



## General Secretariat

Geneva, 12 September 2019

Ref.: **CL-19/41**  
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**To the Administrations of the Member States of the Union**

**For the attention of Heads of Delegation**

Subject: **Informal Meeting of Heads of Delegation, Radiocommunication Assembly 2019 (RA-19)**

Dear Madam/Sir,

Further to ITU Circular Letter No. 18/50 of 16 November 2018, I have the honour to inform you that preparations are now being finalized for the forthcoming Radiocommunication Assembly (RA-19) to be held in Sharm El Sheikh, Egypt, from 21 to 25 October 2019.

In this regard, I am pleased to inform you that Heads of Delegation to RA-19 are hereby invited to attend an Informal Meeting on Sunday, 20 October 2019 at 1600 hours (local time) in Room Suez Canal of the Sharm El Sheikh International Congress Center (SHICC) (see Annex 1).

The purpose of the meeting is to exchange views to assist the Secretary-General to formulate recommendations to the official meeting of Heads of Delegation, in accordance with provision No. 49 of the General Rules of Conferences, Assemblies and Meetings of the Union and, in particular, to give advance consideration to the proposals for the structure, chairmanships and vice-chairmanships of the Assembly and its committees.

The Formal Meeting of Heads of Delegation will be held on Monday, 21 October 2019, at 0900 hours and will be followed by the Opening Ceremony/First Plenary Meeting (see Annex 2).

Accept, Madam, Sir, the assurances of my highest consideration.

A handwritten signature in blue ink, appearing to be 'Houlin Zhao', with a vertical line extending downwards from the end of the signature.

Houlin Zhao  
Secretary-General

**Annexes: 2**

ANNEX 1

**Informal Meeting of Heads of Delegation to RA-19**

**Sunday, 20 October 2019, 1600 hours**

**Sharm El Sheikh International Congress Center (SHICC), Room Suez Canal**

The Informal Meeting of Heads of Delegation is held to exchange views and assist the Secretary-General in formulating recommendations to the official meeting of Heads of Delegation, in accordance with the General Rules of Conferences, Assemblies and Meetings of the Union, No. 49, and, in particular, to give advance consideration to the proposed structure of the Assembly and to proposals concerning the officers of the Assembly.

Necessary documentation for the Informal Meeting of Heads of Delegation (HOD) will be made available on the [RA-19](https://extranet.itu.int/sites/wrc-ra/RA-19/HOD/) HOD website at <https://extranet.itu.int/sites/wrc-ra/RA-19/HOD/>.

ANNEX 2

**Preliminary first day programme for RA-19**

**Monday, 21 October 2019**

0900 hours	Meeting of Heads of Delegation
1000 hours	Opening Ceremony/First Plenary Meeting
1400-1700 hours <sup>1</sup>	Committee Meetings
1730 hours	First meeting of the Steering Committee comprised of the Chairman and Vice-Chairmen of the Assembly, Chairmen and Vice-Chairmen of committees

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<sup>1</sup> Subject to approval of the structure of the Assembly by the Plenary Meeting, the first meetings of Committees 4 and 5 may be held during this time period.