



Radiocommunication Bureau (BR)

Circular Letter
7/LCCE/79

16 December 2020

To Administrations of Member States of the ITU, Radiocommunication Sector Members, ITU-R Associates participating in the work of Radiocommunication Study Group 7 and ITU Academia

Subject: **Meetings of Working Parties 7A, 7B, 7C and 7D**

- **Working Party 7A: Time signals and frequency standard emissions**
- **Working Party 7B: Space radiocommunication applications**
- **Working Party 7C: Remote sensing systems**
- **Working Party 7D: Radio astronomy**

1 Introduction

By means of this Circular Letter, I wish to announce that meetings of ITU-R Working Parties 7A, 7B, 7C and 7D, 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)
Working Party 7A	19 - 23 April 2021	Monday, 12 April 2021	Monday, 19 April 2021 at 1200 hours
Working Party 7B	6 - 14 April 2021	Tuesday, 30 March 2021	Tuesday, 6 April 2021 at 1200 hours
Working Party 7C	15 - 23 April 2021	Thursday, 8 April 2021	Thursday, 15 April 2021 at 1200 hours
Working Party 7D	12 - 16 April 2021	Monday, 5 April 2021	Monday, 12 April 2021 at 1200 hours

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-SG07-C-0001/en>

The Working Parties will conduct their work in English.

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 Parties websites, as well as in administrative and information documents.

3 Contributions

Contributions in response to the work of Working Parties 7A, 7B, 7C and 7D 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:

rsg7@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 7. The pertinent addresses can be found on:

<http://itu.int/go/rwp7a/ch>

<http://itu.int/go/rwp7b/ch>

<http://itu.int/go/rwp7c/ch>

<http://itu.int/go/rwp7d/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/rsg7/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.

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

6 Remote participation

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

Delegates must register for the Working Parties 7A, 7B, 7C and 7D meetings separately and will receive an according link, with no cut-off date for registration.

Test sessions will be scheduled before the virtual meetings to troubleshoot remote participation connectivity issues. It is highly recommended to attend these test sessions particularly for those delegates who intend to actively participate in the discussions. Instructions on the test sessions and how to connect to the virtual meetings will be sent by e-mail to registered participants before the meetings.

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

Further information regarding remote participation can be found at:

<https://www.itu.int/en/ITU-R/study-groups/Pages/remote-participation.aspx>

For further questions relating to this Circular Letter, please contact, Vadim Nozdrin, SG 7 Counsellor, at vadim.nozdrin@itu.int.

Mario Maniewicz
Director

Annex: 1

Annex

Draft agenda for the meeting of Working Parties 7A, 7B, 7C and 7D

(E-meeting, 6 - 23 April 2021)

- 1** Opening
- 2** Approval of the agenda
- 3** Chairman's progress Report
- 4** Status of Questions assigned to the Working Party and related work
- 5** Work programme for the meeting
- 6** Introduction of input documents
- 7** Establishment of working groups and assignment of documents
- 8** Preparation of output documents
- 9** Discussion of the future work plan
- 10** Next meetings
- 11** Any other business

Joseph ACHKAR
Vice-Chairman, WP 7A

Catherine SHAM
Chairman, WP 7B

Markus DREIS
Chairman, WP 7C

Anastasios TZIOUMIS
Chairman, WP 7D