



Radiocommunication Bureau (BR)

Circular Letter
5/LCCE/74

2 February 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: **Meeting of Task Group 5/1***
– **TG 5/1: WRC-19 agenda item 1.13**

1 Introduction

By means of this Circular Letter, I wish to announce that the meeting of ITU-R Task Group 5/1 will take place in the CICG building and the ITU Headquarters in Geneva from 2-11 May 2018 (see the table below).

Groups	Meeting dates	Deadline for contributions 16:00 hours UTC	Opening session
Task Group 5/1	2-11 May 2018	Wednesday, 25 April 2018	Wednesday, 2 May 2018 at 0930 hours

2 Programme of the meeting of the Task Group

A draft agenda for the meeting is contained in the Annex.

The status of texts assigned to the Task Group can be found on:

<http://www.itu.int/md/R15-SG05-C-0001/en>

The Task Group will conduct their work in English.

* See Annex 9 to Administrative Circular CA/226.

3 Contributions

Contributions in response to the work of Task Group 5/1 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 deadline for reception of contributions for this meeting is specified in the table above.** Submissions received later than this deadline 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. A copy of each contribution should also be sent to the Chairman of the Task Group and to the Chairman and Vice-Chairmen of Study Group 5. The pertinent addresses can be found on:

<http://www.itu.int/go/rtg5-1/ch>

<http://www.itu.int/go/rsg5/ch>

4 Documents

Contributions will be posted “as received” within one working day on the Task Group webpage established for this purpose. The official versions will be posted on <http://www.itu.int/md/R15-TG5.1-C/en> within 3 working days.

In accordance with Resolution 167 (Rev. Busan, 2014) **the meeting 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 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) for further information.

5 Remote participation

In order to follow the proceedings of ITU-R meetings remotely an audio webcast of the Task Group 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. to introduce a contribution) will need to register in advance for the meeting (see section 6) and 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/

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

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



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 Task Group 5/1

Geneva, 2 May 2018 at 09:30 hours
(Room 1, CICG)

- 1 Opening remarks
- 2 Approval of the draft agenda
- 3 Report on the 3rd meeting of Task Group 5/1 (Document [5-1/287](#))
- 4 Working structure and documents assignment
- 5 Any other business

Cindy-Lee COOK
Chairman, Task Group 5/1
