



Radiocommunication Bureau (BR)

Circular Letter
1/LCCE/94

13 September 2013

**To Administrations of Member States of the ITU, Radiocommunication Sector Members,
ITU-R Associates participating in the work of Radiocommunication Study Group 1
and ITU-R Academia**

Subject: **Meetings of Working Party 1B and of the Working Party 1A Rapporteur Group
on the revision of the CAT Handbook**

WP 1B: Spectrum management methodologies and economic strategies

1 Introduction

By means of this Circular Letter, we wish to announce that the next meeting of ITU-R Working Party 1B will take place in the ITU Headquarters in Geneva from 20 to 28 January 2014 (see the table below):

Group	Meeting dates	Deadline for contributions 1600 hours UTC	Opening session
Working Party 1B	20-28 January 2014	Monday, 13 January 2014	Monday, 20 January 2014 at 0930 hours

A meeting of the ITU-R Working Party 1A (WP 1A) Rapporteur Group on the revision of the ITU Handbook on Computer-Aided Techniques for Spectrum Management (CAT) is planned to be held in conjunction with the above-mentioned Working Party 1B meeting. Further information regarding this meeting of the WP 1A Rapporteur Group will be communicated by Email to the Email Reflector of this group: rwp1a-rg-hb-cat@itu.int.

2 Programme of the meetings

The draft agenda for the Working Party 1B meeting is contained in the Annex. The Questions assigned may be found on: <http://www.itu.int/pub/R-QUE-SG01/en>.

The Working Party will conduct its work in English.

3 Contributions

Contributions in response to the work of Working Party 1B 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 deadline for reception of contributions for this meeting is specified in the table above.** Submissions received later than this deadline 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: rsg1@itu.int. A copy of each contribution should also be sent to the Chairman of the Working Party and to the Chairman and Vice-Chairmen of Study Group 1. The pertinent addresses can be found on:

<http://www.itu.int/go/rwp1b/ch>

<http://www.itu.int/go/rsg1/ch>

4 Documents

Contributions will be posted "as received" within one working day on the Working Party webpage established for this purpose. The official versions will be posted on <http://www.itu.int/md/R12-WP1B-C/en> within 3 working days.

In agreement with the Working Party 1B Chairman, **the Working Party meeting 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 ground floor and first floor of the Montbrillant building for delegates who wish to print documents. In addition, a limited number of laptops are available for those who do not have one. Please enquire at the Service Desk (servicedesk@itu.int) for further information.

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 in advance for the meeting (see section 6) and coordinate their active participation at least one month prior to the meeting with the responsible Counsellor.

Further information regarding remote participation can be found at:

www.itu.int/ITU-R/go/rsg-remote/

* Contributors are urged to reduce the length of their contributions as much as possible. The recommended maximum length of an input document is 10 pages. Long documents should be structured as a small number of cover pages (preferably one) summarizing the document and an attachment containing the detailed information.

6 Participation/Visa requirements/Accommodation

Advance registration to ITU-R events is mandatory and carried out exclusively online through Designated Focal Points (DFPs). Each ITU-R Member has been requested to designate a DFP responsible for the handling of all registration formalities, including visa support requests that should also be submitted by the DFP during the on-line registration process. Individuals wishing to be registered to an ITU-R event should directly contact the DFP for their entity. The list of ITU-R DFPs (TIES protected) as well as detailed information on event registration, visa support requirements, hotel accommodation, etc. can be found at:

www.itu.int/en/ITU-R/information/events

François Rancy
Director

Annex: 1

Distribution:

- Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of Radiocommunication Study Group 1
- ITU-R Associates participating in the work of Radiocommunication Study Group 1
- ITU-R Academia
- Chairman and Vice-Chairmen of Radiocommunication Study Group 1
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX

Draft agenda for the third meeting of Working Party 1B

(Geneva, 20-28 January 2014)

- 1** Opening of the meeting
- 2** Adoption of the draft agenda
- 3** Report of the second meeting of Working Party 1B ([Document 1B/92](#)) and objectives for the third meeting
- 4** Reports on the correspondence activities:
 - Rapporteur Group on the revision of the ITU Handbook on “National Spectrum Management”
 - Correspondence Group on Digital Dividend Issues
 - Correspondence Group on the completion of work on the revision of Recommendation ITU-R SM.1413-2 (Radio Data Dictionary (RDD))
- 5** Introduction and attribution of the documents
- 6** Establishment of Working Group(s) and/or Drafting Group(s) and appointment of Chairmen
- 7** Drafting of output documents
- 8** Preparation of draft Recommendations and other texts for the June 2014 meeting of Radiocommunication Study Group 1; preparation of draft CPM texts
- 9** Liaison with other Groups
- 10** Discussion of the future work plan
- 11** Date and location of next meeting
- 12** Any other business
- 13** Closing remarks

N. AL-RASHEDI
Chairman, Working Party 1B
