



**ITUWRC**

DUBAI2023

20 November - 15 December 2023  
Dubai, United Arab Emirates

## Radiocommunication Bureau (BR)

Circular Letter  
**4/LCCE/137**

2 November 2023

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

Subject: **Meeting of Working Party 4B (e-meeting, 23 January 2024)**

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

### 1 Introduction

By means of this Circular Letter, I wish to announce that a meeting of ITU-R Working Party 4B will be convened fully electronically (remote participation only / virtual meeting), on 23 January 2024. This Working Party 4B meeting will consider the acknowledgement of receipt of submissions for candidate radio interface technologies (RITs) or a set of RITs (SRITs) for the satellite component of IMT-2020 under Step 3 of the satellite IMT-2020 process received by the **31 December 2023 deadline** (see Addendum 1 to Circular Letter [4/LCCE/134](#)), as well as any additional input contributions related to candidate RITs/SRITs received by the deadline specified in the table below:

Group	Meeting date	Deadline for contributions 16:00 hours UTC	Opening session (Geneva time)
Working Party 4B	23 January 2024	Tuesday, 16 January 2024	Tuesday, 23 January 2024 at 1200 hours

A draft agenda for the meeting is contained in Annex 1. Other input contributions not related to candidate RITs/SRITs will be considered at the subsequent meeting. Working Party 4B will conduct its work in English.

The working hours of the meeting will be from 1200 to 1700 hours (Geneva time). These working hours were chosen to accommodate the participation of delegates from various time zones. Other relevant information will be published on the Working Party website, as well as in administrative and information documents.

### 2 Contributions

Contributions in response to the work of Working Party 4B are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-8.

Participants are requested to submit contributions by electronic mail to:

[rsg4@itu.int](mailto:rsg4@itu.int)

A copy of each contribution should also be sent to the Chairman and Vice-Chairmen of Working Party 4B and to the Chairman and Vice-Chairmen of Study Group 4. The pertinent addresses can be found on:

<http://itu.int/go/rwp4b/ch>

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

### **3 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 Working Party) within 3 working days.

### **4 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.

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

[www.itu.int/en/ITU-R/information/events](http://www.itu.int/en/ITU-R/information/events)

### **5 Connecting to virtual meeting sessions**

Access to virtual meeting sessions is restricted to event registered participants only. Delegates must access the Working Party 4B virtual 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 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 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 will be convened as virtual meeting there is no need to contact the Bureau to request remote participation.

### **6 Webcast**

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 TIES access is required.

For further questions relating to this Circular Letter, please contact, Mr Nelson Malaguti, Study Group 4 Counsellor, at [nelson.malaguti@itu.int](mailto:nelson.malaguti@itu.int).

Mario Maniewicz  
Director

**Annex: 1**

## **Annex 1**

### **Draft agenda for the meeting of Working Party 4B**

(e-meeting, 23 January 2023)

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Acknowledgement of receipt of submissions for candidate RITs and SRITs for the satellite component of IMT-2020
- 4 Consideration of additional input contributions related to candidate RITs and SRITs for the satellite component of IMT-2020
- 5 Approval of output documents
- 6 Any other business

D. WEINREICH  
Chairman, Working Party 4B