



## Radiocommunication Bureau (BR)

Revision 1 to  
Circular Letter  
**7/LCCE/86**

5 June 2024

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

Subject: **Meetings of Working Parties 7A, 7B, 7C and 7D (Almaty, Republic of Kazakhstan,  
16-27 September 2024)**

- **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 kindly hosted by the Ministry of Digital Development, Innovations and Aerospace Industry from the Republic of Kazakhstan will take place in Almaty, Republic of Kazakhstan, on the dates indicated in the table below:

<b>Groups</b>	<b>Meeting dates</b>	<b>Deadline for contributions 1600 hours UTC</b>	<b>Opening session (Almaty time, GMT + 5 hours )</b>
Working Party 7A	16-20 September 2024	Wednesday, 4 September 2024	Monday, 16 September 2024 at 0930 hours
Working Party 7B	18-27 September 2024	Friday, 6 September 2024	Wednesday, 18 September 2024 at 0930 hours
Working Party 7C	18-27 September 2024	Friday, 6 September 2024	Wednesday, 18 September 2024 at 11.15 hours
Working Party 7D	17-26 September 2024	Thursday, 5 September 2024	Tuesday, 17 September 2024 at 0930 hours

### 2 Programme of the meetings of Working Parties

The draft agendas for the meetings are contained in Annex 1.

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

[www.itu.int/md/R23-SG07-C-0001/en](http://www.itu.int/md/R23-SG07-C-0001/en)

The Working Parties will conduct their work in English only.

The working hours of the meetings will be from 0900 to 1700 hours (Almaty time), a more precise time schedule will be included in the ADM documents of the meetings.

### 3 Contributions

Contributions will be processed according to the provisions laid down in Resolution [ITU-R 1-9](#).

The deadline for reception of contributions not requiring translation\* (including Revisions, Addenda and Corrigenda to contributions) is **twelve calendar days** (1600 hours UTC) prior to the start of the meeting (see table above). Submissions received later than these deadlines cannot be accepted. Resolution ITU-R 1-9 provides that contributions which are not available to participants at the opening of the meeting cannot be considered.

Members are encouraged to submit their contributions as early as possible and to include a contact name and email address to facilitate the discussion (cf. § A2.2.4.4 of Resolution ITU-R 1-9).

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 Acting Chair and Vice-Chairs of the relevant Working Party and to the Chair and Vice-Chair of Study Group 7. The addresses can be found on:

[www.itu.int/go/ITU-R/wp7a/cvc](http://www.itu.int/go/ITU-R/wp7a/cvc)

[www.itu.int/go/ITU-R/wp7b/cvc](http://www.itu.int/go/ITU-R/wp7b/cvc)

[www.itu.int/go/ITU-R/wp7c/cvc](http://www.itu.int/go/ITU-R/wp7c/cvc)

[www.itu.int/go/ITU-R/wp7d/cvc](http://www.itu.int/go/ITU-R/wp7d/cvc)

<http://itu.int/go/ITU-R/SG7/Chair>

### 4 Documents

Contributions will be posted “as received” within one working day on the Working Party webpage 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.

Wireless LAN facilities will be available in all the meeting rooms. All participants are kindly requested to download the documents from the above website before the meeting starts to avoid congestion of the wireless LAN network.

Participants will need to bring their WLAN-capable notebook computers to the paperless meetings.

### 5 Registration

Registration to this event is mandatory and will be carried out exclusively on-line via Designated Focal Points (DFPs) for ITU-R event registration. **Participants must first complete an online registration form and submit their registration request for approval by the corresponding focal point.** Participants require an ITU account for this purpose and are strongly encouraged to **register early** and to indicate **if they intend to attend the meeting in person or remotely.**

The list of ITU-R DFPS (TIES protected) as well as detailed information on this event registration system can be found at:

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

Please consider that the deadline for registration is **1 September 2024**.

*Note: For ITU-R events held abroad, visas cannot be obtained through the ITU Secretariat.*

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

## **6 Practical information/Visa requirements/Accommodation**

All practical information for participants, including travel, visa requirements, accommodation, is presented in Annex 2 and Annex 3.

## **7 Remote participation and webcast**

Access to meeting sessions is restricted to event registered participants only and can be accessed from the webpage for remote participation:

[www.itu.int/en/events/Pages/Virtual-Sessions.aspx](http://www.itu.int/en/events/Pages/Virtual-Sessions.aspx)

These virtual meeting session connections will become available 30 minutes before the starting time of each session.

Some of the meeting rooms at the venue do not allow for the audio integration of the remote participation platform with the room audio system. Therefore, in-person participants are required to connect to the remote participation platform to hear interventions of remote participants. Consequently, in-person participants need to bring a good quality wired headset with integrated microphone for use during all meetings. The use of wireless headsets is strongly discouraged.

For those interested in following the proceedings of ITU-R meetings remotely, an audio webcast of the Working Party plenary sessions will be provided. Participants do not need to register for the meeting to use the webcast facility, however TIES access is required.

For further questions relating to this Circular Letter, please contact Mr Vadim Nozdrin, Study Group 7 Counsellor, at [vadim.nozdrin@itu.int](mailto:vadim.nozdrin@itu.int).

Mario Maniewicz  
Director

**Annexes: 3**

## **Annex 1**

### **Draft agenda for the meetings of Working Parties 7A, 7B, 7C and 7D**

(Almaty, 16 - 27 September 2024)

- 1** Opening
- 2** Approval of the agenda
- 3** Working and Correspondence Group's Report
- 4** Status of Questions assigned to the Working Party and related work
- 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

Joseph ACHKAR  
Acting Chair,  
Working Party 7A

Catherine SHAM  
Acting Chair,  
Working Party 7B

Bruno ESPINOSA  
Acting Chair,  
Working Party 7C

Anastasios TZIOUMIS  
Acting Chair,  
Working Party 7D

## Annex 2

### Practical information for participants

#### Practical information for the participants

This Annex provides information on the meetings and guidance to the delegates for their travel and stay in Almaty, Republic of Kazakhstan.

#### 1 Event venue

Working Group's meetings are to be held at the Hotel Novotel Almaty City Center:

Address: Dostyk Avenue 104 A, Almaty, Kazakhstan

Website: <https://novotel-almaty-city-center.almaty-hotel.com/en/>

#### 2 Travel

Almaty International Airport is connected with many international hubs by Lufthansa, Turkish Airlines, Qatar Airlines, AirAstana and Pegasus air companies. For more info: <https://alaport.com/en-EN/>.

Hotel(s) can be reached from airport using Novotel prepaid taxi (*recommended*) (use form in Annex 3 for reservation) or ride application [YandexGo](#).

Public buses and airport taxis are also available on-site at the arrival level of the Airport.

#### 3 Visa

Kazakhstan has resumed the 30-day visa free entry regime for citizens of 57 countries. For more information [https://egov.kz/cms/en/articles/for\\_foreigners/visa\\_regime\\_for\\_foreigners](https://egov.kz/cms/en/articles/for_foreigners/visa_regime_for_foreigners).

Nationals for whom an entry visa for Kazakhstan is required should request one in advance from the nearest Embassy or Consulate of the Republic of Kazakhstan. For visa support and invitation please contact:

Ministry of Digital Development, Innovations and Aerospace Industry of the Republic of Kazakhstan

Ms Ali Salida

Tel.: +7 747 720 4181

E-mail: [comadmkaz@gmail.com](mailto:comadmkaz@gmail.com)

#### 4 Accommodation and food options

A room block has been set aside for ITU delegates at a discounted rate in the Hotel Novotel Almaty City Center. Reservations made within this room block using the designated reservation method have a reduced daily room rate and include amenities such as complimentary internet access and breakfast. In order to facilitate the meeting's logistics, the hosts have guaranteed a certain number of room nights at the designated hotel and delegates are encouraged to consider this offer.

**NOTE** – Reservations must be made by **15 August 2024**. Please make every effort to book your rooms as early as possible. The room block is limited and may sell out prior to the cutoff date. Because there are other major conferences and conventions occurring during the time of the meeting, delegates are encouraged to respect this deadline.

Please use the hotel reservation form as provided in Annex 3.

Should you experience any difficulties when making your reservations please contact Novotel service desk (7/24): +7 727 355 38 38.

[h8582-fo2@accor.com](mailto:h8582-fo2@accor.com)

[h8582-re@accor.com](mailto:h8582-re@accor.com)

[h8582-re1@accor.com](mailto:h8582-re1@accor.com)

Breakfast is included in the room rate.

On-site lunch service in the restaurant of the Hotel Novotel Almaty City Center will be offered at personal expense. Pre-booking of lunch vouchers is required by use of reservation form in Annex 3.

Alternative options for accommodation in Almaty can be arranged by popular online travel platforms.

Delegates may explore a wide range of restaurants and cafés in the proximity of the meeting venue.

## **5 Monetary unit of the Republic of Kazakhstan and payment options**

The monetary unit is the “Tenge”.

Exchange rate at 1 May 2024:	1 United States dollar	~ 448 tenge
	1 Euro	~ 478 tenge

Internationally recognized credit cards such as VISA and MasterCard are typically accepted at most hotels, shops and restaurants.

## **6 Local time zone**

GMT +5 hours (no daylight zone).

## **7 Mains voltage**

220 V, type C/F plug.



## **8 Weather**

The average air temperature in Almaty in September ranges from +18 to + 22°C. The weather in September is for the most part sunny and warm.

## **9 Language**

Official language of the Republic of Kazakhstan is Kazakh, but most of the population speaks Russian as a second language. Some English is also spoken.

## Annex 3



Reservation  
Request Form ENG.r

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