



Radiocommunication Bureau
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Circular Letter
5/LCCE/32

6 July 2012

**To Administrations of Member States of the ITU, Radiocommunication Sector Members,
ITU-R Associates participating in the work of Radiocommunication Study Group 5
and ITU-R Academia**

Subject: Meetings of Working Parties 5A, 5B and 5C

WP 5A: Land mobile service above 30 MHz (excluding IMT); wireless access in the fixed service; amateur and amateur-satellite services

WP 5B: Maritime mobile service including Global Maritime Distress and Safety System (GMDSS); aeronautical mobile service and radiodetermination service

WP 5C: Fixed wireless systems; HF and other systems below 30 MHz in the fixed and land mobile services

1 Introduction

By means of this Circular Letter, we wish to announce that meetings of ITU-R Working Parties 5A, 5B and 5C will take place in the ITU Headquarters in Geneva from 5 to 16 November 2012 (see the table below).

Groups	Meeting dates	Deadline for contributions 16:00 hours UTC	Opening session
Working Party 5A	5-15 November 2012	Monday, 29 October 2012	Monday, 5 November 2012 at 11:00 hours
Working Party 5B	5-16 November 2012	Monday, 29 October 2012	Monday, 5 November 2012 at 09:30 hours
Working Party 5C	5-14 November 2012	Monday, 29 October 2012	Monday, 5 November 2012 at 14:00 hours

2 Programme of the meetings

Draft agendas for these meetings are contained in the Annex. The Questions assigned may be found on: <http://www.itu.int/publ/R-QUE-SG05/en>. The Working Parties will conduct their work in English.

3 Contributions

Contributions in response to the work of Working Parties 5A, 5B, 5C and 5D are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-6.

The membership is encouraged to submit contributions (including revisions, addenda and corrigenda to contributions) in order for them to be received 12 calendar days prior to the start of the meeting. The deadline for reception of contributions is seven calendar days (1600 hours UTC) prior to the start of the meeting. **The deadlines for reception of contributions for these meetings are specified in the table above.** Submissions received later than these deadlines cannot be accepted. Resolution ITU R 1-6 provides that contributions which are not available to participants at the opening of the meeting shall not be considered.

Participants are requested to submit contributions by electronic mail to: rsg5@itu.int. A copy should also be sent to the Chairmen of the relevant Working Parties and to the Chairman and Vice-Chairmen of Study Group 5. The pertinent addresses can be found on:

<http://www.itu.int/go/rwp5a/ch>

<http://www.itu.int/go/rwp5b/ch>

<http://www.itu.int/go/rwp5c/ch>

<http://www.itu.int/go/rsg5/ch>

4 Documents

Contributions will be posted “as received” within one working day on the webpage established for this purpose. The official versions will be posted on <http://www.itu.int/ITU-R/go/rsg5/en> (see “contributions” of each relevant Working Party) within 3 working days.

In agreement with the Chairmen of Working Parties 5A, 5B and 5C, **the upcoming Working Party meetings will be completely paperless.** Wireless LAN facilities will be available for use by delegates in the meeting rooms. Printers are available in the cyber café of the 2nd basement of the Tower building and on the 1st and 2nd floors of the Montbrillant building for delegates who wish to print documents. In addition, the Service Desk Service (ServiceDesk@itu.int) has prepared a limited number of laptops for those who do not have one.

5 Remote participation

In order to facilitate remote participation in ITU-R meetings an audio webcast of the Working Party plenary sessions will be provided through the ITU Internet Broadcasting Service (IBS).

Remote participants wishing to actively participate (e.g. to introduce a contribution) will need to register for the meeting beforehand and coordinate their active participation with the responsible Counsellor.

6 Participation/Visa requirements

Delegate/participant registration for the meetings will be carried out online via the ITU-R website. Member States, Sector Members, Associates and Academia were each requested to designate a focal point to be responsible for the handling of all registration requests for his/her administration/organization. Individuals wishing to attend should contact the focal point designated for all Study Group activities for his/her entity directly. The list of designated focal points (DFPs) and detailed information regarding visa requirements is available on the **General Information and Delegate Registration** webpage at:

<http://www.itu.int/ITU-R/go/delegate-reg-info/en>

The Delegate Registration desk will open at 08:30 hours on the first day of each meeting at the entrance of the Montbrillant building. Please note that the confirmation of registration sent to each delegate/participant by e-mail must be presented, together with photo identification, in order to receive a badge.

Information regarding hotel accommodation for meetings held in Geneva is available at <http://www.itu.int/travel/index.html>.

François Rancy
Director, Radiocommunication Bureau

Annex: 1

Distribution:

- Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of Radiocommunication Study Group 5
- ITU-R Associates participating in the work of Radiocommunication Study Group 5
- ITU-R Academia
- Chairman and Vice-Chairmen of Radiocommunication Study Group 5
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

Annex

Draft agenda for the meeting of Working Party 5A

(Geneva, 5-15 November 2012)

- 1** Opening remarks
- 2** Adoption of the draft agenda
- 3** Report on the 9th meeting of Working Party 5A (Document [5A/79](#))
- 4** Report from Rapporteurs and Correspondence Groups
- 5** Working structure and document assignment
- 6** Any other business

J. COSTA
Chairman, Working Party 5A

Draft agenda for the meeting of Working Party 5B

(Geneva, 5-16 November 2012)

- 1** Opening remarks
- 2** Approval of the draft agenda
- 3** Report on the 9th meeting of Working Party 5B (Document [5B/62](#))
- 4** Report from Rapporteurs and Correspondence Groups
- 5** Working structure and document assignment
- 6** Any other business

J. METTROP
Chairman, Working Party 5B

Draft agenda for the meeting of Working Party 5C

(Geneva, 5-14 November 2012)

- 1** Opening remarks
- 2** Adoption of the draft agenda
- 3** Report on the 9th meeting of Working Parties 5C (Document [5C/47](#))
- 4** Reports from Rapporteurs and Correspondence Groups
- 5** Working structure and document assignment
- 6** Any other business

C. GLASS
Chairman, Working Party 5C
