Radiocommunication Bureau (BR)

Circular Letter   10 July 2024
4/LCCE/139

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

Subject: **Meetings of Working Parties 4A, 4B and 4C (Geneva, 10-31 October 2024)**

–   **Working Party 4A: Efficient orbit/spectrum utilization for FSS and BSS**

–   **Working Party 4B: Systems, air interfaces, performance and availability objectives for FSS, BSS and MSS, including IP-based applications and satellite news gathering**

–   **Working Party 4C: Efficient orbit/spectrum utilization for MSS and RDSS**

1   Introduction

By means of this Circular Letter, I wish to announce that meetings of ITU-R Working Parties 4A, 4B and 4C will take place in Geneva, Switzerland on the dates indicated in the table below:

Groups	Meeting dates	Deadline for contributions 1600 hours UTC	Opening session (Geneva time)
Working Party 4A	21-31 October 2024	Wednesday, 9 October 2024	Monday, 21 October at 0930 hours
Working Party 4B	16-22 October 2024	Friday, 4 October 2024	Wednesday, 16 October at 0930 hours
Working Party 4C	10-18 October 2024	Saturday, 28 September 2024	Thursday, 10 October at 0930 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/R23-SG04-C-0001/en

The Working Parties will conduct their work in English.

The working hours of the meetings 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 will be processed according to the provisions laid down in Resolution ITU-R 1-9.

The deadline for reception of contributions not requiring translation* (including Revisions, Addenda and Corrigenda to contributions) is **twelve calendar days** (1600 hours UTC) prior to the start of the meeting (see table above). Submissions received later than these deadlines cannot be accepted. Resolution ITU-R 1-9 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 1-9).

Participants are requested to submit contributions by electronic mail to:

rsg4@itu.int

A copy of each contribution should also be sent to the Chair and Vice-Chairs of the relevant Working Parties and to the Chair and Vice-Chairs of Study Group 4. The addresses can be found on:

http://itu.int/go/ITU-R/wp4a/cvc

http://itu.int/go/ITU-R/wp4b/cvc

http://itu.int/go/ITU-R/wp4c/cvc

http://www.itu.int/go/ITU-R/sg4/cvc

## 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/rsg4/en (see "contributions" of the relevant Working Party) within 3 working days.

## 5	Registration/Visa requirements/Accommodation

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 require an ITU account for this purpose and are strongly encouraged to register early and to indicate if they intend to attend the meeting in person or remotely.

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

Please note that for meetings in Geneva, visa support must be requested during the online registration process and may take up to 21 days. Please see https://www.itu.int/en/ITU-R/information/events/Pages/visa.aspx for further information.

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

6   Remote participation and webcast

Access to meeting sessions is restricted to event registered participants only and can be accessed 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.

For those interested in following the proceedings of ITU-R meetings remotely, an audio webcast of the Working Party plenary sessions will be provided. Participants do not need to register for the meeting to use the webcast facility, however TIES access is required.

For further questions relating to this Circular Letter, please contact Mr Sergio Buonomo, Chief, Study Groups Department, at sergio.buonomo@itu.int.

Mario Maniewicz
Director

Annex: 1

Annex

Draft agenda for the meeting of Working Party 4A

(Geneva, 21-31 October 2024)

1   Opening remarks

2   Approval of the agenda

3   Report of the last meeting of Working Party 4A (Document 4A/128)

4   Review of liaison with other Working Parties

5   Review of possibilities for development of draft Recommendations and Reports

6   Adoption of work program for the meeting

7   Establishment of Working Groups and assignment of documents

8   Appointment of Working Group Chairs

9   Any other business

M. NDI
Chair, Working Party 4A

Draft agenda for the meeting of Working Party 4B

(Geneva, 16-22 October 2024)

1   Opening remarks

2   Approval of the agenda

3   Report of the last meeting of Working Party 4B (Document 4B/31)

4   Attribution of documents

5   Establishment of Sub-Working Groups

6   Introduction of documents

7   Sub-Working Group meetings

8   Approval of output documents

9   Any other business

D. WEINREICH
Chair, Working Party 4B

Draft agenda for the meeting of Working Party 4C

(Geneva, 10-18 October 2024)

1   Opening remarks

2   Approval of the agenda

3   Report of the last meeting of Working Party 4C (Document 4C/77)

4   Review of liaison with other Working Parties

5   Review of possibilities for development of draft Recommendations and Reports

6   Adoption of work program for the meeting

7   Establishment of Working Groups and assignment of documents

8   Appointment of Working Group Chairs

9   Any other business

N. KAWAI
Chair, Working Party 4C