



## Radiocommunication Bureau (BR)

Circular Letter  
1/LCCE/112

16 July 2024

**To Administrations of Member States of the ITU, Radiocommunication Sector Members, ITU-R Associates and ITU Academia participating in the work of Radiocommunication Study Group 1**

**Subject: Meetings of Working Party 1B (Geneva, 5 – 8 November 2024) and of the Working Party 1C Rapporteur Group on the Spectrum Monitoring Handbook (Geneva, 5 – 12 November 2024)**

- **Working Party 1B on Spectrum management methodologies and economic strategies**
- **Working Party 1C Rapporteur Group on developing a new edition of the ITU Spectrum Monitoring Handbook**

### 1 Introduction

By means of this Circular Letter, I wish to announce that meetings of ITU-R Working Party (WP) 1B and of the ITU-R WP 1C Rapporteur Group (RG) on developing a new edition of the ITU Spectrum Monitoring Handbook (SMH) 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)
WP 1B	5 – 8 November 2024	24 October 2024	Tuesday, 5 November 2024 at 0930 hours
WP 1C RG- SMH	5 – 12 November 2024		Tuesday, 5 November 2024 at 1100 hours

### 2 Programme of the meetings

Draft agendas for the meetings are contained in the Annex.

The status of texts assigned to the Study Group (SG) 1 Working Parties can be found on:

<http://www.itu.int/md/R23-SG01-C-0001/en>

The meetings 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 ADM documents of the meeting.

### 3 Contributions

Contributions will be 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). Submissions 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.

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 1-9).

Participants are requested to submit contributions by electronic mail to:

[rsg1@itu.int](mailto:rsg1@itu.int)

A copy of each contribution should also be sent to the Chair and Vice-Chairs of SG 1 (see the email addresses on <https://www.itu.int/go/ITU-R/sg1/cvc>, as well as to the Chair of WP 1B (Mr Bin LIU, <http://itu.int/go/ITU-R/wp1b/cvc>) or to the Chair of WP 1C (Mr Mubarak AL-SAWAFI, <http://itu.int/go/ITU-R/wp1c/cvc>) and the Rapporteur of the WP 1C RG-SMH (Mr Thomas HASENPUSCH, [Thomas.Hasenpusch@web.de](mailto:Thomas.Hasenpusch@web.de)).

### 4 Documents

Contributions will be posted “as received” within one working day on a webpage established for this purpose of the WP 1B website or the WP 1C RG-SMH share point site. The official versions will be posted within 3 working days on the WP 1B website at: [www.itu.int/en/ITU-R/study-groups/rsg1/rwp1b](http://www.itu.int/en/ITU-R/study-groups/rsg1/rwp1b), or the WP 1C RG-SMH share point site at: [extranet.itu.int/rsg-meetings/sg1/wp1c/handbook](http://extranet.itu.int/rsg-meetings/sg1/wp1c/handbook) (see “contributions”).

### 5 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](http://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.

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

## **6 Remote participation and webcast**

Access to meeting sessions is restricted to event registered participants only and can be accessed 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 Working Party 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 Circular Letter, please contact, Mr Philippe Aubineau, Study Group 1 Counsellor, at [philippe.aubineau@itu.int](mailto:philippe.aubineau@itu.int).

Mario Maniewicz  
Director

**Annex: 1**

## **Annex**

### **Draft agenda for the meeting of Working Party 1B**

(Geneva, 5 – 8 November 2024)

- 1** Opening of the meeting
- 2** Adoption of the draft agenda
- 3** Report of the previous meeting of Working Party 1B (Document [1B/33](#)), and relevant results of other meetings, including the June 2024 meeting of SG 1
- 4** Reports on the correspondence activities:
  - WP 1B Correspondence Group on GPR/WPR
- 5** Establishment of Sub-Group(s), assignment of documents and appointment of Chairs
- 6** Consideration of the contributions and drafting of output documents
- 7** Preparation of draft Recommendations, Reports and other relevant texts for the next meeting of Study Group 1 in 2025
- 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  
Chair, Working Party 1B

**Draft agenda for the meeting of the Working Party (WP) 1C Rapporteur Group (RG)  
on developing a new edition of the ITU Spectrum Monitoring Handbook (SMH)**

(Geneva, 5 – 12 November 2024)

- 1** Opening of the meeting
- 2** Adoption of the draft agenda
- 3** Relevant parts of the Report of the previous WP 1C meeting (Document [1C/24](#)), and relevant results of other meetings, including the June 2024 meeting of SG 1
- 4** Establishment of sub-Group(s), assignment of documents and appointment of Chairs
- 5** Consideration of the contributions and drafting of output documents
- 6** Preparation of input documents to the next meetings of the WP 1C RG-SMH and/or the June 2025 meeting of WP 1C
- 7** Discussion of the future work plan
- 8** Date and location of next meeting
- 9** Any other business
- 10** Closing remarks

Thomas HASENPUSCH  
Rapporteur, WP 1C RG-SMH