

**Radiocommunication Bureau (BR)**Circular Letter
5/LCCE/92

24 March 2021

**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-eighth meeting of Working Party 5D (7 - 18 June 2021)****1 Introduction**

This Circular Letter is to inform that due to the on-going exceptional circumstances and global concern about the Coronavirus ([COVID-19](#)), the 38th meeting of Working Party 5D is converted to a fully remote participation (virtual) meeting which will start on 7 June 2021 and will finish on 18 June 2021.

The decision to convert the meeting to a fully remote participation (virtual) meeting has prioritized the need to ensure the health and safety of all participants and to guarantee adequate levels of participation.

Group	Meeting dates	Deadline for contributions 1600 hours UTC	Opening Plenary Session
Working Party 5D	7 -18 June 2021 Monday – Friday	Monday 31 May 2021	Monday 7 June 2021 at 12:00 hours CEST

2 Programme of the meeting

In order to be effective, the e-meeting (designated as WP 5D #38e) has a draft agenda (see Annex 1), with anticipated activities (see Annex 2) as prepared by the WP 5D management in consultation with the Secretariat, and an anticipated provisional schedule framework (see Annex 3).

The status of texts assigned to the Working Party 5D 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.

Members are encouraged to submit their contributions as early as possible and possibly include a contact name and email address to facilitate the discussion (cf. § A2.2.4.4 of Resolution [ITU-R 1-8](#)).

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://itu.int/go/rwp5d/ch>

<http://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.**

5 Webcast

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.

6 Registration for the event

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 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. There is no cut-off date for registration.

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

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

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

7 Connecting to virtual meeting sessions

Access to virtual meeting sessions is restricted to event registered participants only. Delegates must access virtual meeting sessions from the webpage for restricted virtual events:

<https://www.itu.int/en/events/Pages/Virtual-Sessions.aspx>

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

No specific test sessions will be scheduled before the virtual meeting. However, delegates wishing to troubleshoot remote participation connectivity issues can do so during the 30 minutes period prior to the start of the first session of the day. It is highly recommended to verify the connections for those delegates who intend to actively participate in the discussions.

Since all ITU-R meetings will be convened as virtual meetings there is no need to contact the Bureau to request remote participation.

For further questions relating to this Circular Letter, please contact Uwe Löwenstein, SG 5 Counsellor, at uwe.loewenstein@itu.int.

Mario Maniewicz
Director

Annexes: 3

- Draft agenda
- Anticipated activities of Working Party 5D Meeting #38e
- Provisional schedule framework

Annex 1

Draft agenda for the meeting of Working Party 5D

(Geneva, 7 – 18 June 2021)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the 37th meeting of Working Party 5D (will be made available as Document [5D/545](#))
- 4** Reports from Rapporteurs and Correspondence Groups
- 5** Working structure and document assignment
- 6** Any other business

S. BLUST
Chairman, Working Party 5D

Annex 3

Provisional schedule framework for Working Party 5D #38 e-Meeting

Daily schedule

Each day in week 1 and week 2, there will be 3 sessions with up to a 20' break in between. The working hours of the meeting are scheduled to be 1200 to 1615 hours Geneva time (1000 to 1415 hours UTC).

- Session 1: 70 minutes (1200-1310 CEST)
- Session 2: 70 minutes (1330-1440 CEST)
- Session 3: 70 minutes (1500-1610 CEST)

and this schedule maybe applied in up to 3 parallel “virtual rooms”, if necessary.

The 20-minute break period between the sessions allows only for break and off-line consultations – meeting overrun into the break is not to be anticipated.

Weekly schedule framework

		CEST ¹ (Geneva time)	Monday	Tuesday	Wednesday	Thursday	Friday
(Total time 4H00) 1200 to 1610 (CEST)	Period 1	70m: 1200 – 1310					
	Break 20m: 1310-1330						
	Period 2	70m: 1330 – 1440					
	Break 20m: 1440-1500						
	Period 3	70m: 1500 – 1610					

A detailed ADM document with the Provisional Schedule with the specific sessions for “each virtual” room for each day will be provided for the meeting.

The opening WP 5D Plenary will be on Monday, 7 June 2021, starting at 1200 hours CEST (Geneva time) which corresponds to 1000 hours UTC.

The closing WP 5D Plenary is anticipated to be on Friday, 18 June 2021, starting at 1200 hours CEST (Geneva time) which corresponds to 1000 hours UTC.

¹ Delegates may also utilize this resource at TimeandDate.com for time conversions.