



Radiocommunication Bureau (BR)

Circular Letter
4/LCCE/141

15 January 2025

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
(Shanghai, China, 23 April – 16 May 2025)**

- **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 kindly hosted by the Ministry of Industry and Information Technology of the People's Republic of China and Shanghai Municipal People's Government will take place in Shanghai, People's Republic of China, on the dates indicated in the table below. Please note that there will be no Study Group 4 meeting following the WP meetings.

Groups	Meeting dates	Deadline for contributions 1600 hours UTC	Opening session (Shanghai time, GMT + 8 hours)
Working Party 4A	5-16 May 2025	Wednesday, 23 April 2025	Monday, 5 May 2025 at 0930 hours
Working Party 4B	30 April – 6 May 2025	Friday, 18 April 2025	Wednesday, 30 April 2025 at 0930 hours
Working Party 4C	23 April – 2 May 2025	Friday, 11 April 2025	Wednesday, 23 April 2025 at 0930 hours

2 Programme of the meetings of Working Parties

The draft agendas for the meetings are contained in Annex 1.

The status of texts assigned to the Working Parties can be found on:

www.itu.int/md/R23-SG04-C-0001/en

The Working Parties will conduct their work in English only.

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

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 to 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 Party. The addresses can be found on:

www.itu.int/go/ITU-R/wp4a/cvc

www.itu.int/go/ITU-R/wp4b/cvc

www.itu.int/go/ITU-R/wp4c/cvc

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/rsg4/en> (see “contributions” of the relevant Working Party) within 3 working days.

Wireless LAN facilities will be available in all the meeting rooms. All participants are kindly requested to download the documents from the above website before the meeting starts to avoid delays due to congestion of the wireless LAN.

Participants will need to bring their WLAN-capable notebook computers to the paperless meetings.

5 Registration

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 event registration system can be found at:

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

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

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

6 Practical information/Visa requirements/Accommodation

All practical information for participants, including travel, visa requirements, accommodation, is presented in Annex 2.

Additional information about the venue may be provided at a later stage.

7 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:

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.

Some of the meeting rooms at the venue do not allow for the audio integration of the remote participation platform with the room audio system. Therefore, in-person participants are required to connect to the remote participation platform to hear interventions of remote participants. Consequently, in-person participants need to bring a good quality wired headset with integrated microphone for use during all meetings. The use of wireless headsets is strongly discouraged.

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 Nick Sinanis, Study Group 4 Counsellor, at nick.sinanis@itu.int.

Mario Maniewicz
Director

Annex 1

Draft agenda for the meeting of Working Party 4A

(Geneva, 5-16 May 2025)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 4A (Document [4A/343](#))
- 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, 30 April – 6 May 2025)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 4B (Document [4B/92](#))
- 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, 23 April – 2 May 2025)

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Report of the last meeting of Working Party 4C (Document [4C/204](#))
- 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

Annex 2

Practical information for participants

Additional information for the block meetings of the Working Parties of Study Group 4

1 Introduction

The Ministry of Industry and Information Technology (MIIT) of the People's Republic of China and Shanghai Municipal People's Government warmly welcomes global participants to attend the meetings of ITU-R Working Parties (WPs) 4A, 4B and 4C from 23 April to 16 May 2025, in Shanghai, China. This Annex provides practical guidance for the delegates during their stay in Shanghai.

2 Event venue

The meetings of WPs 4A, 4B, and 4C will be held at the **Zhangjiang Science Hall**.

Address: No. 1393, Haik Road, Pudong District, Shanghai

3 Travel and transportation access

Shanghai Pudong International Airport and Shanghai Hongqiao International Airport are connected with many international hubs by China Eastern Airlines, Air China Airlines, China Southern Airlines, Cathay Pacific, Lufthansa, Air France, United Airlines, Qatar Airlines and Emirates Airlines. Further information is available at www.shanghaiairport.com/ensh.

The suggested hotels can be reached from the airport by metro, bus and taxi.

4 Visa

Foreign attendees may need to apply for a visa at the Chinese embassy or consulate closest to them. This process may require some time. Therefore, delegates are **strongly encouraged to initiate the visa application as early as possible**.

For visa support letter, please contact:

Ms WANG Li from the Ministry of Industry and Information Technology of the People's Republic of China.

Tel: +86 10 6230 4156

Email : wangli3@caict.ac.cn

NOTE – From 27 January to 4 February it is a public holiday of the Chinese New Year. Visa support applications received during that time will be processed on 5 February.

5 Accommodation and meals options

A room block has been set aside for ITU delegates and in order to facilitate the delegates' logistics. The hosts have guaranteed a certain number of room nights at four-star and five-star hotels around Zhangjiang Science Hall at a discounted rate. All room rates have included amenities such as complimentary local internet access and breakfast services.

NOTE – In order to benefit of the discounted rates, reservations must be made by **15 March 2025**. Please make every effort to book your rooms as early as possible as the room block is limited and could sell out before this deadline. Delegates are encouraged to take into account this deadline as there are other major conferences and conventions also occurring during the meeting period.

List of proposed options for accommodation near Zhangjiang Science Hall

Category	Hotel name	Address	Distance to the venue	Price for reference (CNY)
5-stars	Hilton Zhangjiang Science Hall*	No. 1398 Haik Road	220 m	1 200-1 800 (165-248 USD)
4-stars	Holiday Inn Express Shanghai Pudong Zhangjiang	No. 777 Haik Road	1.3 km	550-750 (75-105 USD)

* Hilton Zhangjiang Science Hall will open in April 2025. Bookings are open now for ITU-R delegates using the booking forms below.

Notes:

1. The above prices include breakfast and in-room internet access.
2. Staff members fluent in English will be on hand to offer complete assistance and respond to emails within a day.

For reservations at Hilton Zhangjiang Science Hall, please use the hotel booking form as provided below. For any inquiries, please contact David.zhang9@hilton.com or call +8613917933771.



Hilton Zhangjiang
Science Hall Reserva

For reservations at Holiday Inn Express Shanghai Pudong Zhangjiang, please use the hotel booking form as provided below. For any inquiries, please contact wendy.xu@hiexzj.com or sales@hiexzj.com



Holiday Inn ZJ
Reservation Form.dc

Alternative options for accommodation can be arranged independently by popular online travel platforms.

The Zhangjiang Science Hall has a restaurant and catering facilities. Delegates may explore a wide range of restaurants and cafés in the proximity of the meeting venue.

6 Currency and payments

The monetary unit is Yuan (CNY).

Exchange rate on 1 January 2025
1 US dollar = ~ 7.3 CNY
1 Euro = ~ 7.6 CNY

Internationally recognized credit cards such as VISA and MasterCard are typically accepted at most hotels, shops and restaurants.

The most widely used digital payment apps in China are Alipay, WeChat Pay and Union Pay. Alipay and WeChat Pay have English versions, making them user-friendly for international travellers. You can set up these apps before your trip to China by downloading them and registering with your phone number from any country.

7 Local time zone

China has one official time zone, **China Standard Time (CST) (UTC+8:00)**.

8 Electricity and voltage

Outlets in China work on 220 V, with two or three prong flat plugs.



9 Weather

With a pleasant northern subtropical maritime monsoon climate, Shanghai enjoys four distinct seasons, generous sunshine and abundant rainfall. The average temperature in April and May is from 13°C to 35°C. Sweaters and coats are necessary early in April.

10 Language

The official language of China is mandarin, but around 50% of the population in Shanghai can speak English.

11 Useful telephone numbers in Shanghai

Country code: 86

City code: 21 (Shanghai), 10 (Beijing)

Police: 110

Fire: 119

Ambulance: 120

12 Meeting contact

For any inquiries about logistic arrangements in Shanghai (e.g. meeting rooms, meals reservation, information about the venue, etc.), please contact reception@dlg-expo.com.
