



Radiocommunication Bureau (BR)

Corrigendum 1 to
Circular Letter
5/LCCE/86

13 May 2020

**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: **Thirty-fifth meeting of Working Party 5D, 23 June – 9 July 2020**

This Corrigendum to Circular Letter [5/LCCE/86](#) of 12 March 2020 is to inform that due to the exceptional circumstances and global concern about the Coronavirus ([COVID-19](#)), the 35th meeting of Working Party 5D is converted to a fully remote participation (virtual) meeting which will start on 23 June 2020 (same day as before) and has been extended to finish on 9th July 2020.

The decision to convert the meeting to a fully remote participation (virtual) meeting and to extend the meeting has prioritized the need to ensure the health and safety of all participants and to guarantee adequate levels of participation (see Annex 1 for further information).

Group	Meeting dates	Deadline for contributions 16:00 hours UTC
Working Party 5D	23 June – 9 July 2020 Tuesday – Thursday	Tuesday, 16 June 2020

The previously established contribution deadline as announced in Circular Letter [5/LCCE/86](#) for the 35th meeting of WP 5D **as 16 June 2020 at 16:00 hours UTC** remains in place.

In order to be effective, the e-meeting has a focused agenda (see Annex 2) as prepared by the WP 5D management in consultation with the Secretariat, with a carefully orchestrated method of work and a pre-defined draft time plan.

Special note about contributions for the meeting

Contributions should be submitted to this meeting preferably in alignment with the amended and focused agenda. Contributions submitted to the ITU-R Secretariat that are not within the scope of the focused agenda will be attributed to the 36th meeting of Working Party 5D.

General information and delegate registration

Advance registration to the WP 5D meeting is required and carried out exclusively online. The Radiocommunication Bureau has deployed a new registration system for registration to all ITU-R events. In the new registration system, participants are required to first complete an online registration request form and subsequently receive registration approval from their Designated Focal Point (DFP) for ITU R event registration.

Advance registration and focal point approval are required to be granted access to the virtual meeting room. There is no need to contact the Bureau to request remote participation as all registered participants to the meeting will be treated as remote participants.

A test session will be scheduled before the WP 5D meeting to troubleshoot any remote participation connectivity issues. Such tests are highly recommended for those who intend to actively participate in the discussion. Instructions on **how to connect to the test session and to the virtual meeting will be emailed directly to registered participants.**

Mario Maniewicz
Director

Annexes: 3

- The summary details, draft time plan and method of work is found in Annex 1
- The revised agenda is found in Annex 2
- A summary of the meeting arrangements and other details is found in Annex 3

ANNEX 1

Summary details, draft time plan and method of work for the 35th meeting of WP 5D

The 35th meeting of Working Party 5D as a face-to-face meeting is converted to a fully electronic (virtual) meeting which will require a different organization and structure. This meeting will therefore be referred to as WP 5D Meeting #35e.

In recognition of the constraints imposed by different time zones, a maximum session length of about **3 core hours per day** is being followed. Delegates will therefore spend fewer hours of meeting time per day than during a WP 5D face-to-face meeting. Meeting #35e is planned for a maximum of **35 hours** of session time over the full extended period, with little possibility to extend meeting sessions further or to fit these hours in the original calendar period. With an already reduced virtual meeting total period time (down 30% from the planned physical meeting, which despite having fewer actual days, would have had around **50 hours** of meeting sessions), trying to maintain the shorter virtual meeting calendar duration would not provide for an effective meeting towards WP 5D advancing the critical work, given the depth of discussions and decisions required on these topics at the Working Party level.

The format adopted for this meeting (see Annex 3) is designed to respect and progress critical items in the WP 5D overall work program commitments for key deliverables in year 2020 and foundational work for year 2021 for committed WRC-23 related deliverables.

A spreadsheet (see Annex 3) has been developed outlining the draft plan for Meeting #35e. Various tabs in the spreadsheet indicate the weekly and daily schedule. In general, other than for Plenary sessions, there will be two parallel tracks of work defined in the week.

It is intended that the spreadsheet be a convenient reference document for the delegates and for the layout of the virtual meeting.

The SharePoint site: <https://extranet.itu.int/rsg-meetings/sg5/wp5d/Share/Forms/Column%20view.aspx> established for Meeting #35e will also contain the spreadsheet. Delegates are encouraged to check the SharePoint periodically, before and during the Meeting #35e.

The key tabs in the spreadsheet are:

- **WP 5D #35e Weekly & Daily Schedule Tab**
 - This is defined so delegates might properly arrange their schedules of attendance to the respective virtual meeting sessions over the timeline of the meeting from 23 June 2020 to 9 July 2020.
 - In general, other than for plenary sessions, there will be two parallel tracks of work defined for each day of the meeting. This is designated as *Track 1* and *Track 2* in the tab.
 - Due to the nature of accommodation of global attendance in this virtual meeting, daily sessions are restricted to two Periods (*P1* & *P2*) of 1.5 hours each in duration and a 15-minute break between sessions. On Friday, it is initially planned and preferred to only use Period P1.

- The Working Groups and their SWGs and Drafting Groups are color coded in the schedule.
 - **Purple is General Aspects**
 - **Green is Technology Aspects**
 - **Blue is Spectrum Aspects**

➤ **WG Agenda Overview Tab**

- This provides a snapshot of the high-level scope of work that is “in session” in Meeting #35e as well as SWGs that are “**not in session**” and also identifies topics that will/will not be addressed at Meeting #35e based on management team review of work plans and prioritization. Deferred topics are planned to be back “in session” at Meeting #36.

➤ **Time Schedule of Sessions Tab**

- This provides the virtual meeting schedule for the core hours to be used for Period 1 (P1) and Period 2 (P2) sessions.
- For reference, and for the convenience of the delegates, global time zone information is provided applicable to the daily sessions. Note the time zone color codes (*yellow or orange*) directly corresponds to the allocation of Periods of work in the Daily Schedules Tab. **Yellow is the primary schedule.**
- While not anticipating being used at this time, an *orange* schedule is defined for overflow work. The offset between the yellow and orange schedules is 15 hours so that it is possible for a yellow and orange schedule to be utilized in the same day.

➤ **Tools Tab**

- This tab will list or provide links to the virtual meeting “tools” such as logistics, conferencing services, administrative items, etc. that will be used for the mechanics of the virtual meeting.

ANNEX 2

Focused Agenda for WP 5D Meeting #35e

The following should be considered in conjunction with the enclosed spreadsheet referenced in **Annex 3** and has been prepared by the WP 5D management, in consultation with the Secretariat.

I) WP 5D opening Plenary agenda

The opening WP 5D Plenary on Tuesday 23 June will, as usual, be a combined Plenary of WP 5D followed Working Groups General Aspects and Technology Aspects opening Plenaries. The opening session of SWG Evaluation is also planned to follow these opening Plenaries.

Working Group Spectrum Aspects and WRC-23 Preparations will hold its opening plenary on Wednesday 24 June, followed by the opening session of SWG Sharing Studies.

II) Working Group General Aspects overall agenda

- | | | |
|---|----------------------------|-------------------|
| • | SWG Circular Letter | in session |
| • | SWG PPDR | not in session |
| • | SWG Specific Applications | not in session |

Working Group General Aspects will address urgent liaison statements (if any) for which WP 5D has to provide an immediate reply, if such a reply can be provided by this meeting.

SWG Circular Letter will mainly consider the inputs which would be relevant to the work of Addendum 7 of [Circular Letter 5/LCCE/59](#), preparing this together with SWG Evaluation and SWG Coordination, to inform the status of the development of IMT-2020.

SWG PPDR will not be meeting. The working document towards revision of Report ITU-R M.2291 relating to IMT-2020-PPDR work will be carried forward to the next WP 5D meeting.

SWG Specific Applications will not be meeting. Work in progress will be continued at the next WP 5D meeting.

III) Working Group Spectrum Aspects and WRC-23 Preparations overall agenda

- | | | |
|---|----------------------------|-------------------|
| • | SWG Sharing Studies | in session |
| • | SWG Frequency Arrangements | not in session |
| • | SWG WRC-23 AI 1.1 | not in session |
| • | SWG WRC-23 AI 1.2 | not in session |
| • | SWG WRC-23 AI 1.4 | not in session |

Working Group Spectrum Aspects and WRC-23 Preparations will address specific topics at the WP 5D #35e meeting that are considered urgent to make progress based on timelines and agreements from the previous WP 5D meeting. All other topics that WG Spectrum Aspects and WRC-23 Preparations has worked on at the previous WP 5D meeting, as well as possible new topics based on input contributions to Meeting #36, will be addressed again, in full, at the WP 5D meeting in October 2020, also taking into account liaison statements from other Working Parties once these groups have held their meetings again. The *Working Group* will directly address urgent liaison statements (if any) to which WP 5D has to provide an immediate reply, if such reply can be provided by this meeting.

SWG Frequency Arrangements will not be meeting

- Handling of revision of Recommendation ITU-R M.1036 - As agreed at the previous WP 5D meeting, it is expecting Plenary agreement of the revision of Recommendation ITU-R M.1036-6 at this WP 5D #35e meeting for forwarding to Study Group 5 for action. **This will be addressed at the WG level only (no SWG session is expected as the draft revision is considered stable).**

SWG Sharing Studies:

- Work on AAS Modelling will take place in SWG Sharing Studies and in dedicated Drafting Group sessions to progress the discussion on this topic for which there was limited time at the previous WP 5D meeting.
- Likewise, work on RR Article **21.5** will take place in SWG Sharing Studies and dedicated Drafting Group sessions as appropriate for similar reasons.
- Work on IMT parameters for WRC-23 studies will take place in SWG Sharing Studies and dedicated Drafting Group sessions since a number of WRC-23 agenda items will need this information and it is critical to sufficiently progress this work in order to be able to meet the June 2021 deadline as set by CPM 23-1 and support the various studies for WRC-23 within WP 5D and other Working Parties.

Note on WRC-23 Preparation activities:

For the work on WRC-23 agenda items 1.1, 1.2 and 1.4, WP 5D had already organized the preparatory work at the previous WP 5D Meeting #34 in February 2020 and is now waiting for inputs and feedback from the concerned groups. These topics will be taken up again at the October 2020 meeting of WP 5D based on input contributions and liaison statements from other Working Parties for which the meeting dates are understood to be currently under review.

IV) Working Group Technology Aspects overall agenda

- | | |
|---|-----------------------|
| • SWG Evaluation | in session |
| • SWG IMT Specifications | in session |
| • SWG Coordination | in session |
| • SWG Out of Band Emissions (OOBE) | not in session |
| • SWG Radio Aspects | not in session |

Working Group Technology Aspects will directly address urgent liaison statements (if any) for which WP 5D has to provide an immediate reply, if such a reply can be provided by this meeting.

SWG Evaluation:

- Steps 5, 6, and 7 of the IMT-2020 process need to be concluded at Meeting #35e. The decisions on the radio interface technology submissions that will move forward to Step 8 are necessary at Meeting #35e.
- Draft new Report ITU-R M.[IMT-2020.OUTCOME], confirming the results of the IMT-2020 process through Step 7, also needs to be concluded at this meeting and is therefore expecting Plenary agreement at this WP 5D #35e meeting for forwarding to Study Group 5 for action.

SWG IMT Specifications:

- Must address the Global Gore Specifications (GCS) received for draft new Recommendation ITU-R M.[IMT-2020.SPECS].
- Must address any Directly Incorporated Specifications (DIS) received for draft new Recommendation ITU-R M.[IMT-2020.SPECS].
- Must work on the further development of draft new Recommendation ITU-R M.[IMT-2020.SPECS] which is planned for completion in year 2020 over the 36th meeting in October and the 36^{bis} special meeting in November.
- Will submit for Plenary agreement at this WP 5D #35e meeting, for forwarding to Study Group 5 for action, the previous provisionally agreed draft revision of Recommendation ITU-R M.1457.

SWG Coordination:

- Will address necessary new or revisions to IMT-2020 documents jointly with SWG Evaluation and/or SWG IMT Specifications.
- Will develop jointly with SWG Evaluation, SWG Circular Letter, and SWG IMT Specifications any relevant liaisons.

SWG Out of Band Emissions (OOBE) will not be meeting. Work in progress will be continued at the next WP 5D meeting.

SWG Radio Aspects will not be meeting. The working drafts in progress (IMT.2020.TDD. SYNCHRONIZATION and IMT TERRESTRIAL BROADBAND REMOTE COVERAGE) will be updated accordingly at the next WP 5D meeting.

V) Ad Hoc Work Plan Aspects overall agenda

Ad Hoc Work Plan will only be formally in session inside WP 5D Plenary. It will address items directly related to the meeting and to the subsequent Chapter 2 from Meeting #35e.

ANNEX 3

Spreadsheet with draft detailed time plan for WP 5D Meeting #35e Method of work and logistical information

Enclosed is the embedded Excel spreadsheet.



Time Schedule and
workplan.xlsx

The spreadsheet referenced above may also be found on the SharePoint established for WP 5D Meeting #35e at this **link**:

<https://extranet.itu.int/rsg-meetings/sg5/wp5d/Share/Forms/Column%20view.aspx>
