



Radiocommunication Bureau (BR)

Administrative Circular
CACE/762

2 February 2016

**To Administrations of Member States of the ITU, Radiocommunication Sector Members,
ITU-R Associates participating in the work of the Radiocommunication Study Group 5
and ITU Academia**

Subject: **Meeting of Radiocommunication Study Group 5 (Terrestrial services),
Geneva, 9 May 2016**

1 Introduction

By means of this Administrative Circular, I wish to announce that a meeting of ITU-R Study Group 5 will take place in Geneva on 9 May 2016.

The Study Group meeting will be held in the ITU Headquarters, Geneva. The opening session will take place at 0930 hours.

Group	Meeting date	Deadline for contributions	Opening session
Study Group 5	9 May 2016	Monday, 2 May 2016 at 1600 hours UTC	Monday, 9 May 2016 at 0930 hours (local time)

2 Programme of the meeting

The draft agenda for the meeting of Study Group 5 is contained in Annex 1. The status of texts assigned to Study Group 5 can be found on:

<http://www.itu.int/md/R15-SG05-C-0001/en>

2.1 Adoption of draft Recommendations at the Study Group meeting (§ A2.6.2.2.2 of Resolution ITU-R 1-7)

No Recommendations are proposed for adoption by the Study Group in accordance with § A2.6.2.2.2 of Resolution ITU-R 1-7.

2.2 Adoption of draft Recommendations by a Study Group by correspondence (§A2.6.2.2.3 of Resolution ITU-R 1-7)

The procedure described in § A2.6.2.2.3 of Resolution ITU-R 1-7 concerns draft new or revised Recommendations that are not specifically included in the agenda of a Study Group meeting.

In accordance with this procedure, draft new and revised Recommendations prepared during the meeting of Working Party 5D held prior to the Study Group meeting will be submitted to the Study Group. After due consideration, the Study Group may decide to seek adoption of these draft Recommendations by correspondence. In such cases, the Study Group shall use the procedure for simultaneous adoption and approval (PSAA) by correspondence of draft Recommendations as described in § A2.6.2.4 of Resolution ITU-R 1-7 (see also § 2.3 below), if there is no objection to this approach by any Member State attending the meeting and if the Recommendation is not incorporated by reference in the Radio Regulations.

In accordance with § A1.3.1.13 of Resolution ITU-R 1-7, Annex 2 to this Circular contains a list of topics to be addressed at the meeting of the Working Party held prior to the Study Group meeting and for which draft Recommendations may be developed.

2.3 Decision on approval procedure

At the meeting, the Study Group shall decide on the eventual procedure to be followed for seeking approval for each draft Recommendation in accordance with § A2.6.2.3 of Resolution ITU-R 1-7, unless the Study Group has decided to use the PSAA procedure as described in § A2.6.2.4 of Resolution ITU-R 1-7 (see § 2.2 above).

3 Contributions

Contributions in response to the work of Study Group 5 are processed according to the provisions laid down in Resolution ITU-R 1-7.

The deadline for reception of contributions not requiring translation* (including Revisions, Addenda and Corrigenda to contributions) is 7 calendar days (1600 hours UTC) prior to the start of the meeting. **The deadline for reception of contributions for this meeting is specified in the table above.** Contributions received later than this deadline cannot be accepted. Resolution ITU-R 1-7 provides that contributions which are not available to participants at the opening of the meeting can not be considered.

Participants are requested to submit contributions by electronic mail to:

rsg5@itu.int

A copy should also be sent to the Chairman and Vice-Chairmen of Study Group 5. The pertinent addresses can be found on:

<http://www.itu.int/go/rsg5/ch>

4 Documents

Contributions will be posted "as received" within one working day on the webpage established for this purpose:

<http://www.itu.int/md/R15-SG05.AR-C/en>

The official versions will be posted on <http://www.itu.int/md/R15-SG05-C/en> within 3 working days.

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

In accordance with Resolution 167 (Rev. Busan, 2014), **the Study Group meeting 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 floor and first floor of the Montbrillant building for delegates who wish to print documents. In addition, the Service Desk (servicedesk@itu.int) has prepared a limited number of laptops for those who do not have one.

5 Remote participation

In order to follow the proceedings of ITU-R meetings remotely an audio webcast of the Study Group Plenary meetings in all languages 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.

6 Participation/Visa requirements/Accommodation

Advance registration for 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 for an ITU-R event should contact directly 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

Annexes: 2

Distribution:

- Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of Radiocommunication Study Group 5
- ITU-R Associates participating in the work of Radiocommunication Study Group 5
- ITU Academia
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups and Special Committee on Regulatory/Procedural Matters
- Chairman and Vice-Chairmen of the Conference Preparatory Meeting
- Members of the Radio Regulations Board
- Secretary-General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

Annex 1

Draft agenda for the meeting of Radiocommunication Study Group 5

(Geneva, 9 May 2016)

- 1** Opening of the meeting
- 2** Approval of the agenda
- 3** Appointment of the Rapporteur
- 4** Summary Record of the previous meeting (Document [5/270](#))
- 5** Study Group 5 structure
- 6** Establishment of Task Group 5/1 – Resolution 238 (WRC-15) (Document [CA/226](#), Annex 9)
- 7** Consideration of the outputs of the Working Party 5D
- 8** Consideration of other inputs (if any)
- 9** Results of RA-15 and WRC-15
- 10** Status of Study Group 5 texts (Document [5/1](#))
- 11** Liaison with other Study Groups, the CCV and international organizations
- 12** Schedule of meetings
- 13** Any other business

M. FENTON

Chairman, Radiocommunication Study Group 5

Annex 2

Topic to be addressed at the meeting of Working Party 5D held prior to the meeting of Study Group 5 and for which draft Recommendations may be developed

Draft new Recommendation ITU-R M.[IMT. ARRANGEMENTS] – Channelling arrangements for IMT adapted to the frequency band below 790 MHz down to around 694 MHz for Region 1 (see Chapter 1 of Chairman's Report WP [5D/1042](#))
