



Radiocommunication Bureau (BR)

Circular Letter
5/LCCE/84

20 November 2019

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

Subject: **Thirty-fourth meeting of Working Party 5D**

1 Introduction

By means of this Circular Letter, I wish to announce that the 34th meeting of ITU-R Working Party 5D will take place in the ITU Headquarters in Geneva from 19-26 February 2020 (see the table below).

Group	Meeting date	Deadline for contributions 1600 hours UTC	Opening session
Working Party 5D	19 – 26 February 2020	Wednesday 12 February 2020	Wednesday 19 February 2020 at 0930 hours

2 Programme of the meeting

A draft agenda for the meeting is contained in the Annex.

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

<http://www.itu.int/md/R19-SG05-C-0001/en>

The Working Party will conduct its work in English.

3 Contributions

Contributions in response to the work of Working Party 5D 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 deadline for reception of contributions for this meeting is specified in the table above.** Submissions received later than this deadline 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: rsg5@itu.int. A copy of each contribution should also be sent to the Chairman of Working Party 5D and to the Chairman and Vice-Chairmen of Study Group 5. The pertinent addresses can be found on:

<http://www.itu.int/go/rwp5d/ch>

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

4 Documents

Contributions will be posted "as received" within one working day on the Working Party 5D webpage established for this purpose. The official versions will be posted on <http://www.itu.int/md/R19-WP5D-C/en> within 3 working days.

In accordance with Resolution 167 (Rev. Dubai, 2018) of the Plenipotentiary Conference **the 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 follow the proceedings of ITU-R meetings remotely an audio webcast of the Working Party plenary sessions 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.

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

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**

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

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

Mario Maniewicz
Director

Annex: 1

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
- Chairman and Vice-Chairmen of Radiocommunication Study Group 5
- 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 5D

(Geneva, 19-26 February 2020)

- 1** Opening remarks
- 2** Approval of the draft agenda
- 3** Report of the 32nd and 33rd meeting of Working Party 5D¹ (Document 5D/[1297](#))
- 4** Reports from Rapporteurs and Correspondence Groups
- 5** Working structure and document assignment
- 6** Any other business

S. BLUST
Chairman, Working Party 5D

¹ Only the Technology Aspects Group will meet during the 33rd meeting of Working Party 5D and the corresponding meeting report will be available at later stage The report of the 32nd meeting of WP 5D therefore needs to be considered.