Radiocommunication Bureau (BR)

Administrative Circular   13 June 2022
CACE/1028

To Administrations of Member States of the ITU, Radiocommunication Sector Members, ITU-R Associates participating in the work of the Radiocommunication Study Group 4 and ITU Academia

Subject: **Meeting of Radiocommunication Study Group 4 (Satellite Services), Geneva, 23 September 2022**

1   Introduction

By means of this Administrative Circular, I wish to announce that a meeting of ITU-R Study Group 4 will take place in Geneva on 23 September 2022, following the meetings of Working Parties 4A, 4B and 4C (see Circular Letter 4/LCCE/133).

The Study Group meeting will be held in the ITU Headquarters, Geneva. The opening session will take place at 0930 hours.

Group	Meeting date	Deadline for contributions	Opening session
Study Group 4	Friday, 23 September 2022	Friday, 16 September 2022 at 1600 hours UTC	Friday, 23 September 2022 at 0930 hours (local time)

2   Programme of the meeting

The draft agenda for the meeting of Study Group 4 is contained in Annex 1. The status of texts assigned to Study Group 4 can be found on:

http://www.itu.int/md/R19-SG04-C-0001/en

2.1   Adoption of draft Recommendations at the Study Group meeting § A2.6.2.2.2 of Resolution ITU-R 1-8)

No Recommendations are proposed for adoption by the Study Group in accordance with § A2.6.2.2.2 of Resolution ITU-R 1-8.

2.2   Adoption of draft Recommendations by a Study Group by correspondence (§ A2.6.2.2.3 of Resolution ITU-R 1-8)

The procedure described in § A2.6.2.2.3 of Resolution ITU-R 1-8 concerns draft new or revised Recommendations that are not specifically included in the agenda of a Study Group meeting.

In accordance with this procedure, draft new and revised Recommendations prepared during the meetings of Working Parties 4A, 4B and 4C held prior to the Study Group meeting will be submitted to the Study Group. After due consideration, the Study Group may decide to seek adoption of these draft Recommendations by correspondence. In such cases, the Study Group shall use the procedure for simultaneous adoption and approval (PSAA) by correspondence of the draft Recommendations as described in § A2.6.2.4 of Resolution ITU-R 1-8 (see also § 2.3 below), if there is no objection to this approach by any Member State attending the meeting and if the Recommendation is not incorporated by reference in the Radio Regulations.

In accordance with § A1.3.1.13 of Resolution ITU-R 1-8, Annex 2 to this Circular contains a list of topics to be addressed at the meetings of the Working Parties held just prior to the Study Group meeting, and for which draft Recommendations may be developed.

2.3   Decision on approval procedure

At the meeting, the Study Group shall decide on the eventual procedure to be followed for seeking approval for each draft Recommendation in accordance with § A2.6.2.3 of Resolution ITU-R 1-8, unless the Study Group has decided to use the PSAA procedure as described in § A2.6.2.4 of Resolution ITU-R 1-8 (see § 2.2 above).

3   Contributions

Contributions in response to the work of Study Group 4 are processed according to the provisions laid down in Resolution ITU-R 1-8.

The deadline for reception of contributions not requiring translation[*] (including Revisions, Addenda and Corrigenda to contributions) is 7 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.** Contributions received later than this deadline cannot be accepted. Resolution ITU-R 1-8 provides that contributions which are not available to participants at the opening of the meeting cannot be considered.

Participants are requested to submit contributions by electronic mail to:

rsg4@itu.int

A copy should also be sent to the Chairman and Vice-Chairmen of Study Group 4. The pertinent addresses can be found on:

http://www.itu.int/go/rsg4/ch

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[*]   Where translation is required, contributions should be received at least three months prior to the meeting.

4   Documents

Contributions will be posted "as received" within one working day on the webpage established for this purpose:

http://www.itu.int/md/R19-SG04.AR-C/en

The official versions will be posted on http://www.itu.int/md/R19-SG04-C/en within 3 working days.

5   Participation/Visa requirements/Accommodation/Registration for the event

Registration to this event is mandatory and will be carried out exclusively on-line via Designated Focal Points (DFPs) for ITU-R event registration. **Participants must first complete an online registration form and submit their registration request for approval by the corresponding focal point.** Participants would require an ITU account for this purpose.

While registering for the event, please duly take into consideration the information related to the current sanitary measures, as indicated on the ITU COVID-19 free website.

Participants are strongly encouraged to **register early** and to indicate **if they intend to attend the meeting in person or remotely** (see Annex 3) and are further encouraged to consult the safety and security information which is regularly updated before making travel arrangements should they choose to attend the event in person.

The list of ITU-R DFPs (TIES protected) as well as detailed information on this new event registration system, visa support requirements, hotel accommodation, etc. can be found at:

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

6   Connecting to the meeting sessions for remote participation

Access to meeting sessions is restricted to event registered participants only. Delegates wishing to connect to the meeting remotely can access Study Group plenary sessions from the webpage for remote participation:

https://www.itu.int/en/events/Pages/Virtual-Sessions.aspx

These virtual meeting session connections will become available 30 minutes before the starting time of each session.

7   Webcast

For those interested in following the proceedings of ITU-R meetings remotely, an audio webcast of the Study Group plenary sessions will be provided through the ITU Internet Broadcasting Service (IBS). Participants do not need to register for the meeting to use the webcast facility, however TIES access is required.

8   Conversion to virtual meeting if COVID-19 related sanitary conditions substantially worsen

Should COVID-19 related sanitary conditions worsen, the meeting organizers will inform all participants of a possible conversion of the meeting to a virtual one in due course via an addendum to this Administrative Circular.

For further questions relating to this Administrative Circular, please contact, Mr Nelson Malaguti, Study Group 4 Counsellor, at nelson.malaguti@itu.int.

Mario Maniewicz
Director

Annexes: 3

Annex 1

Draft agenda for the meeting of Radiocommunication Study Group 4

(Geneva, 23 September 2022)

1 Opening remarks

    1.1 Director BR

    1.2 Chairman

2 Approval of the agenda

3 Appointment of the Rapporteur

4 Summary Record of the previous meeting (Document 4/45)

5 Report of the RAG 2022 meeting

6 Consideration of the outputs of the Working Parties

    6.1 Working Party 4C

        6.1.1 Executive Report

        6.1.2 Draft Recommendations where notice of intention to seek adoption was not given (see Res. ITU-R 1-8, §§ A2.6.2.2.3, A2.6.2.3 and A2.6.2.4)

        6.1.3 Draft Reports

        6.1.4 Draft Questions

    6.2 Working Party 4B

        6.2.1 Executive Report

        6.2.2 Draft Recommendations where notice of intention to seek adoption was not given (see Res. ITU-R 1-8, §§ A2.6.2.2.3, A2.6.2.3 and A2.6.2.4)

        6.2.3 Draft Reports

        6.2.4 Draft Questions

    6.3 Working Party 4A

        6.3.1 Executive Report

        6.3.2 Draft Recommendations where notice of intention to seek adoption was not given (see Res. ITU-R 1-8, §§ A2.6.2.2.3, A2.6.2.3 and A2.6.2.4)

        6.3.3 Draft Reports

        6.3.4 Draft Questions

7 Status of texts assigned to Study Group 4

8 Liaison with other Study Groups and international organizations

9 Consideration of future work programme and schedule of meetings

10 Any other business

Victor STRELETS
Chairman, Radiocommunication Study Group 4

Annex 2

Topics to be addressed at meetings of Working Parties 4A, 4B and 4C held prior to the meeting of Study Group 4 and for which draft Recommendations may be developed

Working Party 4A

Functional description to be used in developing software tools for determining conformity of non-geostationary-satellite orbit fixed-satellite service systems or networks in Q/V band with criteria contained in Article **22.5L** of the Radio Regulations (PDNR ITU-R S.[RES 770] – see Annex 1 to Document 4A/691).

Functional description to be used in developing software tools for determining conformity of non-geostationary-satellite orbit fixed-satellite service systems or networks with limits contained in Article **22** of the Radio Regulations (PDRR ITU-R S.1503-3 – see Annex 2 to Document 4A/691).

Annex 3

Information on registration for participants in ITU-R events

Please ensure that the box "Remote" is ticked during the registration process, if attending remotely. If the box is not ticked, physical participation will be assumed.

I Wish to Attend the Following Meeting(s)			
Select at least one meeting	Start Date - End Date	Participating remotely	Function*
☐ ITU-R WP 4C	07/09/2022 - 13/09/2022	☐	Choose a function... ⌄
☐ ITU-R WP 4B	12/09/2022 - 16/09/2022	☐	Choose a function... ⌄
☐ ITU-R WP 4A	14/09/2022 - 22/09/2022	☐	Choose a function... ⌄
☐ ITU-R SG 4	23/09/2022 - 23/09/2022	☐	Choose a function... ⌄

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