



Radiocommunication Bureau (BR)

Administrative Circular

5 May 2020

**Revision 1 to
CA/250**

**To Administrations of Member States of the ITU, Radiocommunication Sector Members and
Academia of the ITU**

**Subject: Twenty-seventh meeting of the Radiocommunication Advisory Group
E-Meeting, 25-27 May 2020**

Introduction

By means of this Administrative Circular, I wish to announce that, in view of the exceptional situation created by the Covid-19 outbreak and in coordination with the chairman and vicechairs of the Radiocommunication Advisory Group (RAG), it was decided that the twenty-seventh meeting of the RAG will be held as a fully remote participation (“virtual”) event from 25-27 May 2020 inclusive.

As stated in Article 11A of the ITU Convention, the RAG is open to representatives of Administrations of Member States and representatives of Sector Members, and to the Chairmen of the Study Groups and other groups.

The principal duties of the RAG are, *inter alia*, to review priorities, programmes, operations, financial matters and strategies related to Radiocommunication Assemblies, Study Groups and the preparation of Radiocommunication Conferences, and any specific matters as directed by a conference of the Union, a Radiocommunication Assembly or the Council. The RAG recommends measures to foster cooperation and coordination with other standards bodies, with the Telecommunication Standardization Sector, the Telecommunication Development Sector and the General Secretariat.

The draft agenda of the meeting has been established in consultation with the Chairman of RAG, and is contained in the **Annex**.

All documents and administrative information pertaining to the upcoming meeting of the RAG will be posted on the ITU website at www.itu.int/ITU-R/go/RAG as they become available.

Contributions

Contributions should be submitted to the Director of the Radiocommunication Bureau (BR), in electronic form, at brrag@itu.int, with a copy to the RAG Chairman and Vice-Chairmen at the email addresses indicated at www.itu.int/go/RAGchairs. Contributions should be received by BR not later than **11 May 2020** with a view to providing the documents in six languages. Contributions received after that date will be published in the original language only.

Meeting schedule

The RAG meeting will hold its deliberations from 1100 to 1500 hours (Geneva time) daily commencing on 25 May 2020. A detailed time management plan will be posted on the RAG webpage after the 11 May deadline for input contributions has passed.

General information and delegate registration

Advance registration to the RAG meeting is required and carried out exclusively online. The Radiocommunication Bureau has deployed a new registration system for registration to all ITU-R events. In the new registration system, participants are required to first complete an online registration request form and subsequently receive registration approval from their Designated Focal Point (DFP) for ITU R event registration.

Advance registration and focal point approval are required to be granted access to the virtual meeting room. There is no need to contact the Bureau to request remote participation as all registered participants to the meeting will be treated as remote participants.

A test session will be scheduled before the RAG meeting to troubleshoot any remote participation connectivity issues. Such tests are highly recommended for those who intend to actively participate in the discussion. Instructions on **how to connect to the test session and to the virtual meeting will be emailed directly to registered participants.**

Participants will find the necessary information relating to delegate registration at www.itu.int/en/ITU-R/information/events.

The Bureau remains at your disposal for any questions concerning this Administrative Circular (contact person in the Radiocommunication Bureau: Ms. Joanne Wilson email: joanne.wilson@itu.int).

Mario Maniewicz
Director

Annex: 1

Distribution:

- Administrations of Member States of the ITU
- Radiocommunication Sector Members
- ITU Academia
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups
- Chairman and Vice-Chairmen of the Radiocommunication Advisory Group
- Chairman and Vice-Chairmen of the Conference Preparatory Meeting
- Members of the Radio Regulations Board
- Secretary-General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX

**Draft agenda for the twenty-seventh meeting of the
Radiocommunication Advisory Group**

(E-Meeting, 25 to 27 May 2020)

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Council issues
- 4 Result of RA-19 and WRC-19 and consequential actions
- 5 WRC-23 preparation
- 6 Study Group activities
- 7 Inter-sector activities
- 8 Operational Planning
- 9 BR Information System
- 10 Outreach
- 11 Date of next meeting
- 12 Any other business

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