



Radiocommunication Bureau (BR)

Administrative Circular
CACE/989

11 August 2021

To Administrations of Member States of the ITU, Radiocommunication Sector Members, ITU-R Associates participating in the work of the Radiocommunication Study Group 4 and ITU Academia

Subject: **Meeting of Radiocommunication Study Group 4 (Satellite services), e-Meeting, 5 November 2021**

1 Introduction

By means of this Administrative Circular, I wish to announce that the meeting of Study Group 4, due to the continued exceptional circumstances caused by the Coronavirus ([COVID-19](#)) outbreak, will be convened fully electronically (virtual meeting / remote participation only) on the dates indicated in the table below, following the virtual meetings of Working Parties 4A, 4B and 4C (see Circular Letter [4/LCCE/131](#)). The meeting arrangements have been made in agreement with Study Group 4. The opening session of the Study Group 4 meeting is planned to start at 1200 hours Geneva time.

Group	Meeting date	Deadline for contributions at 1600 hours UTC	Opening session (Geneva time)
Study Group 4	Friday, 5 November 2021	Friday, 29 October 2021	Friday, 5 November 2021 at 1200 hours

2 Programme of the meeting

The draft agenda for the meeting of Study Group 4 is contained in Annex 1. The status of texts assigned to Study Group 4 can be found on:

<http://www.itu.int/md/R19-SG04-C-0001/en>

Since the ITU Constitution and Convention do not provide for the possibility of remote participation in statutory meetings (see Resolution [167](#) (Rev. Dubai, 2018) of the ITU Plenipotentiary Conference), in case of *force majeure*, under the conditions of COVID-19, **the Member States are asked to provide before 11 September 2021 any objections to convene the ITU-R Study Group 4 meeting as a virtual meeting with remote participation only.** Any objection will require that the meeting of Study Group 4 be postponed to another future date when it can be convened as an in-person meeting.

The **Member States are additionally asked to provide before 11 September 2021 any objections to conduct the virtual meeting of Study Group 4 exceptionally in English only.** This measure would greatly facilitate the proceedings of the meeting, since conducting a virtual meeting in the six official languages of the Union poses considerable technical and procedural difficulties that would prolong the meeting, which is scheduled for reduced meeting hours compared to the working hours of the usual in-person meetings.

The outcome of the two consultations above will be provided in a circular letter to be published late in September 2021. Should the outcome of the consultation be to agree to convene the Study Group 4 meeting as a virtual meeting then the information provided in the following sections would be pertinent.

The working hours of the meeting are scheduled to be **1200 to 1600 hours Geneva time.** These working hours were chosen to accommodate the participation of delegates from various time zones. An updated agenda and other relevant information will be published on the Study Group website, as well as in administrative and information documents.

2.1 Adoption of draft Recommendations at the Study Group meeting (§ A2.6.2.2.2 of Resolution ITU-R 1-8)

Two draft revisions of Recommendations are proposed for adoption by the Study Group at its meeting in accordance with § A2.6.2.2.2 of Resolution ITU-R 1-8.

In accordance with § A2.6.2.2.1 of Resolution ITU-R 1-8, the titles and summaries of the draft revisions of Recommendations are given in Annex 2.

2.2 Adoption of draft Recommendations by a Study Group by correspondence (§ A2.6.2.2.3 of Resolution ITU-R 1-8)

The procedure described in § A2.6.2.2.3 of Resolution ITU-R 1-8 concerns draft new or revised Recommendations that are not specifically included in the agenda of a Study Group meeting.

In accordance with this procedure, draft new and revised Recommendations prepared during the meetings of Working Parties 4A, 4B and 4C held prior to the Study Group meeting will be submitted to the Study Group. After due consideration, the Study Group may decide to seek adoption of these draft Recommendations by correspondence. In such cases, the Study Group shall use the procedure for simultaneous adoption and approval (PSAA) by correspondence of the draft Recommendations as described in § A2.6.2.4 of Resolution ITU-R 1-8 (see also § 2.3 below), if there is no objection to this approach by any Member State attending the meeting and if the Recommendation is not incorporated by reference in the Radio Regulations.

In accordance with § A1.3.1.13 of Resolution ITU-R 1-8, Annex 3 to this Circular contains a list of topics to be addressed at the meetings of the Working Parties held just prior to the Study Group meeting, and for which draft Recommendations may be developed.

2.3 Decision on approval procedure

At the meeting, the Study Group shall decide on the eventual procedure to be followed for seeking approval for each draft Recommendation in accordance with § A2.6.2.3 of Resolution ITU-R 1-8, unless the Study Group has decided to use the PSAA procedure as described in § A2.6.2.4 of Resolution ITU-R 1-8 (see § 2.2 above).

3 Contributions

Contributions in response to the work of Study Group 4 are 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 Corrigena to contributions) is 7 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.** Contributions 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:

rsg4@itu.int

A copy should also be sent to the Chairman and Vice-Chairmen of Study Group 4 (rsg4-cvc@itu.int). The pertinent addresses can be found on:

<http://www.itu.int/go/rsg4/ch>

4 Documents

Contributions will be posted “as received” within one working day on the webpage established for this purpose:

<http://www.itu.int/md/R19-SG04.AR-C/en>

The official versions will be posted on <http://www.itu.int/md/R19-SG04-C/en> within 3 working days.

In accordance with Resolution 167 (Rev. Dubai, 2018) of the Plenipotentiary Conference, **the Study Group meeting will be completely paperless.**

5 Webcast

In order to follow the proceedings of ITU-R meetings remotely an audio webcast of the Study Group Plenary meetings 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 Registration and 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, from 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

Access to virtual meeting sessions is restricted to event registered participants only. Delegates must access Study Group 4 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 particularly for those delegates who intend to actively participate in the discussions.

Since the meeting is proposed to be convened as a virtual meeting there is no need to contact the Bureau to request remote participation.

For further questions relating to this Administrative Circular, please contact Mr Nelson Malaguti, SG 4 Counsellor, at nelson.malaguti@itu.int.

Mario Maniewicz
Director

Annexes: 3

Annex 1

Draft agenda for the meeting of Radiocommunication Study Group 4

(E-Meeting, 5 November 2021)

- 1** Opening remarks
 - 1.1** Director BR
 - 1.2** Chairman
- 2** Approval of the agenda
- 3** Appointment of the Rapporteur
- 4** Summary Record of the previous meeting (Document [4/22](#))
- 5** Report of the RAG 2021 meeting
- 6** Consideration of the outputs of the Working Parties
 - 6.1** Working Party 4C
 - 6.1.1** Executive Report
 - 6.1.2** Draft Recommendations where notice of intention to seek adoption was given (see Res. ITU-R 1-8, §§ A2.6.2.2.2 and A2.6.2.3)
 - 6.1.3** Draft Recommendations where notice of intention to seek adoption was not given (see Res. ITU-R 1-8, §§ A2.6.2.2.3, A2.6.2.3 and A2.6.2.4)
 - 6.1.4** Draft Reports
 - 6.1.5** Draft Questions
 - 6.2** Working Party 4B
 - 6.2.1** Executive Report
 - 6.2.2** Draft Recommendations where notice of intention to seek adoption was not given (see Res. ITU-R 1-8, §§ A2.6.2.2.3, A2.6.2.3 and A2.6.2.4)
 - 6.2.3** Draft Reports
 - 6.2.4** Draft Questions
 - 6.3** Working Party 4A
 - 6.3.1** Executive Report
 - 6.3.2** Draft Recommendations where notice of intention to seek adoption was not given (see Res. ITU-R 1-8, §§ A2.6.2.2.3, A2.6.2.3 and A2.6.2.4)
 - 6.3.3** Draft Reports
 - 6.3.4** Draft Questions

- 7** Status of texts assigned to Study Group 4
- 8** Liaison with other Study Groups and international organizations
- 9** Consideration of future work programme and schedule of meetings
- 10** Any other business

Victor STRELETS
Chairman, Radiocommunication Study Group 4

Annex 2

Titles and summaries of the draft revisions of Recommendations proposed for adoption at the Study Group 4 meeting

Draft revision of Recommendation ITU-R M.1787-3

Doc. 4/28

Description of systems and networks in the radionavigation-satellite service (space-to-Earth and space-to-space) and technical characteristics of transmitting space stations operating in the bands 1 164-1 215 MHz, 1 215-1 300 MHz and 1 559-1 610 MHz

This Recommendation is revised mainly in its Annexes 2, 3, 7 and 11, in order to reflect updates in the characteristics, applications and signal structure of corresponding systems. Other editorial revisions and updates are made as well.

Draft revision of Recommendation ITU-R M.1902-1

Doc. 4/30

Characteristics and protection criteria for receiving earth stations in the radionavigation-satellite service (space-to-Earth) operating in the band 1 215-1 300 MHz

This Recommendation is revised in order to describe and to provide the technical characteristics and protection criteria of new types of receivers for certain RNSS systems.

Annex 3

Topics to be addressed at meetings of Working Parties 4A, 4B and 4C held prior to the meeting of Study Group 4 and for which draft Recommendations may be developed

Working Party 4A

Static methodology for calculating efd to facilitate coordination of very large antennas under Nos.9.7A and 9.7B of the Radio Regulations (PDRR ITU-R S.1714-0 – see Annex 1 to Document [4A/392](#)).

Working Party 4B

Method for the determination of performance objectives for satellite hypothetical reference digital paths using adaptive coding and modulation (PDRR ITU-R S.2131-0 – see Annex 3 to Document [4B/79](#)).

Working Party 4C

Guidance on ITU-R Recommendations related to systems and networks in the radionavigation-satellite service operating in the frequency bands 1 164-1 215 MHz, 1 215-1 300 MHz, 1 559-1 610 MHz, 5 000-5 010 MHz and 5 010-5 030 MHz (PDRR ITU-R M.1901-2 – see Annex 1 to Document [4C/245](#)).
