



Radiocommunication Bureau (BR)

Circular Letter
1/LCCE/101

28 July 2017

**To Administrations of Member States of the ITU, Radiocommunication Sector Members,
ITU-R Associates participating in the work of Radiocommunication Study Group 1
and ITU Academia**

Subject: **Meetings of Working Parties 1A and 1B**

- **WP 1A: Spectrum engineering techniques**
- **WP 1B: Spectrum management methodologies and economic strategies**

1 Introduction

By means of this Circular Letter, I wish to announce that meetings of ITU-R Working Parties 1A and 1B will take place in the ITU Headquarters in Geneva from 23 to 30 November 2017 (see the table below).

Groups	Meeting dates	Deadline for contributions 16:00 hours UTC	Opening session
Joint meeting of Working Parties 1A and 1B	23 November 2017	–	Thursday, 23 November 2017 at 0930 hours
Working Party 1A	23-30 November 2017	Thursday, 16 November 2017	Thursday, 23 November 2017 at 1000 hours
Working Party 1B	23-30 November 2017	Thursday, 16 November 2017	Thursday, 23 November 2017 at 1100 hours

In addition, a meeting of the ITU-R Working Parties 1A and 1B Rapporteur Group on WPT issues (i.e. the RG-WPT on developing content for deliverable related to Question ITU-R 210-3/1 "Wireless Power Transmission" and WRC-19 agenda item 9.1 in response to Resolution **958 (WRC-15)** "Urgent studies required in preparation for the 2019 World Radiocommunication Conference" Annex item 1) is planned to be held on 22 November 2017 from 0900 hours. Further information regarding this RG-WPT meeting will be communicated via the RG-WPT Email Reflector: rwp1a-cg-wpt@itu.int.

2 Programme of the meetings of Working Parties 1A and 1B

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/R15-SG01-C-0001/en>

The Working Parties will conduct their work in English.

3 Contributions

Contributions in response to the work of Working Parties 1A and 1B are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-7.

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 1-7 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: rsg1@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 1. The pertinent addresses can be found on:

<http://www.itu.int/go/rwp1a/ch>

<http://www.itu.int/go/rwp1b/ch>

<http://www.itu.int/go/rsg1/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/rsg1/en> (see “contributions” of the relevant Working Party) within 3 working days.

In accordance with Resolution 167 (Rev. Busan, 2014) **the meetings will be completely paperless.** Wireless LAN facilities will be available for use by delegates in the meeting rooms. Printers are available in the cyber café of the 2nd basement of the Tower building and on the ground and first floors of the Montbrillant building for delegates who wish to print documents. In addition, a limited number of laptops are available for those who do not have one. Please enquire at the Service Desk (servicedesk@itu.int) for further information.

5 Remote participation

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.

Remote participants wishing to actively participate (e.g. to introduce a contribution) will need to register in advance for the meeting by indicating this intention to their Designated Focal Points (see section 6). Additionally, they need to coordinate their active participation at least one month prior to the meeting with the responsible Counsellor.

Further information regarding remote participation can be found at:

www.itu.int/ITU-R/go/rsg-remote/

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

6 Participation/Visa requirements/Accommodation

Advance registration for ITU-R events is mandatory and carried out exclusively online through Designated Focal Points (DFPs). Each ITU-R Member has been requested to designate a DFP responsible for the handling of all registration formalities, including visa support requests that should also be submitted by the DFP during the on-line registration process. Individuals wishing to be registered for an ITU-R event should directly contact the DFP for their entity. The list of ITU-R DFPs (TIES protected) as well as detailed information on event registration, visa support requirements, hotel accommodation, etc. can be found at:

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


for/ François Rancy
Director

Annex: 1

Distribution:

- Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of Radiocommunication Study Group 1
- ITU-R Associates participating in the work of Radiocommunication Study Group 1
- ITU Academia
- Chairman and Vice-Chairmen of Radiocommunication Study Group 1
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX

Draft agenda for the meeting of Working Party 1A

(Geneva, 23-30 November 2017)

- 1** Opening of the meeting
- 2** Adoption of the draft agenda
- 3** Report of the previous meeting of Working Party 1A (Document [1A/208](#))
- 4** Reports on the correspondence activities:
 - SG 1 Rapporteur Group on Liaison with CISPR
 - WP 1A and WP 1B Rapporteur Group (RG-WPT) on developing content for deliverable related to Question ITU-R 210-3/1 "Wireless Power Transmission" and WRC-19 agenda item 9.1 in response to Resolution **958 (WRC-15)** "Urgent studies required in preparation for the 2019 World Radiocommunication Conference" Annex item 1
 - Rapporteur Group on coexistence of wired telecommunication with radiocommunication systems
- 5** Establishment of Sub-Group(s), assignment of documents and appointment of Chairmen
- 6** Drafting of output documents
- 7** Liaison with other Groups
- 8** Discussion of the future work plan
- 9** Date and location of next meeting
- 10** Any other business
- 11** Closing remarks

R. GARCIA De SOUZA
Chairman, Working Party 1A

Draft agenda for the meeting of Working Party 1B

(Geneva, 23-30 November 2017)

- 1 Opening of the meeting
- 2 Adoption of the draft agenda
- 3 Report of the previous meeting of Working Party 1B (Document [1B/193](#))
- 4 Reports on the correspondence activities:
 - SG 1 Rapporteur Group on Liaison with CISPR
 - WP 1A and WP 1B Rapporteur Group (RG-WPT) on developing content for deliverable related to Question ITU-R 210-3/1 "Wireless Power Transmission" and WRC-19 agenda item 9.1 in response to Resolution **958 (WRC-15)** "Urgent studies required in preparation for the 2019 World Radiocommunication Conference" Annex item 1
 - Correspondence Group on the working document towards a preliminary draft new Report ITU-R SM.[LPWAN.MTC], in the context of studies under WRC-19 agenda item 9.1, issue 9.1.8 (item 3 of the Annex to Resolution **958 (WRC-15)**)
- 5 Establishment of Sub-Group(s), assignment of documents and appointment of Chairmen
- 6 Drafting of output documents
- 7 Liaison with other Groups
- 8 Discussion of the future work plan
- 9 Date and location of next meeting
- 10 Any other business
- 11 Closing remarks

R. CHANG
Chairman, Working Party 1B
