

4 ALBERT EMBANKMENT  
LONDON SE1 7SR

Telephone: +44 (0)20 7735 7611

Fax: +44 (0)20 7587 3210

Circular Letter No.4423  
29 June 2021

To: All IMO Member States  
United Nations and specialized agencies  
Intergovernmental organizations  
Non-governmental organizations in consultative status with IMO

Subject: **Seventeenth meeting of the Joint IMO/ITU Experts Group on Maritime Radiocommunication Matters (1 to 5 November 2021)**

1 The Secretary-General has the honour to invite representation at the seventeenth meeting of the Joint IMO/ITU Experts Group on Maritime Radiocommunication Matters, which will be held remotely from Monday, 1 to Friday, 5 November 2021. Due to the prevailing extraordinary circumstances caused by the coronavirus (COVID-19) pandemic, the meeting of the Experts Group will be conducted virtually. Should the circumstances allow also for physical participation at IMO Headquarters, this will be communicated in advance to the meeting.

### **Terms of reference and provisional agenda**

2 The terms of reference for the seventeenth meeting of the Experts Group, as approved by the Sub-Committee on Navigation, Communications and Search and Rescue, at its eighth session, and the provisional agenda for the meeting are set out in the annex.

### **Modalities and platform for the virtual meeting**

3 The virtual meeting will be conducted from Monday, 1 to Friday 5, November 2021, from 11.00 to 14.00 UTC, using the e-conferencing platform **Zoom**. The meeting will be conducted in English without interpretation. Other relevant information, including the link for the virtual meeting and joining instructions, will be communicated to registered participants in due time.

### **Submission of documents**

4 Documents for the meeting will be issued in English only. All documentation for the meeting should be submitted to the IMO Secretariat ([ncsr@imo.org](mailto:ncsr@imo.org)) or the ITU Secretariat ([Karlis.Bogens@itu.int](mailto:Karlis.Bogens@itu.int)) via email in Microsoft Word not later than **Friday, 1 October 2021**. Documents commenting on those submitted by 1 October 2021 should be received by **Friday, 22 October 2021**.

### **Distribution of documents**

5 Relevant documentation will be made available on IMODOCS (<http://docs.imo.org>), "Meeting Documents", "NCSR Sub-Committee" and finally "IMO/ITU EG"

(<http://docs.imo.org/Category.aspx?cid=508>). Upon request, documents may also be distributed via email.

### **Report of the meeting**

6 Upon conclusion of the virtual meeting, the meeting will remain open, by correspondence, for a further five working days to allow for any comments, with a view to finalizing the report of meeting. Written comments on the draft report may be submitted by email to the Secretariat ([ncsr@imo.org](mailto:ncsr@imo.org) and [Karlis.Bogens@itu.int](mailto:Karlis.Bogens@itu.int)) until Friday, 12 November 2021. After that, a final report will be prepared by the Secretariat, in consultation with the Chair, for submission to the relevant ITU and IMO bodies.

### **Registration**

7 Member Governments, United Nations agencies, IGOs and NGOs are required to provide, not later than **Friday, 29 October 2021**, the names of all the members of their delegations attending the meeting via the Online Meeting Registration System (OMRS), as advised in Circular Letter No.4336 of 5 November 2020.

8 Delegates submitting documents or comments will need to be registered on OMRS prior to the publication of any submissions made by them.

9 Any matters relating to the use of OMRS should be communicated to:

Registration Unit  
Meeting Services and Interpretation Section  
Email: [onlineregistration@imo.org](mailto:onlineregistration@imo.org)

10 Members of delegations will not be registered to attend the meeting without authorization from their OMRS Delegation Coordinator. Delegates whose names do not appear on the OMRS list will be requested to contact their OMRS Delegation Coordinator in order to process their authorization to attend the meeting.

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## ANNEX

### TERMS OF REFERENCE FOR THE SEVENTEENTH MEETING OF THE JOINT IMO/ITU EXPERTS GROUP ON MARITIME RADIOCOMMUNICATION MATTERS

#### Purpose

To advise on the development of future requirements for maritime radiocommunications taking into account the operational needs as defined by IMO and the regulatory needs as defined by ITU.

#### Structure

The Experts Group consists in principle of people active in IMO and ITU with a representative range of viewpoints.

Contact points:

IMO Secretariat	–	Mr. C.O. Istanbulu
ITU Secretariat	–	Mr. K. Bogens

IMO is prepared to provide the group leader.

#### Instructions

The Experts Group is instructed, based on written proposals received, to:

- .1 with respect to consequential amendments to other existing instruments relating to the draft amendments to the 1974 SOLAS Convention finalized at NCSR 8, consider the draft revisions to COMSAR/Circ.32 and COMSAR/Circ.33, taking into account comments and submissions at NCSR 8, and advise NCSR 9, as appropriate (NCSR 8/14/1, paragraph 6.9, and documents NCSR 8/7, NCSR 8/6/1, NCSR 8/6/7, NCSR 8/6/16 and NCSR 8/6/20);
- .2 further develop the draft IMO position on relevant WRC-23 agenda items, taking into account the comments and submissions at NCSR 8, and advise NCSR 9, as appropriate (NCSR 8/14/1, paragraphs 7.2 to 7.5, and documents NCSR 8/7/3, NCSR 8/7/5 and NCSR 8/7/9);
- .3 consider further the matter of electromagnetic interference (EMI) effects of Light Emitting Diode (LED) lighting systems and other sources of EMI on board vessels, taking into account the comments and submissions at NCSR 8, and advise NCSR 9, as appropriate (NCSR 8/14/1, paragraphs 7.9 to 7.11, and documents NCSR 8/7/2 and NCSR 8/7/4);
- .4 consider the proposed revisions to Recommendation ITU-R M.1371-5 on *Technical characteristics for an automatic identification system using time division multiple access in the VHF maritime mobile frequency band* (NCSR 8/7/1), taking into account the comments and the related submission at NCSR 8, and advise NCSR 9, as appropriate (NCSR 8/14/1, paragraphs 7.12 to 7.14 and document NCSR 8/7/10);

- .5 in relation to the regular work in ITU-R, provide comments and advice, as appropriate; and
- .6 prepare a report, containing comments, recommendations and proposals, for consideration by NCSR 9 and, as appropriate, for meetings of the relevant study groups and/or working parties of ITU-R.

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JOINT IMO/ITU EXPERTS GROUP ON  
MARITIME RADIOCOMMUNICATION  
MATTERS  
17th meeting  
Agenda item 1

IMO/ITU EG 17/1  
29 June 2021  
ENGLISH ONLY

## PROVISIONAL AGENDA

### for the seventeenth meeting of the Joint IMO/ITU Experts Group on Maritime Radiocommunication Matters

- Opening of the meeting
- 1 Adoption of the agenda
  - 2 Briefing on the outcome of relevant IMO and ITU bodies
  - 3 Further development of the draft IMO position on WRC-23 agenda items concerning matters relating to maritime services
  - 4 Consideration of relevant work in ITU-R
  - 5 Modernization of the Global Maritime Distress and Safety System (GMDSS) - consequential amendments to existing instruments relating to the draft amendments to the 1974 SOLAS Convention
  - 6 Consideration of matters related to electromagnetic interference (EMI) effects of Light Emitting Diode (LED) lighting systems and other sources of EMI on board vessels
  - 7 Consideration of the proposed revisions to Recommendation ITU-R M.1371-5 on *Technical characteristics for an automatic identification system using time division multiple access in the VHF maritime mobile frequency band*
  - 8 Any other business
  - 9 Reports to the NCSR Sub-Committee and ITU

**Notes:**

- 1 Documents should be received by the IMO Secretariat ([ncsr@imo.org](mailto:ncsr@imo.org)) and/or the ITU Secretariat ([Karlis.Bogens@itu.int](mailto:Karlis.Bogens@itu.int)) by **Friday, 1 October 2021 (four-week deadline)**. Documents commenting on those submitted by 1 October 2021, should be received by **Friday, 22 October 2021 (one-week deadline)**.
  - 2 All documents should include a brief summary.
  - 3 The following word-processing format should be observed in order to standardize the presentation of documents:
    - font: Arial;
    - font size: 11 pt;
    - justification: full;
    - margins (centimetres): 2 cm top, 2.5 cm bottom, left and right.

A template is available for use in the preparation of documents and could be obtained by contacting one of the Secretariats (IMO Secretariat: [ncsr@imo.org](mailto:ncsr@imo.org); ITU Secretariat: [Karlis.Bogens@itu.int](mailto:Karlis.Bogens@itu.int)).
  - 4 To facilitate processing, documents should be submitted by email in Microsoft Word, to either the IMO or the ITU Secretariat. It should be noted that the file size limit for the IMO email system is set at 10 Mbytes. If submitters do not receive an acknowledgement receipt by the Secretariat within one working day, they should contact the Secretariat without delay.
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