

Accept, Madam, Sir, the assurances of my highest consideration.

(original signed)

Doreen Bogdan-Martin  
Secretary-General

**Annex: 1**

ANNEX

**Preliminary first day programme for RA-23**

**Monday, 13 November 2023**

0900 hours	Meeting of Heads of Delegation
1000 hours	Opening Ceremony/First Plenary Meeting
1400-1700 hours <sup>1</sup>	Committee Meetings
1730 hours	First meeting of the Steering Committee of RA-23 in accordance with § A1.2.2.2 of Resolution ITU-R 1-8

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