



Radiocommunication Bureau (BR)

Administrative Circular
CACE/1112

12 July 2024

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

Subject: **Meeting of Radiocommunication Study Group 4 (Satellite Services)
Geneva, 1 November 2024**

1 Introduction

By means of this Administrative Circular, I wish to announce that the meeting of ITU-R Study Group 4 will take place in Geneva on 1 November 2024, following the meetings of Working Parties 4A, 4B and 4C (see Circular Letter [4/LCCE/139](#)).

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

Group	Meeting dates	Deadline for contributions 1600 hours UTC	Opening session (Geneva time)
Study Group 4	Friday, 1 November 2024	Sunday, 20 October 2024	Friday, 1 November 2024 at 0930 hours

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/R23-SG04-C-0001/en>

2.1 Adoption of draft Recommendations at the Study Group meeting (§ A2.6.2.2.2 of Resolution ITU-R 1-9)

No Recommendations are proposed for adoption by the Study Group in accordance with § A2.6.2.2.2 of Resolution [ITU-R 1-9](#).

2.2 Adoption of draft Recommendations by a Study Group by correspondence (§ A2.6.2.2.3 of Resolution ITU-R 1-9)

The procedure described in § A2.6.2.2.3 of Resolution ITU-R 1-9 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 1-9 (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 1-9, 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 1-9, unless the Study Group has decided to use the PSAA procedure as described in § A2.6.2.4 of Resolution ITU-R 1-9 (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 1-9.

The deadline for reception of contributions not requiring translation* (including Revisions, Addenda and Corrigenda to contributions) is **twelve calendar days** (1600 hours UTC) prior to the start of the meeting (see table above). Contributions received later than this deadline cannot be accepted. Resolution ITU-R 1-9 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 Chair and Vice-Chairs of Study Group 4. The address can be found on:

<http://www.itu.int/go/ITU-R/sg4/cvc>

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/md/R23-SG04-C/en> within 3 working days.

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

5 Interpretation

Due to financial constraints and the availability of interpreters, **Member States are asked to confirm by 12 August 2024** that interpretation in Arabic, Chinese, French, Spanish or Russian is required.

6 Registration/Visa requirements/Accommodation

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 require an ITU account for this purpose and are strongly encouraged to **register early** and to indicate **if they intend to attend the meeting in person or remotely**.

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

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

Please note that for meetings in Geneva, visa support must be requested during the online registration process and may take up to 21 days. Please see <https://www.itu.int/en/ITU-R/information/events/Pages/visa.aspx> for further information.

7 Remote participation and Webcast

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.

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

For further questions relating to this Administrative Circular, please contact Mr Sergio Buonomo, Chief, Study Groups Department, at sergio.buonomo@itu.int.

Mario Maniewicz
Director

Annex 1

Draft agenda for the meeting of Radiocommunication Study Group 4

(1 November 2024)

- 1 Opening remarks
 - 1.1 Director BR
 - 1.2 Chair
- 2 Approval of the agenda
- 3 Appointment of the Rapporteur
- 4 Summary Record of the previous meetings (Document [4/19](#))
- 5 Consideration of the outputs of the Working Parties
 - 5.1 Working Party 4C
 - 5.1.1 Executive Report
 - 5.1.2 Draft Recommendations where notice of intention to seek adoption was not given (see Res. ITU-R 1-9, §§ A2.6.2.2.3, A2.6.2.3 and A2.6.2.4)
 - 5.1.3 Draft Reports
 - 5.1.4 Draft Questions
 - 5.2 Working Party 4B
 - 5.2.1 Executive Report
 - 5.2.2 Draft Recommendations where notice of intention to seek adoption was not given (see Res. ITU-R 1, §§ A2.6.2.2.3, A2.6.2.3 and A2.6.2.4)
 - 5.2.3 Draft Reports
 - 5.2.4 Draft Questions
 - 5.3 Working Party 4A
 - 5.3.1 Executive Report
 - 5.3.2 Draft Recommendations where notice of intention to seek adoption was not given (see Res. ITU-R 1, §§ A2.6.2.2.3, A2.6.2.3 and A2.6.2.4)
 - 5.3.3 Draft Reports
 - 5.3.4 Draft Questions
- 6 Status of texts assigned to Study Group 4
- 7 Liaison with other Study Groups and international organizations
- 8 Consideration of future work programme and schedule of meetings
- 9 Any other business

Victor STRELETS
Chair, 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 No. 22.5L of the Radio Regulations (Preliminary Draft New Recommendation ITU-R S.[RES 770] – see Annex 28 to Document [4A/128](#))

Working Party 4C

Description of systems and networks in the radionavigation-satellite service (space-to-Earth and space-to-space) and technical characteristics of transmitting space stations operating in the bands 1 164-1 215 MHz, 1 215-1 300 MHz and 1 559-1 610 MHz (Preliminary Draft Revision of Recommendation ITU-R M.1787-5 – see Annex 13 to Document [4C/77](#))
