



Radiocommunication Bureau (BR)

Circular Letter
7/LCCE/78

22 June 2020

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

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

- **Working Party 7A: Time signals and frequency standard emissions**
- **Working Party 7B: Space radiocommunication applications**
- **Working Party 7C: Remote sensing systems**
- **Working Party 7D: Radio astronomy**

1 Introduction

By means of this Circular Letter, I wish to announce that meetings of ITU-R Working Parties 7A, 7B, 7C and 7D, due to the continuing exceptional circumstances caused by the Coronavirus ([COVID-19](#)) outbreak, will be convened fully electronically (remote participation only / virtual meeting) on the dates indicated in the table below:

Groups	Meeting dates	Deadline for contributions 1600 hours UTC	Opening session
Working Party 7A	14-18 September 2020	Monday, 7 September 2020	Monday, 14 September 2020 at 1200 hours
Working Party 7B	21-25 September 2020	Monday, 14 September 2020	Monday, 21 September 2020 at 1200 hours
Working Party 7C	28 September – 2 October 2020	Monday, 21 September 2020	Monday, 28 September 2020 at 1200 hours
Working Party 7D	14-18 September 2020	Monday, 7 September 2020	Monday, 14 September 2020 at 1200 hours

2 Programme of the meetings of Working Parties 7A, 7B, 7C and 7D

During the period 14 September – 2 October 2020 the Working Parties will convene as virtual meetings (remote participants only) and may organize virtual meetings of relevant Sub-Working and Drafting Groups. The virtual meeting sessions will be held each day between **1200 and 1600 hours Geneva time**. These working hours were chosen to accommodate the participation of delegates from various time zones. Meeting schedules, agenda and other relevant information will be published on the Working Party websites, as well as in administrative and information documents.

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 7A, 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

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/rwp7a/ch>

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

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

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

4 Registration and participation

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

Since all meetings will be convened as virtual meetings there is no need to contact the Bureau to request remote participation.

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

Test sessions will be scheduled before the virtual meetings to troubleshoot remote participation connectivity issues. It is highly recommended to attend these test sessions particularly for those delegates who intend to participate actively in the discussions. Instructions on the test sessions and how to connect to the virtual meetings will be sent by e-mail to registered participants before the meetings.

For further questions relating to this Circular Letter please contact, Vadim Nozdrin, SG 7 Counsellor, at vadim.nozdrin@itu.int.

Mario Maniewicz
Director

Annex: 1

Annex

Draft agenda for the meeting of Working Parties 7A, 7B, 7C and 7D

(E-meeting, 14 September – 2 October 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, CPM23-1, RAG-20 and CVC-16
- 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

Ronald BEARD
Chairman, WP 7A

Catherine SHAM
Chairman, WP 7B

Markus DREIS
Chairman, WP 7C

Anastasios TZIUMIS
Chairman, WP 7D