



Radiocommunication Bureau (BR)

Addendum 1 to
Circular Letter
5/LCCE/98

2 February 2022

**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: **Meeting of Working Party 5B (E-meeting, 29 March – 8 April 2022)**

- **Working Party 5B: Maritime mobile service including Global Maritime Distress and Safety System (GMDSS); aeronautical mobile service and radiodetermination service**

1 Introduction

Further to Circular Letter [5/LCCE/98](#) dated 18 January 2022, and due to the continuing exceptional circumstances caused by the Coronavirus ([COVID-19](#)) outbreak, Working Party (WP) 5B will now be convened fully electronically (remote participation only / virtual meeting) on the dates indicated in the table below. This decision has prioritized the need to ensure the health and safety of all participants and to guarantee adequate levels of participation.

Groups	Meeting date	Deadline for contributions 1600 hours UTC	Opening session (Geneva time)
Working Party 5B	29 March – 8 April 2022	Tuesday, 22 March 2022	Tuesday, 29 March 2022 at 1200 hours

The previously established contribution deadline as announced in Circular Letter [5/LCCE/98](#) for the meeting of WP 5B as **22 March 2022** at 16:00 hours UTC remains in place.

2 Programme of the meeting

The draft agenda of the meeting of WP 5B is already contained in Circular Letter 5/LCCE/98. The meeting is limited to addressing material directly related to WRC-23 agenda items.

The working hours of the meetings are scheduled to be **1200 to 1600 hours Geneva time**. 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 Party website, as well as in administrative and information documents.

3 Remote participation

Details for remote participation can be found in 5/LCCE/98.

All existing requests for physical participation will be automatically converted to remote participation by ITU.

For further questions relating to this Addendum, please contact Dr Vadim Nozdrin, Working Party 5B Counsellor, at vadim.nozdrin@itu.int.

Mario Maniewicz
Director



Radiocommunication Bureau (BR)

Circular Letter
5/LCCE/98

18 January 2022

**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: Meeting of Working Party 5B (Geneva, 29 March – 8 April 2022)

- **Working Party 5B: Maritime mobile service including Global Maritime Distress and Safety System (GMDSS); aeronautical mobile service and radiodetermination service**

1 Introduction

By means of this Circular Letter, I wish to announce that the meeting of ITU-R Working Part 5B will take place in Geneva, Switzerland, on the date indicated in the table below:

Groups	Meeting date	Deadline for contributions 1600 hours UTC	Opening session (Geneva time)
Working Party 5B	29 March – 8 April 2022	Tuesday, 22 March 2022	Tuesday, 29 March 2022 at 0900 hours

2 Programme of the meeting

Draft agenda for the meeting is contained in Annex 1. The meeting is limited to addressing material directly related to WRC-23 agenda items.

The status of texts assigned to Working Party 5B can be found on:

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

The Working Party will conduct its work in English.

The working hours of the meeting will be from 0900 to 1700 hours (Geneva time), a more precise time schedule will be included in the ADM documents of the meeting.

3 Contributions

Contributions in response to the work of Working Party 5B 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 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:

rsg5@itu.int

A copy of each contribution should also be sent to the Chairman and Vice-Chairman of the relevant Working Party 5B. The pertinent addresses can be found on:

<http://itu.int/go/rwp5b/ch>

4 Documents

Contributions will be posted “as received” within one working day on the Working Party webpage established for this purpose. The official versions will be posted on <http://www.itu.int/ITU-R/go/rsg5/en> (see “contributions” of the relevant Working Party) within 3 working days.

5 Participation/Visa requirements/Accommodation/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. **Participants must first complete an online registration form and submit their registration request for approval by the corresponding focal point.** Participants would require an ITU account for this purpose.

While registering for the event, please duly take into consideration the information related to the sanitary measures and conditions of entry in Switzerland, indicated on the [ITU COVID-19 free website](#).

Participants are strongly encouraged to **register early** including indication on how to attend the meeting (see Annex 2) and to consult the safety and security information which is regularly updated before making travel arrangements to attend the event.

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

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

6 Connecting to the meeting sessions for remote participation

Access to meeting sessions is restricted to event registered participants only. Delegates connected remotely can access Working Party 5B meeting sessions from the webpage for remote participation:

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

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

Delegates wishing to troubleshoot remote participation connectivity issues can do so during the 30-minute period prior to the start of the first session of each day. It is highly recommended to verify the connections, particularly for those delegates who intend to actively participate in the discussions.

Some meeting rooms for Drafting Groups may not allow for remote participation integrated with room audio.

7 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 TIES access is required.

8 Conversion to virtual meeting if pandemic conditions substantially worsen

Should pandemic conditions worsen, the meeting organizers will inform all participants of a possible conversion of the meeting to a virtual one in due course via an addendum to this Circular Letter.

For further questions relating to this Circular Letter, please contact, Dr Vadim Nozdrin, Working Party 5B Counsellor, at vadim.nozdrin@itu.int.

Mario Maniewicz
Director

Annexes: 2

Annex 1

Draft agenda for the meeting of Working Party 5B

(Geneva, 29 March – 8 April 2022)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 5B (Document [5B/481](#))
- 4** Reports from Rapporteurs and Correspondence Group
- 5** Establishment of Working Groups and assignment of documents
- 6** Introduction of input documents
- 7** Consideration of output documents
- 8** Next meeting
- 9** Any other business

John METTROP
Chairman, Working Party 5B

Annex 2

Information on registration for participants in ITU-R events

The Bureau would like to highlight that an estimation of the number of physical participants is necessary. Please ensure that the box Remote is ticked if attending remotely. If the box is not ticked physical presence will be assumed.

I Wish to Attend the Following Meeting(s)			
Select at least one meeting	Start Date - End Date	Remote	Function*
<input type="checkbox"/> ITU-R WP 5B Extraordinary meeting	29/03/2022 - 08/04/2022	<input type="checkbox"/>	Choose a function... ▾
