



## Radiocommunication Bureau (BR)

Circular Letter  
7/LCCE/76

14 January 2020

**To Administrations of Member States of the ITU, Radiocommunication Sector Members, ITU-R Associates participating in the work of the Radiocommunication Study Group 7 and ITU Academia**

Subject: **Meetings of Working Parties 7B, 7C and 7D**

- **WP 7B: Space radiocommunication applications**
- **WP 7C: Remote sensing systems**
- **WP 7D: Radio astronomy**

### 1 Introduction

By means of this Circular Letter, I wish to announce that meetings of ITU-R Working Parties 7B, 7C and 7D will take place in the ITU Headquarters in Geneva from 21 to 24 April 2020 (see the table below).

Groups	Meeting dates	Deadline for contributions 1600 hours UTC	Opening session
Working Party 7B	21-24 April 2020	Tuesday, 14 April 2020	Tuesday, 21 April 2020 at 0930 hours
Working Party 7C	21-24 April 2020	Tuesday, 14 April 2020	Tuesday, 21 April 2020 at 1100 hours
Working Party 7D	21-24 April 2020	Tuesday, 14 April 2020	Tuesday, 21 April 2020 at 1400 hours

### 2 Programme of the meetings of Working Parties

The draft agenda for the meetings is contained in the Annex.

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

<http://www.itu.int/md/R19-SG07-C-0001/en>

The Working Parties will conduct their work in English.

The Questions assigned may be found on: <http://www.itu.int/pub/R-QUE-SG07/en>.

### 3 Contributions

Contributions in response to the work of Working Parties 7B, 7C and 7D 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:

[rsg7@itu.int](mailto:rsg7@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 7. The pertinent addresses can be found on:

<http://itu.int/go/rwp7b/ch>

<http://itu.int/go/rwp7c/ch>

<http://itu.int/go/rwp7d/ch>

<http://itu.int/go/rsg7/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/rsg7/en> (see “contributions” of the relevant Working Party) within 3 working days.

In accordance with Resolution 167 (Rev. Dubai, 2018) **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.

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:

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

---

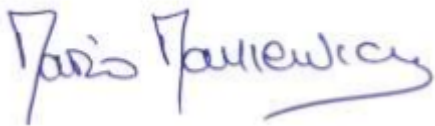
\* Where translation is required, contributions should be received at least three months prior to the meeting.

## 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](http://www.itu.int/en/ITU-R/information/events)



Mario Maniewicz  
Director

### Annex: 1

#### Distribution:

- Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of Radiocommunication Study Group 7
- ITU-R Associates participating in the work of Radiocommunication Study Group 7
- ITU Academia
- Chairman and Vice-Chairmen of Radiocommunication Study Group 7
- 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 Parties 7B, 7C and 7D**

(Geneva, 21-24 April 2020)

- 1** Introduction by the Chairman
- 2** Approval of the agenda
- 3** Status of Questions assigned to the Working Party and related work
- 4** Results of RA-19, WRC-19 and CPM23-1
- 5** Work programme for the meeting
- 6** Introduction of input documents
- 7** Establishment of working groups and assignment of documents
- 8** Preparation of output documents
- 9** Discussion of the future work plan
- 10** Next meetings
- 11** Any other business

Chairman, WP 7B

Chairman, WP 7C

Chairman, WP 7D

---