



Radiocommunication Bureau (BR)

Circular Letter
1/LCCE/109

17 February 2022

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 Academia

Subject: **Meetings of Working Parties 1A, 1B and 1C (Geneva, 28 June – 7 July 2022)**

- **Working Party 1A: Spectrum engineering techniques**
- **Working Party 1B: Spectrum management methodologies and economic strategies**
- **Working Party 1C: Spectrum monitoring**

1 Introduction

By means of this Circular Letter, I wish to announce that the meetings of ITU-R Working Parties 1A, 1B and 1C, which are organized in conjunction with a meeting of Radiocommunication Study Group 1 (see Administrative Circular [CACE/1016](#)), will take place in Geneva, Switzerland, on the dates indicated in the table below:

Groups	Meeting dates	Deadline for contributions 1600 hours UTC	Opening session (Geneva time)
Joint meeting of Working Parties 1A, 1B and 1C	28 June 2022	–	Tuesday, 28 June 2022 at 0930 hours
Working Party 1C	28 June – 7 July 2022	Tuesday, 21 June 2022	Tuesday, 28 June 2022 at 1040 hours, or immediately following the Joint Meeting
Working Party 1A	28 June – 7 July 2022	Tuesday, 21 June 2022	Tuesday, 28 June 2022 at 1400 hours
Working Party 1B	28 June – 7 July 2022	Tuesday, 21 June 2022	Tuesday, 28 June 2022 at 1540 hours
Study Group 1	8 July 2022	Friday, 1 July 2022	Friday, 8 July 2022 at 0930 hours

2 Programme of the meeting

Draft agendas for the meetings are contained in Annex 1.

The status of texts assigned to the Working Parties can be found on:

<http://www.itu.int/md/R19-SG01-C-0001/en>

The Working Parties will conduct their work in English.

The working hours of the meetings will be from 0900 to 1700 hours (Geneva time), a more precise time schedule will be included in the Administrative (ADM) documents of the meetings.

3 Contributions

Contributions in response to the work of Working Parties 1A, 1B and 1C are invited. These will be 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 Corrigena to 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 these deadlines 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.

Members are encouraged to submit their contributions as early as possible and possibly include a contact name and email address to facilitate the discussion (cf. § A2.2.4.4 of Resolution [ITU-R 1-8](#)).

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 and Vice-Chairmen of the relevant Working Party and to the Chairman and Vice-Chairmen of Study Group 1 (rsg1-cvc@itu.int). The pertinent addresses can be found on:

<http://itu.int/go/rwp1a/ch>

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

<http://itu.int/go/rwp1c/ch>

<http://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 www.itu.int/ITU-R/go/rsg1/en (see “contributions” of the relevant Working Party) 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 sanitary measures and conditions of entry in Switzerland, indicated on the [ITU COVID-19 free website](#).

Participants are strongly encouraged to **register early** including indication on how to attend the meetings (see Annex 2) and to consult the safety and security information which is regularly updated before making travel arrangements to attend the event.

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

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 connected remotely can access Working Parties 1A, 1B and 1C meeting 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.

Delegates wishing to troubleshoot remote participation connectivity issues can do so during the 30-minute period prior to the start of the first session of each day. It is highly recommended to verify the connections, particularly for those delegates who intend to actively participate in the discussions.

Some meeting rooms for Drafting Groups may not allow for remote participation integrated with room audio.

7 Webcast

In order to follow the proceedings of ITU-R meetings remotely, an audio webcast of the Working Parties 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 Circular Letter.

For further questions relating to this Circular Letter, please contact, Mr Philippe Aubineau, Study Group 1 Counsellor, at philippe.aubineau@itu.int.

Mario Maniewicz
Director

Annex 1

Draft agenda for the meeting of Working Party 1A

(Geneva, 28 June – 7 July 2022)

- 1** Opening of the meeting
- 2** Adoption of the draft agenda
- 3** Report of the previous meeting of Working Party 1A (Document [1A/179](#)) and results of other relevant meetings
 - 18th meeting of the Chairmen and Vice-Chairmen (CVC)
 - 29th meeting of the Radiocommunication Advisory Group (RAG)
- 4** Reports on the correspondence activities
 - WP 1A Correspondence Group on EMC-Related Interference and Coexistence of wired telecommunication systems with radiocommunication systems
 - SG 1 Rapporteur Group on Liaison with CISPR
- 5** Establishment of Sub-Group(s), assignment of documents and appointment of Chairmen
- 6** Drafting of output documents
- 7** Preparation of draft Recommendations, Reports and other relevant texts for the July 2022 meeting of Study Group 1
- 8** Liaison with other Groups
- 9** Discussion of the future work plan
- 10** Date and location of next meeting
- 11** Any other business
- 12** Closing remarks

R. GARCIA De SOUZA
Chairman, Working Party 1A

Draft agenda for the meeting of Working Party 1B

(Geneva, 28 June – 7 July 2022)

- 1** Opening of the meeting
- 2** Adoption of the draft agenda
- 3** Report of the previous meeting of Working Party 1B (Document [1B/64\(Rev.1\)](#)) and results of other relevant meetings
 - 18th meeting of the Chairmen and Vice-Chairmen (CVC)
 - 29th meeting of the Radiocommunication Advisory Group (RAG)
- 4** Reports on the correspondence activities:
 - SG 1 Rapporteur Group on Liaison with CISPR
- 5** Establishment of Sub-Group(s), assignment of documents and appointment of Chairmen
- 6** Drafting of output documents
- 7** Preparation of draft Recommendations, Reports and other relevant texts for the July 2022 meeting of Study Group 1
- 8** Liaison with other Groups
- 9** Discussion of the future work plan
- 10** Date and location of next meeting
- 11** Any other business
- 12** Closing remarks

LIU BIN
Chairman, Working Party 1B

Draft agenda for the meeting of Working Party 1C

(Geneva, 28 June – 7 July 2022)

- 1** Opening of the meeting
- 2** Adoption of the draft agenda
- 3** Report of the previous meeting of Working Party 1C (Document [1C/89\(Rev.1\)](#)) and results of other relevant meetings
 - 18th meeting of the Chairmen and Vice-Chairmen (CVC)
 - 29th meeting of the Radiocommunication Advisory Group (RAG)
- 4** Reports on the correspondence activities:
 - WP 1C Correspondence Group on developing a new edition of the ITU Handbook on Spectrum Monitoring
 - WP 1C Correspondence Group on the revision of Report ITU R SM.2452 on “electromagnetic field measurements to assess human exposure”
 - WP 1C Correspondence Group on the revision of Report ITU-R SM.2454 on “Spectrum monitoring techniques in the radionavigation-satellite service frequency bands”
 - SG 1 Rapporteur Group on Liaison with CISPR
- 5** Establishment of sub-Group(s), assignment of documents and appointment of Chairmen
- 6** Drafting of output documents
- 7** Preparation of draft Recommendations, Reports and other relevant texts for the July 2022 meeting of Study Group 1
- 8** Liaison with other Groups
- 9** Discussion of the future work plan
- 10** Date and location of next meeting
- 11** Any other business
- 12** Closing remarks

R. TRAUTMANN
Chairman, Working Party 1C

Annex 2

Information on registration for participants in ITU-R events

The Bureau would like to highlight that an estimation of the number of physical participants is necessary. Please ensure that the box Remote is ticked if attending remotely. If the box is not ticked physical presence will be assumed.

I Wish to Attend the Following Meeting(s)			
Select at least one meeting	Start Date - End Date	Remote	Function*
<input type="checkbox"/> ITU-R WP 1C	28/06/2022 - 07/07/2022	<input type="checkbox"/>	Choose a function... ▼
<input type="checkbox"/> ITU-R WP 1A	28/06/2022 - 07/07/2022	<input type="checkbox"/>	Choose a function... ▼
<input type="checkbox"/> ITU-R WP 1B	28/06/2022 - 07/07/2022	<input type="checkbox"/>	Choose a function... ▼
<input type="checkbox"/> ITU-R SG 1	08/07/2022 - 08/07/2022	<input type="checkbox"/>	Choose a function... ▼
