



ITUWRC
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20 November - 15 December 2023
Dubai, United Arab Emirates

Radiocommunication Bureau (BR)

Circular Letter
5/LCCE/105

17 February 2023

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: **Meetings of Working Parties 5A and 5C (Merida, Mexico, 9 – 18 May 2023)**

- **Working Party 5A: Land mobile service above 30 MHz (excluding IMT); wireless access in the fixed service; amateur and amateur-satellite services**
- **Working Party 5C: Fixed wireless systems; HF and other systems below 30 MHz in the fixed and land mobile services**

1 Introduction

By means of this Circular Letter, I wish to announce that at the kind invitation of the Administration of Mexico, the meetings of ITU-R Working Parties 5A and 5C will take place in Merida, Mexico, on the dates indicated in the table below.

Groups	Meeting dates	Deadline for contributions 16:00 hours UTC	Opening session
Working Party 5A	9 – 18 May 2023	Tuesday, 2 May 2023	Tuesday, 9 May 2023 at 0900 hours
Working Party 5C	9 – 17 May 2023	Tuesday, 2 May 2023	Tuesday, 9 May 2023 at 1045 hours

The meeting arrangements have been made in alignment with the procedures being considered by the Radiocommunication Bureau for a physical meeting with remote participation (for example, Document [RAG/INFO/9\(Rev.1\)](#)).

2 Programme of the meetings of Working Parties

Draft agendas for the meetings are contained in Annex 1. The status of texts assigned to the Working Parties can be found on:

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

The Working Parties will conduct their work in English.

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

3 Venue

The meeting will take place at:

Hotel: Holiday Inn Merida

Address: Av. Colon: 498, Merida, YUC 97000, Mexico

Phone: +52 (999) 9428800

E-mail: remanager@hinmerida.com

URL: <https://www.ihg.com/holidayinn/hotels/us/es/merida/midmx/hotel/detail>

Further information will be provided in an addendum to this Circular Letter in due course.

4 Contributions

Contributions in response to the work of Working Parties 5A and 5C 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 Corrigena 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:

rsg5@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 5. The pertinent addresses can be found on:

<http://itu.int/go/rwp5a/ch>

<http://itu.int/go/rwp5c/ch>

<http://itu.int/go/rsg5/ch>

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

5 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/rsg5/en> (see “contributions” of the relevant Working Party) within 3 working days.

All participants are kindly requested to download the documents from the above website before the meeting starts to avoid congestion of Internet network.

Participants will need to bring their laptops (equipped with a WLAN-card) with them to the meeting, as well as personal earphones, because this will be a completely paperless meeting.

6 Participation/Visa requirements/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 Mexico.

Participants are strongly encouraged to **register early and to indicate if they intend to attend the meetings in person or remotely** (see Annex 2). Please ensure that the box “Remote” is ticked during the registration process, if attending remotely. If the box is not ticked, physical participation will be assumed. Participants are further encouraged to consult the safety and security information which is regularly updated before making travel arrangements should they choose to attend the event in person.

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

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

Please note, that for this meeting in Mexico, visa requirements may apply. Visa support will be provided by the host country – detailed Information will be made available in an addendum to this Circular Letter in due course.

Note: For ITU-R events held abroad, visas cannot be obtained through the ITU Secretariat.

7 Connecting to the meeting sessions for remote participation

Access to meeting sessions is restricted to event registered participants only. Delegates wishing to connect to the meeting remotely can access Working Parties 5A and 5C 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.

8 Webcast

For those interested in following 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.

9 Conversion to a virtual meeting if COVID-19 related sanitary conditions substantially worsen

Should COVID-19 related sanitary 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 Mr Uwe Löwenstein, Study Group 5 Counsellor, at uwe.loewenstein@itu.int.



Mario Maniewicz
Director

Annexes: 2

Annex 1

Draft agenda for the meeting of Working Party 5A

(Merida, Mexico, 9 – 18 May 2023)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 5A (Document [5A/708](#))
- 4** Adoption of work program for the meeting
- 5** Report from Rapporteurs and Correspondence Groups
- 6** Any other business

José M. COSTA
Chairman, Working Party 5A

Draft agenda for the meeting of Working Party 5C

(Merida, Mexico, 9 – 17 May 2023)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 5C (Document [5C/345](#))
- 4** Review of liaison with other Working Parties
- 5** Reports from Rapporteurs and Correspondence Groups
- 6** Review of possibilities for development of draft Recommendations and Reports
- 7** Adoption of work program for the meeting
- 8** Establishment of Working Groups and assignment of documents
- 9** Any other business

Pietro NAVA
Chairman, Working Party 5C

Annex 2

Information on registration for participants in ITU-R events

Please ensure that the box “Remote” is ticked during the registration process, if attending remotely. If the box is not ticked, physical participation will be assumed.

I Wish to Attend the Following Meeting(s)	Start Date - End Date	Participating remotely	Function*
Select at least one meeting			
<input type="checkbox"/> ITU-R WP 5A	09/05/2023 - 18/05/2023	<input type="checkbox"/>	Choose a function... ▼
<input type="checkbox"/> ITU-R WP 5C	09/05/2023 - 17/05/2023	<input type="checkbox"/>	Choose a function... ▼
