



## Radiocommunication Bureau (BR)

Circular Letter  
5/LCCE/73

12 January 2018

**To Administrations of Member States of the ITU, Radiocommunication Sector Members,  
ITU-R Associates participating in the work of Radiocommunication Study Group 5  
and ITU Academia**

Subject: **Meetings of Working Parties 5A, 5B and 5C**

- **WP 5A: Land mobile service above 30 MHz (excluding IMT); wireless access in the fixed service; amateur and amateur-satellite services**
- **WP 5B: Maritime mobile service including Global Maritime Distress and Safety System (GMDSS); aeronautical mobile service and radiodetermination service**
- **WP 5C: Fixed wireless systems; HF and other systems below 30 MHz in the fixed and land mobile services**

### 1 Introduction

By means of this Circular Letter, I wish to announce that meetings of ITU-R Working Parties 5A, 5B and 5C will take place in the ITU Headquarters in Geneva from 21 May to 1 June 2018 (see the table below).

<b>Groups</b>	<b>Meeting dates</b>	<b>Deadline for contributions 16:00 hours UTC</b>	<b>Opening session</b>
Working Party 5A	21-31 May 2018	Monday, 14 May 2018	Monday, 21 May 2018 at 1130 hours
Working Party 5B	21 May - 1 June 2018	Monday, 14 May 2018	Monday, 21 May 2018 at 1015 hours
Working Party 5C	21 May - 5 June 2018 <b>see NOTE</b>	Monday, 14 May 2018	Monday, 21 May 2018 at 0900 hours

**NOTE:** Following discussion during the Study Group 5 meeting in November 2017, it has been agreed that Working Party 5C work will normally end on Wednesday 30 May with a WP 5C Plenary meeting however, the work on activities relating to HAPS and, in particular those relating to WRC-19 agenda item 1.14, may continue up to 5 June 2018. A final WP 5C Plenary meeting, specifically dedicated to HAPS, will be scheduled accordingly.

## 2 Programme of the meetings of Working Parties 5A, 5B and 5C

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/R15-SG05-C-0001/en>

The Working Parties will conduct their work in English.

## 3 Contributions

Contributions in response to the work of Working Parties 5A, 5B and 5C are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-7.

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 1-7 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: [rsg5@itu.int](mailto:rsg5@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 5. The pertinent addresses can be found on:

<http://www.itu.int/go/rwp5a/ch>

<http://www.itu.int/go/rwp5b/ch>

<http://www.itu.int/go/rwp5c/ch>

<http://www.itu.int/go/rsg5/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/rsg5/en> (see “contributions” of the relevant Working Party) within 3 working days.

In accordance with Resolution 167 (Rev. Busan, 2014) **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 2<sup>nd</sup> basement of the Tower building and on the ground and first floors of the Montbrillant building for delegates who wish to print documents. In addition, a limited number of laptops are available for those who do not have one. Please enquire at the Service Desk ([servicedesk@itu.int](mailto:servicedesk@itu.int)) for further information.

## 5 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.

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

Remote participants wishing to actively participate (e.g. 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:

[www.itu.int/ITU-R/go/rsg-remote/](http://www.itu.int/ITU-R/go/rsg-remote/)

## **6 Participation/Visa requirements/Accommodation**

Advance registration for ITU-R events is mandatory and carried out exclusively online through Designated Focal Points (DFPs). Each ITU-R Member has been requested to designate a DFP responsible for the handling of all registration formalities, including visa support requests that should also be submitted by the DFP during the on-line registration process. Individuals wishing to be registered for an ITU-R event should directly contact the DFP for their entity. The list of ITU-R DFPs (TIES protected) as well as detailed information on event registration, 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)



François Rancy  
Director

### **Annex: 1**

#### **Distribution:**

- Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of Radiocommunication Study Group 5
- ITU-R Associates participating in the work of Radiocommunication Study Group 5
- ITU Academia
- Chairman and Vice-Chairmen of Radiocommunication Study Group 5
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

## ANNEX

### **Draft agenda for the meeting of Working Party 5A**

(Geneva, 21-31 May 2018)

- 1** Opening remarks
- 2** Approval of the draft agenda
- 3** Report on the 19<sup>th</sup> meeting of Working Party 5A (Document [5A/650](#))
- 4** Report from Rapporteurs and Correspondence Groups
- 5** Working structure and documents assignment
- 6** Any other business

J. COSTA  
Chairman, Working Party 5A

## **Draft agenda for the meeting of Working Party 5B**

(Geneva, 21 May - 1 June 2018)

- 1** Opening remarks
- 2** Approval of the draft agenda
- 3** Report on the 19<sup>th</sup> meeting of Working Party 5B (Document [5B/411](#))
- 4** Report from Rapporteurs and Correspondence Groups
- 5** Working structure and documents assignment
- 6** Any other business

J. METTROP  
Chairman, Working Party 5B

## **Draft agenda for the meeting of Working Party 5C**

(Geneva, 21 May - 5 June 2018)

- 1** Opening remarks
- 2** Approval of the draft agenda
- 3** Report on the 19<sup>th</sup> meeting of Working Party 5C (Document [5C/410](#))
- 4** Reports from Rapporteurs and Correspondence Groups
- 5** Working structure and documents assignment
- 6** Any other business

P. NAVA  
Chairman, Working Party 5C