



## Radiocommunication Bureau (BR)

Circular Letter  
**1/LCCE/108**

2 August 2021

**To Administrations of Member States of the ITU, Radiocommunication Sector Members,  
ITU-R Associates participating in the work of Radiocommunication Study Group 1  
and ITU Academia**

Subject: **Meetings of Working Parties 1A, 1B and 1C (e-Meeting, 3-12 November 2021)**

- **Working Party 1A: Spectrum engineering techniques**
- **Working Party 1B: Spectrum management methodologies and economic strategies**
- **Working Party 1C: Spectrum monitoring**

### 1 Introduction

By means of this Circular Letter, I wish to announce that meetings of ITU-R Working Parties 1A, 1B, and 1C, due to the continuing exceptional circumstances caused by the Coronavirus ([COVID-19](#)) outbreak, will be convened fully electronically (remote participation only / virtual meeting) on the dates indicated in the table below.

Groups	Meeting dates	Deadline for contributions 1600 hours UTC	Opening session (Geneva time)
Joint meeting of Working Parties 1A, 1B and 1C	3 November 2021	Wednesday, 27 October 2021	Wednesday, 3 November 2021 at 1235 hours
Working Party 1A	3-12 November 2021		Wednesday, 3 November 2021 at 1505 hours
Working Party 1B	3-10 November 2021		Wednesday, 3 November 2021 at 1605 hours
Working Party 1C			Wednesday, 3 November 2021 at 1335 hours or earlier following the joint meeting

### 2 Programme of the meetings of Working Parties

Draft agendas for the meetings are contained in the Annex.

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

<http://www.itu.int/md/R19-SG01-C-0001/en>

The Working Parties will conduct their work in English.

The working hours of the meetings are scheduled to be **1235 to 1650 hours Geneva time from 3 to 9 November** in order to reduce the overlap with the Task Group 6/1 meeting, and **1200 to 1615 hours on 10 to 12 November 2021**. In view of the circumstances, the above-mentioned working hours will be applicable –on an exceptional basis– also to Friday’s session. These working hours were chosen to accommodate the participation of delegates from various time zones. Other relevant information will be published on the Working Parties websites, as well as in administrative and information documents.

### 3 Contributions

Contributions in response to the work of Working Parties 1A, 1B and 1C 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 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 1-8 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:

[rsg1@itu.int](mailto:rsg1@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 1 ([rsg1-cvc@itu.int](mailto:rsg1-cvc@itu.int)). The pertinent addresses can be found on:

<http://itu.int/go/rwp1a/ch>

<http://itu.int/go/rwp1b/ch>

<http://itu.int/go/rwp1c/ch>

<http://itu.int/go/rsg1/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/rsg1/en> (see “contributions” of the relevant Working Party) 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.

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

## 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.

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](http://www.itu.int/en/ITU-R/information/events)

## 7 Connecting to virtual meeting sessions

Access to virtual meeting sessions is restricted to event registered participants only. Delegates must access Working Parties 1A, 1B and 1C 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 meetings. 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 particularly for those delegates who intend to actively participate in the discussions.

Since all 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 Mr Philippe Aubineau, SG 1 Counsellor, at [philippe.aubineau@itu.int](mailto:philippe.aubineau@itu.int).

Mario Maniewicz  
Director

**Annex: 1**

## **Annex**

### **Draft agenda for the meeting of Working Party 1A**

(e-meeting, 3-12 November 2021)

- 1** Opening of the meeting
- 2** Adoption of the draft agenda
- 3** Report of the previous meeting of Working Party 1A (Document [1A/133](#)) and results of other relevant meetings
- 4** Reports on the correspondence activities
  - WP 1A Correspondence Group on EMC-Related Interference and Coexistence of wired telecommunication systems with radiocommunication systems
  - SG 1 Rapporteur Group on Liaison with CISPR
- 5** Establishment of Sub-Group(s), assignment of documents and appointment of Chairmen
- 6** Drafting of output documents
- 7** Preparation of draft Recommendations, Reports and other relevant texts for the next meeting of Study Group 1 in 2022
- 8** Liaison with other Groups
- 9** Discussion of the future work plan
- 10** Date and location of next meeting
- 11** Any other business
- 12** Closing remarks

R. GARCIA De SOUZA  
Chairman, Working Party 1A

## **Draft agenda for the meeting of Working Party 1B**

(e-meeting, 3-10 November 2021)

- 1** Opening of the meeting
- 2** Adoption of the draft agenda
- 3** Report of the previous meeting of Working Party 1B (Document [1B/50](#)) and results of other relevant meetings
- 4** Reports on the correspondence activities:
  - SG 1 Rapporteur Group on Liaison with CISPR
- 5** Establishment of Sub-Group(s), assignment of documents and appointment of Chairmen
- 6** Drafting of output documents
- 7** Preparation of draft Recommendations, Reports and other relevant texts for the next meeting of Study Group 1 in 2022
- 8** Liaison with other Groups
- 9** Discussion of the future work plan
- 10** Date and location of next meeting
- 11** Any other business
- 12** Closing remarks

LIU BIN  
Chairman, Working Party 1B

## **Draft agenda for the meeting of Working Party 1C**

(e-meeting, 3-10 November 2021)

- 1** Opening of the meeting
- 2** Adoption of the draft agenda
- 3** Report of the previous meeting of Working Party 1C (Document [1C/72](#)) and results of other relevant meetings
- 4** Reports on the correspondence activities:
  - WP 1C Correspondence Group on developing a new edition of the ITU Handbook on Spectrum Monitoring
  - WP 1C Correspondence Group on the use of small satellites for spectrum monitoring towards a preliminary draft new Report ITU-R SM.[SMALL-SAT]
  - WP 1C Correspondence Group on the revision of Report ITU R SM.2452 on “electromagnetic field measurements to assess human exposure”
  - WP 1C Correspondence Group on the revision of Report ITU-R SM.2454 on “Spectrum monitoring techniques in the radionavigation-satellite service frequency bands”
  - WP 1C Correspondence Group on national experiences of developing test methods for field measurements of TRP and OTA inspection of stations with AAS
  - SG 1 Rapporteur Group on Liaison with CISPR
- 5** Establishment of sub-Group(s), assignment of documents and appointment of Chairmen
- 6** Drafting of output documents
- 7** Preparation of draft Recommendations, Reports and other relevant texts for the next meeting of Study Group 1 in 2022
- 8** Liaison with other Groups
- 9** Discussion of the future work plan
- 10** Date and location of next meeting
- 11** Any other business
- 12** Closing remarks

R. TRAUTMANN  
Chairman, Working Party 1C