



Radiocommunication Bureau (BR)

Circular Letter
4/LCCE/126

7 February 2020

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

Subject: **Meetings of Working Parties 4A, 4B and 4C**

- **Working Party 4A: Efficient orbit/spectrum utilization for FSS and BSS**
- **Working Party 4B: Systems, air interfaces, performance and availability objectives for FSS, BSS and MSS, including IP-based applications and satellite news gathering**
- **Working Party 4C: Efficient orbit/spectrum utilization for MSS and RDSS**

1 Introduction

By means of this Circular Letter, I wish to announce that meetings of ITU-R Working Parties 4A, 4B and 4C will take place in the ITU Headquarters in Geneva from 13 to 29 May 2020 (see the table below).

| Groups | Meeting dates | Deadline for contributions 16:00 hours UTC | Opening session |
|------------------|---------------------------|---|---|
| Working Party 4A | Wednesday, 20-29 May 2020 | Wednesday, 13 May 2020 | Wednesday, 20 May 2020 at 0930 hours |
| Working Party 4B | Monday, 18-22 May 2020 | Monday, 11 May 2020 | Monday, 18 May 2020 at 0930 hours |
| Working Party 4C | Wednesday, 13-19 May 2020 | Wednesday, 6 May 2020 | Wednesday, 13 May 2020 at 0930 hours |

2 Programme of the meetings of Working Parties

Draft agendas for the meetings are contained in the Annex.

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

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

The Working Parties will conduct their work in English.

3 Contributions

Contributions in response to the work of Working Parties 4A, 4B and 4C 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 deadlines for reception of contributions for these meetings are 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.

Participants are requested to submit contributions by electronic mail to:

rsg4@itu.int

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

<http://itu.int/go/rwp4a/ch>

<http://itu.int/go/rwp4b/ch>

<http://itu.int/go/rwp4c/ch>

<http://itu.int/go/rsg4/ch>

4 Documents

Contributions will be posted “as received” within one working day on the Working Party webpages established for this purpose. The official versions will be posted on <http://www.itu.int/ITU-R/go/rsg4/en> (see “contributions” of the relevant Working Party) within 3 working days.

In accordance with Resolution 167 (Rev. Dubai, 2018) of the Plenipotentiary Conference, **the meetings will be completely paperless.** Wireless LAN facilities will be available for use by delegates in the meeting rooms. Printers are available in the cyber café of the 2nd basement of the Tower building and on the first floor of the Montbrillant building for delegates who wish to print documents.

5 Webcast/Remote participation

In order to follow the proceedings of ITU-R meetings remotely an audio webcast of the Working Party 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 an ITU TIES account is required to access the webcast.

Remote participants wishing to actively participate (e.g. in order to introduce a contribution) will need to register in advance for the meeting by indicating this intention to their Designated Focal Points (see section 6). Additionally, they need to coordinate their active participation **at least one month prior** to the meeting with the responsible Counsellor.

Further information regarding remote participation can be found at:

<https://www.itu.int/en/ITU-R/study-groups/Pages/remote-participation.aspx>

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

6 Participation/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. **The Radiocommunication Bureau has deployed, since May 2019, a new event registration platform where participants must first complete an online registration form and submit their registration request for approval by the corresponding focal point.** An ITU/TIES account is required from participants to submit a registration request and obtain registration approval from the corresponding focal point.

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

A handwritten signature in blue ink that reads "Mario Maniewicz". The signature is fluid and cursive, with a long horizontal stroke at the end.

Mario Maniewicz
Director

Annex: 1

Annex

Draft agenda for the meeting of Working Party 4A

(Geneva, 20-29 May 2020)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 4A (Document [4A/912](#))
- 4** Report of RA-19, WRC-19 and CPM23-1
- 5** Review of liaison with other Working Parties
- 6** Reports from Correspondence Groups
- 7** Review of possibilities for development of draft Recommendations and Reports
- 8** Adoption of work program for the meeting
- 9** Establishment of Working Groups and assignment of documents
- 10** Appointment of Working Group Chairmen
- 11** Any other business

J. WENGRYNIUK
Chairman, Working Party 4A

Draft agenda for the meeting of Working Party 4B

(Geneva, 18-22 May 2020)

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Report of the last meeting of Working Party 4B (Document [4B/170](#))
- 4 Report of RA-19, WRC-19 and CPM23-1
- 5 Attribution of documents
- 6 Establishment of Sub-Working Parties
- 7 Introduction of documents
- 8 Sub-Working Party meetings
- 9 Approval of output documents
- 10 Any other business

D. WEINREICH
Chairman, Working Party 4B

Draft agenda for the meeting of Working Party 4C

(Geneva, 13-19 May 2020)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 4C (Document [4C/472](#))
- 4** Report of RA-19, WRC-19 and CPM23-1
- 5** Review of liaison with other Working Parties
- 6** Reports from Rapporteurs and Correspondence Groups
- 7** Review of possibilities for development of draft Recommendations and Reports
- 8** Adoption of work program for the meeting
- 9** Establishment of Working Groups and assignment of documents
- 10** Appointment of Working Group Chairmen
- 11** Any other business

N. KAWAI
Chairman, Working Party 4C