



## Radiocommunication Bureau (BR)

Administrative Circular  
CA/258

21 September 2021

### To Administrations of Member States of the ITU and Radiocommunication Sector Members

Subject: **1<sup>st</sup> ITU Inter-regional Workshop on WRC-23 Preparation  
Online event, 13-15 December 2021**

By means of this Administrative Circular, the ITU Radiocommunication Bureau has the pleasure to invite your Administration or organization to attend the 1<sup>st</sup> ITU Inter-regional Workshop on WRC-23 Preparation, which is organized in response to Resolution **72 (Rev.WRC-19)**.

The Workshop will be chaired by Ms Cindy-Lee Cook, Chairman of the 2023 Conference Preparatory Meeting (CPM-23). Due to the continued exceptional circumstances caused by the Coronavirus ([COVID-19](#)) outbreak, the Workshop will be convened in a fully virtual manner (remote participation only) from **13 to 15 December 2021**. The opening session will take place at 1200 hours on 13 December 2021.

Using information from the ITU-R responsible groups on the on-going preparatory studies for WRC-23, as well as up-to-date information regarding the Bureau and regional preparations for CPM23-2, RA-23 and WRC-23, round tables will provide participants with the opportunity to exchange views and have a better understanding of the most challenging WRC-23 agenda items and issues, as well as of the draft preliminary common views and/or positions of the concerned entities.

To meet the objectives, input documents in English are invited to the Workshop, in particular from the regional groups. They may be submitted by electronic mail to the BR Secretariat ([brmail@itu.int](mailto:brmail@itu.int)), **not later than 6 December 2021**. Please note that they will not be translated and will be uploaded on the website of the event for reference during the discussions.

#### Website

All the relevant information regarding the event including the programme, documentation, registration and participation will be available on the Workshop's webpage at:

[www.itu.int/go/ITU-R/wrc-23-irwsp-21](http://www.itu.int/go/ITU-R/wrc-23-irwsp-21)

As this information may be updated or complemented without notice, it is recommended that you visit the webpage regularly.

### **Programme, format and working hours**

An outline of the preliminary programme for this Workshop is proposed in the **Annex**. It will be available on the event website and will be updated as new or modified information becomes available. The Workshop will follow an online format, with **daily sessions from 1200 to 1600 (Geneva time)**. Do not hesitate to save this information in your calendars and register in advance.

### **Interpretation and languages**

The Workshop will be held with interpretation in the six official languages.

### **Registration**

Registration to this event will be carried out exclusively on-line. As participation in the Workshop is restricted to ITU Member States and ITU-R Sector Members, the approval of the corresponding Designated Focal Points (DFPs) for ITU-R events registration will be required to register for the event. The list of DFPs for ITU-R events registration, as well as detailed information on event registration can be found at: [www.itu.int/en/ITU-R/information/events](http://www.itu.int/en/ITU-R/information/events). For inquiries about registration to this event, please contact [ITU-R.Registrations@itu.int](mailto:ITU-R.Registrations@itu.int).

### **Remote participation**

Access to all virtual sessions of the Workshop is restricted to event registered participants only. Delegates must access the Workshop sessions from the webpage for restricted virtual events at:

[www.itu.int/en/events/Pages/Virtual-Sessions.aspx](http://www.itu.int/en/events/Pages/Virtual-Sessions.aspx)

The virtual session connections will be available 30 minutes before the starting time of each session.

Test sessions will be scheduled before the Workshop to troubleshoot remote participation connectivity issues. It is highly recommended to attend these test sessions particularly for those delegates who intend to actively participate in the discussions. Information about the test sessions and the platform to be used will be sent by e-mail to registered participants before the Workshop.

Since the Workshop is proposed to be convened as a virtual meeting there is no need to contact the Bureau to request remote participation.

## **Fellowships**

Since this first Workshop will be a fully virtual event no fellowships will be available.

For further information regarding the 1<sup>st</sup> ITU Inter-regional Workshop on WRC-23 Preparation, please contact Mr Philippe Aubineau, Counsellor for the CPM, Radiocommunication Bureau (e-mail: [philippe.aubineau@itu.int](mailto:philippe.aubineau@itu.int)).

Mario Maniewicz  
Director

### **Distribution:**

- Administrations of Member States of ITU
- Radiocommunication Sector Members
- 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 ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX  
**1<sup>st</sup> ITU Inter-regional Workshop on WRC-23 Preparation**  
**Outline of the preliminary Programme<sup>1</sup>**  
(Virtual event, 13-15 December 2021\*)

Day 1 (Monday, 13 December 2021*)	Day 2 (Tuesday, 14 December 2021*)	Day 3 (Wednesday, 15 December 2021*)
<b>1200 – 1245 hours<sup>1</sup>: Opening Session</b> Status of preparation for CPM23-2, RA-23 and WRC-23, incl. organizations of regional groups	<b>1200 – 1315 hours<sup>1</sup>: Session 2 (Cont'd if necessary) and Session 3</b> Review of the WRC-23 agenda items related to issues on [ <b>Aeronautical, Maritime</b> (agenda items 1.6, 1.7, 1.8, 1.9, 1.10, 1.11)] <sup>2</sup>	<b>1200 – 1330 hours<sup>1</sup>: Session 5</b> Review of the WRC-23 agenda items related to issues on [ <b>Satellite services</b> (BSS, FSS & MSS) (agenda items 1.15, 1.16, 1.17, 1.18, 1.19)] <sup>2</sup>
1245-1300 – Break		
<b>1300 – 1445 hours<sup>1</sup>: Session 1</b> Review of the WRC-23 agenda items related to issues on [ <b>FS, MS, IMT, HIBS</b> (agenda items 1.2, 1.3, 1.4, 9.1 topic c)] <sup>2</sup>	1315-1330 – Break	1330-1345 – Break
1445-1500 – Break	<b>1330 – 1445 hours<sup>1</sup>: Session 3 (Cont'd)</b> Review of the WRC-23 agenda items related to issues on [ <b>Aeronautical, Maritime</b> (agenda items 1.6, 1.7, 1.8, 1.9, 1.10, 1.11)] <sup>2</sup>	<b>1345 – 1515 hours<sup>1</sup>: Session 6</b> Review of the WRC-23 agenda item related to [ <b>Satellite regulatory issues</b> (agenda item 7 topics/items)] <sup>2</sup>
<b>1500 – 1600 hours<sup>1</sup>: Session 1 (Cont'd if necessary) and Session 2</b> Review of the WRC-23 agenda items related to issues on [ <b>MS, IMT, BS, Amateur/RNSS</b> (agenda items 1.1, 1.5, 9.1 topic b)] <sup>2</sup>	<b>1500 – 1600 hours<sup>1</sup>: Session 4</b> Review of the WRC-23 agenda items related to issues on [ <b>Science services</b> (EESS, SRS, etc.) (agenda items 1.12, 1.13, 1.14, 9.1 topics a) & d)] <sup>2</sup>	1515-1530 – Break
1600 – 1630 hours <sup>1</sup> : <b>Network of Women for WRC-23</b>		<b>1530 – 1600 hours<sup>1</sup>: Concluding and outlook session Closing</b>

\* The dates have been chosen based on the dates of the ITU-R SG 5 block of meetings from 15 November to 10 December and on 16 December 2021 (see the related information as of 15 September 2021 on the [Calendar of ITU-R Events](#)), and to avoid overlap with other major ITU events.

<sup>1</sup> The timing of the sessions and the list of the WRC-23 agenda items/topics are indicative at this stage and may change subsequently, as deemed appropriate. Up-to-date information will be indicated in due course on the [event web page](#).

<sup>2</sup> Roundtables on presentation and explanation of the on-going ITU-R preparatory studies for WRC-23 by the responsible groups and of the preliminary draft common views, positions and/or proposals from the regional groups (APT-APG, Arab Group/ASMG, African Group/ATU, CEPT-CPG, CITEL-PCC.II, RCC), other main international organizations (e.g. ICAO, IMO, WMO, etc.) and/or other relevant stakeholders, as appropriate.