



ITUWRC
DUBAI2023

20 November - 15 December 2023
Dubai, United Arab Emirates

Radiocommunication Bureau (BR)

Circular Letter
1/LCCE/110

31 January 2023

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 (Thessaloniki, Greece, 29 May – 2 June 2023)

- **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, at the kind invitation of the Administration of Greece, the meetings of ITU-R Working Parties 1A, 1B and 1C will take place in Thessaloniki, Greece, 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 | 29 May 2023 | – | Monday, 29 May 2023 at 0930 hours |
| Working Party 1C | 29 May – 2 June 2023 | Monday, 22 May 2023 | Monday, 29 May 2023 at 1040 hours, or immediately following the Joint Meeting |
| Working Party 1A | | | Monday, 29 May 2023 at 1400 hours |
| Working Party 1B | | | Monday, 29 May 2023 at 1540 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 should be as usual from 0900 to 1700 hours (local time); a more precise time schedule will be included in the Administrative (ADM) documents of the meetings.

3 Venue

The meeting will take place at:

Place: [Capsis Hotel Thessaloniki](#)
Address: 16 Monastiriou Str. 546 29
Thessaloniki, Greece
Phone: +30 2310596800
URL: <https://capsishotels.gr/thessaloniki/en/home-capsis-thessaloniki/>

For further information see Annex 2.

4 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 Corrigenda 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>

5 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.

All participants are kindly requested to download the documents from the above website before the meeting starts to avoid congestion of Internet network.

Wireless LAN facilities will be available in all the meeting rooms.

Participants will need to bring their laptops (equipped with a WLAN-card) with them to the meeting, as well as personal earphones, because this will be a completely paperless meeting and the Zoom platform audiovisual facilities will be used for the discussions during the meeting sessions.

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

6 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 Greece, as indicated on travel.gov.gr and greecehealthfirst.gr.

Participants are strongly encouraged to **register early** including indication on how to attend the meetings (see Annex 3) and to consult the safety and security information which is regularly updated before making travel arrangements to attend the event.

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

Specific information on how to obtain visa and immigration documents are indicated in Section 7 of Annex 2. In particular, your attention is drawn to the need to apply for the visa well in advance.

7 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.

8 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.

9 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

Annexes: 3

Annex 1

Draft agenda for the meeting of Working Party 1A

(Thessaloniki, Greece, 29 May – 2 June 2023)

- 1** Opening of the meeting
- 2** Adoption of the draft agenda
- 3** Report of the previous meeting of Working Party 1A (Document [1A/226](#)) and results of other relevant meetings
 - 2nd Session of the Conference Preparatory Meeting for WRC-23 (CPM23-2)
 - 30th 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
 - SG 1 Correspondence Group on the editorial review and maintenance of ITU-R Recommendations, Reports and Questions assigned to Study Group 1
- 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 June 2023 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

(Thessaloniki, Greece, 29 May – 2 June 2023)

- 1** Opening of the meeting
- 2** Adoption of the draft agenda
- 3** Report of the previous meeting of Working Party 1B (Document [1B/80](#)) and results of other relevant meetings
 - 2nd Session of the Conference Preparatory Meeting for WRC-23 (CPM23-2)
 - 30th meeting of the Radiocommunication Advisory Group (RAG)
- 4** Reports on the correspondence activities:
 - SG 1 Rapporteur Group on Liaison with CISPR
 - SG 1 Correspondence Group on the editorial review and maintenance of ITU-R Recommendations, Reports and Questions assigned to Study Group 1
- 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 June 2023 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

(Thessaloniki, Greece, 29 May – 2 June 2023)

- 1** Opening of the meeting
- 2** Adoption of the draft agenda
- 3** Report of the previous meeting of Working Party 1C (Document [1C/113](#)) and results of other relevant meetings
 - 2nd Session of the Conference Preparatory Meeting for WRC-23 (CPM23-2)
 - 30th 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.2454 on “Spectrum monitoring techniques in the radionavigation-satellite service frequency bands”
 - SG 1 Rapporteur Group on Liaison with CISPR
 - SG 1 Correspondence Group on the editorial review and maintenance of ITU-R Recommendations, Reports and Questions assigned to Study Group 1
- 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 June 2023 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

Additional information for the meetings of ITU-R Working Parties 1A, 1B and 1C

1 Introduction

The Hellenic Telecommunications and Post Commission (EETT) on behalf of the Administration of Greece is pleased to welcome all the participants to the meetings of ITU-R Working Parties (WPs) 1A, 1B and 1C from 29 May 2023 to 2 June 2023. This Annex provides information about the meeting as well as guidance to the participants for their stay in Thessaloniki, Greece.

2 Meeting venue

The meetings will be held at the conference halls of:

[Capsis Hotel Thessaloniki](#)

📍 16 Monastiriou Str. 546 29
Thessaloniki - Greece

☎ +30 2310596800

3 Meeting rooms and audiovisual facilities

The following main meeting rooms will be used:

- Theodora Hall
- Vergina I Hall
- Vergina II Hall.

Details about these and other meeting rooms can be found in the [Capsis Hotel Thessaloniki website](#).

Earphones with microphone: You are kindly requested to have your own earphones with microphone for the meeting sessions, during which the Zoom platform audiovisual facilities will be used for the discussions and display of documents. A camera connected to your Zoom session can also be used.

4 Badges

Badges will be issued only to individuals who have successfully undergone the [ITU-R event registration procedure](#) and have been accredited (see section 6 of the main part of this letter). Participants will not be admitted to the conference rooms without the accreditation badge.

Badging: Sunday, 28 May 2023 in front of Theodora hall / 1500 – 2100 hours.

From Monday, 29 May 2023 and onwards in front of Theodora hall / from 0800 hours.

5 Access to the meeting venue

5.1 Flights to Thessaloniki Airport (airport code: SKG)

The easiest way to access Thessaloniki is by plane. [Thessaloniki Airport - "Makedonia"](#) is one of the three busiest airports in Greece. However, if a direct flight is not available from your country you need to travel to Athens ([Athens International Airport](#)) and then take a domestic flight to Thessaloniki.

5.2 Transportation from Thessaloniki Airport to the meeting venue

The meeting venue ([Capsis Hotel Thessaloniki](#)) is located 17 km away from Thessaloniki Airport. Taxi service is available at the airport. For your convenience, it is suggested to pre-book your taxi referring to ITU-R WPs 1A, 1B and 1C Meetings at:

- [Taxi way](#): +30 6989018300, +30 2310214900 / reservation@taxiway.gr (approx. EUR 25 per route during the day).
- [Mercedes Taxi Club](#): +30 2310556203 / info@radiotaximercedes.gr (approx. EUR 30 per route during the day).
- [Capsis Hotel Thessaloniki](#): +30 2310596800 / reservations@capsishotel.gr (for participants staying at the Capsis Hotel Thessaloniki - approx. EUR 25 per route during the day).

Note: Taxi payments are usually made in cash. However, if you pre-book a taxi you can arrange for a POS machine and pay by a bank card.

Bus service is provided between the Thessaloniki Airport and the city of Thessaloniki (route **01X** and **01N** during the night). Tickets can be purchased by vending machines on the bus (cost EUR 1.80 single ticket). Please be aware that the vending machines accept cash only and do not provide change. For [Capsis Hotel Thessaloniki](#) the bus stop is “Neos Sidirodromikos Stathmos – Central Railway Station” (for line 01X duration approx. 50 min). Then walk 🚶 600 m to reach the hotel. [👉 More information.](#)

5.3 Sanitary measures and conditions of entry in Greece

While registering for the event, please duly take into consideration the information related to the sanitary measures and conditions of entry in Greece, as indicated on travel.gov.gr and greecehealthfirst.gr.

6 Accommodation / Reservation procedure

For your convenience, EETT has made a block booking at discounted rates at the meeting venue, ([Capsis Hotel Thessaloniki](#)). Participants are kindly requested to make their reservation as soon as possible. The room availability is assured until **20 March 2023**, as per the agreed rates. After this date, booking requests will be subject to room and rate availability. Other major conferences and conventions are taking place in Thessaloniki during the same week as the WPs 1A, 1B and 1C meetings and most hotels may be fully booked quite early; other hotels may also have higher rates than usual.

Please use the following link to make your reservation: [Book your group rate for ITU-R WP1 meeting.](#)

Single room occupancy: EUR 90 per night (breakfast and taxes included)*

Double room occupancy: EUR 105 per night (breakfast and taxes included)*

* There is an additional charge for the city tax of EUR 3 per room per night.

Check in: 1400 – Check out: 1130. Free cancellation until **17 April 2023**.

To book a room for any other duration of stay or after 20 March 2023 please send an email to reservations@capsishotel.gr.

Lunch / Dinner (buffet) is offered at the main restaurant [Byzantium](#) of the Capsis Hotel Thessaloniki for EUR 18 per person / per meal for all participants during all conference days.

7 Visa information

Participants who require a visa should apply for a visa at the missions of the Hellenic Republic, i.e. Greek embassies and consulates-general in their respective country and should do so well in advance of their departure. Visa support will be provided only to individuals who have successfully undergone the [ITU-R event registration procedure](#) and have been accredited. For more accurate processing times, applicants should consult the visa office responsible for processing their application. An overview of visa requirements/exemptions for entry into Greece can be found at the website of the Ministry of Foreign Affairs of the Hellenic Republic: <https://www.mfa.gr/en/visas/>. [👉 Greek missions abroad](#).

Participants who should require a personal Letter of Invitation for obtaining a visa are requested to contact Mrs Ioanna Fili via email at ITU-WP1-2023-visa@eett.gr as soon as possible after registration with ITU.

Your email must include the following information in order to be processed:

- 1) First name
- 2) Last name
- 3) Organization/Company
- 4) Postal address
- 5) Date and place of birth
- 6) Passport number
- 7) Passport issuance and expiry dates
- 8) Passport country of issuance
- 9) The details of the mission you will address
- 10) Telephone number
- 11) Email.

The personal data provided by you to EETT will be treated in accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation). The data will be processed by EETT solely for the afore-mentioned purpose. By sending your personal data to EETT via email you give consent to this specific processing.

8 Internet access

High speed Internet access is available in all areas, venues and rooms of the [Capsis Hotel Thessaloniki](#). Participants will be informed about Internet access upon arrival.

9 Practical information

9.1 About Thessaloniki

Thessaloniki is the second largest city of Greece. A crossroads between East and West, Thessaloniki is a jewel of a city adorning Northern Greece and the wider region of Southeast Europe. Built by the sea, it is a modern metropolis with a special beauty and charm, bearing the marks of its history and its cosmopolitan character. [15 monuments](#) in the city have been included in the UNESCO World Cultural Heritage list. [👉 #VisitThessaloniki](#)

Points of interest

- [Archaeological Museum of Thessaloniki](#)
- White Tower
- Roman Forum
- Rotunda
- [Museum of Byzantine Culture](#)
- [Jewish Museum of Thessaloniki](#).



For more information about Thessaloniki and nearby destinations please visit the following links: thessaloniki.travel, discovergreece.com.

9.2 Social event

EETT would like to invite you to the social event that will take place on **Wednesday, 31 May 2023**. It should be proposed to start the schedule of the meetings on that day earlier with some adjustments, to accommodate the following tentative time schedule of the event:

| | |
|-------------|---|
| 1540 – 1640 | Travel from Thessaloniki to Vergina , by bus. |
| 1640 – 1930 | Guided tour to the museum of the Royal Tombs of Aigai . Read more: discovergreece.com , whc.unesco.org . |
| 2030 | Dinner in Thessaloniki. |

If you wish to participate in the social event, please complete the [EETT social event form](#) at your earliest convenience and no later than **5 May 2023**.

We will provide additional information about the event during the WPs 1A, 1B and 1C meetings.

9.3 Useful information

Currency: Euro (€) – Automatic cash dispensers are available 24 hours a day. The major credit cards are accepted by most shops in Greece. You can use your ATM card at most ATM's in Greece.

Language: Greek is the official language in Greece, but English is widely spoken throughout the country.

Weather: Thessaloniki has a Mediterranean climate. The average low temperature in May is 14° C (57.2° F) and the average high daytime temperature lies around 25° C (77° F). Weather forecast can be found at meteo.gr.

Electricity: 220V/50 Hz – The power plugs and sockets are of type C and F.

- Socket Type C: also known as the standard "Euro" plug. This socket may also work with plug E.
- Socket Type F: also known as "Schuko". This socket could also work with plug C.



Socket Type C: This socket works with plug C.



Socket Type F: This socket works with plug F and C.

Therefore, you might need a European travel plug adaptor.

Time zone: [Eastern European Summer Time \(EEST\) \(UTC +3\)](#).

Starts at: 26 March 2023.

Call code: The international call code for Greece is +30.

Taxi: In case you need to book a taxi please call or email:

- [Taxi way](#): +30 6989018300, +30 2310214900 / reservation@taxiway.gr.
- [Mercedes Taxi Club](#): +30 2310556203 / info@radiotaximercedes.gr.

Nationwide emergency phone numbers: Police: 100 / Ambulance: 166 / Fire Department: 199.

EU emergency number 112: You can dial [112](#) free of charge from fixed and mobile phones to contact any emergency service: an ambulance, the fire brigade or the police.

10 Contact

ITU Coordinator

Mr Philippe Aubineau

Counsellor, ITU-R Study Group 1 (Spectrum Management) &

Conference Preparatory Meeting (CPM) for the World Radiocommunication Conference (WRC)

Philippe.Aubineau@itu.int

Host Country Coordinators

If you have any questions about the meeting arrangements, please contact Dr Greg Karimalis, Dr Andreas Agius, Mrs Stavroula Nikolopoulou by email at ITU-WP1@eett.gr.

We look forward to welcoming you at the

ITU-R WPs 1A, 1B and 1C Meetings,

29 May – 2 June 2023

in Thessaloniki, Greece!

Annex 3

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 as the host Country has made arrangements to accommodate up to 130 participants. 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 | Participating remotely | Function* |
| <input type="checkbox"/> ITU-R WP 1C | 29/05/2023 - 02/06/2023 | <input type="checkbox"/> | Choose a function... ▼ |
| <input type="checkbox"/> ITU-R WP 1A | 29/05/2023 - 02/06/2023 | <input type="checkbox"/> | Choose a function... ▼ |
| <input type="checkbox"/> ITU-R WP 1B | 29/05/2023 - 02/06/2023 | <input type="checkbox"/> | Choose a function... ▼ |
