Radiocommunication Bureau (BR)

Circular Letter 29 May 2013
4/LCCE/112

To Administrations of Member States of the ITU, Radiocommunication Sector Members, ITU-R Associates participating in the work of Radiocommunication Study Group 4 and ITU-R Academia

Subject: **Meetings of Working Parties 4A, 4B and 4C**

Working Party 4A: Efficient orbit/spectrum utilization for FSS and BSS

Working Party 4B: Systems, air interfaces, performance and availability objectives for FSS, BSS and MSS, including IP-based applications and satellite news gathering

Working Party 4C: Efficient orbit/spectrum utilization for MSS and RDSS

1 Introduction

By means of this Circular Letter, we wish to announce that meetings of ITU-R Working Parties 4A, 4B and 4C will take place in the ITU Headquarters in Geneva from 25 September to 10 October 2013 (see the table below).

Groups	Meeting dates	Deadline for contributions 16:00 hours UTC	Opening session
Working Party 4C	25 September – 1 October 2013	Wednesday, 18 September 2013	Wednesday, 25 September 2013 at 0930 hours
Working Party 4B	30 September – 4 October 2013	Monday, 23 September 2013	Monday, 30 September 2013 at 0930 hours
Working Party 4A	2-10 October 2013	Wednesday, 25 September 2013	Wednesday, 2 October 2013 at 0930 hours

In addition, as announced at the end of the closing plenary of the last Working Party 4A meeting (Geneva, 2-10 May 2013), a workshop on earth stations on mobile platforms (ESOMPs) will be organized during the October 2013 meeting of Working Party 4A (see Document 4A/INFO/5). Further information, including the detailed programme of the workshop, will be provided in due course on the Working Party 4A web site.

2   Programme of the meetings of Working Parties

Draft agendas for the meetings are contained in the Annex. The Questions assigned may be found on: http://www.itu.int/ITU-R/go/que-rsg4/en. The Working Parties will conduct their work in English.

3   Contributions

Contributions in response to the work of Working Parties 4A, 4B and 4C are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-6.

The membership is encouraged to submit contributions (including revisions, addenda and corrigenda to contributions) in order for them to be received 12 calendar days prior to the start of the meeting. The deadline for reception of 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 1-6 provides that contributions which are not available to participants at the opening of the meeting shall not be considered.

Participants are requested to submit contributions by electronic mail to: rsg4@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 4. The pertinent addresses can be found on:

http://itu.int/go/rwp4a/ch

http://itu.int/go/rwp4b/ch

http://itu.int/go/rwp4c/ch

http://itu.int/go/rsg4/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/rsg4/en (see "contributions" of the relevant Working Party) within 3 working days.

In agreement with the Chairmen of Working Parties 4A, 4B and 4C, **the Working Party 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 2nd 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) for further information.

5   Remote participation

In order to facilitate remote participation in ITU-R meetings an audio webcast of the Working Party plenary sessions will be provided through the ITU Internet Broadcasting Service (IBS).

Remote participants wishing to actively participate (e.g. to introduce a contribution) will need to register in advance for the meeting (see section 6) and 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:

www.itu.int/ITU-R/go/rsg-remote/

6 Participation/Visa requirements/Accommodation

Advance registration to ITU-R events is mandatory and carried out exclusively online through Designated Focal Points (DFPs). Each ITU-R Member has been requested to designate a DFP responsible for the handling of all registration formalities, including visa support requests that should also be submitted by the DFP during the on-line registration process. Individuals wishing to be registered to an ITU-R event should directly contact the DFP for their entity. The list of ITU-R DFPs (TIES protected) as well as detailed information on event registration, visa support requirements, hotel accommodation, etc. can be found at:

www.itu.int/en/ITU-R/information/events

François Rancy
Director

Annex: 1

Distribution:

– Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of Radiocommunication Study Group 4
– ITU-R Associates participating in the work of Radiocommunication Study Group 4
– ITU-R Academia
– Chairman and Vice-Chairmen of Radiocommunication Study Group 4
– 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 Party 4A

(Geneva, 2-10 October 2013)

1   Opening remarks

2   Approval of the agenda

3   Report of the last meeting of Working Party 4A (Document 4A/242)

4   Review of liaison with other Working Parties

5   Reports from Correspondence Groups

6   Review of possibilities for development of draft Recommendations and Reports

7   Adoption of work program for the meeting

8   Establishment of Working Groups and attribution of documents

9   Appointment of Working Group Chairmen

10   Any other business

J. WENGRYNIUK
Chairman, Working Party 4A

Draft agenda for the meeting of Working Party 4B

(Geneva, 30 September – 4 October 2013)

1   Opening remarks

2   Approval of the agenda

3   Report of the last meeting of Working Party 4B (Document 4B/94)

4   Attribution of documents

5   Establishment of Sub-Working Parties

6   Introduction of documents

7   Sub-Working Party meetings

8   Approval of output documents

9   Any other business

D. WEINREICH
Chairman, Working Party 4B

Draft agenda for the meeting of Working Party 4C

(Geneva, 25 September – 1 October 2013)

1   Opening remarks

2   Approval of the agenda

3   Report of the last meeting of Working Party 4C (Document 4C/173)

4   Review of liaison with other Working Parties

5   Reports from Rapporteurs and Correspondence Groups

6   Review of possibilities for development of draft Recommendations and Reports

7   Adoption of work program for the meeting

8   Establishment of Working Groups and attribution of documents

9   Appointment of Working Group Chairmen

10 Any other business

A. VALLET
Chairman, Working Party 4C

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