



ASIA-PACIFIC TELECOMMUNITY
12/49 Soi 5, Chaeng Watthana Road, Bangkok 10210, Thailand

Ref: APT/2020/APG23-1/INV

29 July 2020

Dear Sir/Madam,

**Subject: Virtual Meeting for the 1st Meeting of
the APT Conference Preparatory Group for WRC-23
24 - 25 September 2020**

I am pleased to inform you that the Asia-Pacific Telecommunity (APT) will organize a virtual meeting for the 1st Meeting of the APT Conference Preparatory Group for World Radiocommunication Conference 2023 (APG23-1) from 24 to 25 September 2020.

Considering the ongoing COVID-19 pandemic, APT Secretariat had consulted with the Chairman of the APT Conference Preparatory Group for WRC-19 and Special Senior Advisor to the APG, and it is decided that the APG23-1 will be organized virtually.

The objective of the APG23-1 is to initiate the preparatory process of the APT for the World Radiocommunication Conference 2023 (WRC-23) and Radiocommunication Assembly 2023 (RA-23). The APG23-1 is expected to:

- Elect the Chairman and Vice-Chairmen of the preparatory group;
- Form the structure of the preparatory group;
- Nominate other Office Bearers of the preparatory group based on the structure;
- Develop a tentative work plan for the preparation of RA-23 and WRC-23.

In this regard, I would like to invite your administration/organization to nominate suitable representatives to attend the meeting which will be conducted via Zoom Meeting platform. Please ensure that relevant experts from your administration/organization in the field of radiocommunication, particularly WRC and RA issues, are included in your delegation. I would also like to encourage participation of concerned organizations in your country who are involved in the relevant works of WRC and RA. The Provisional Agenda and Information for Participants are attached herewith for your information.

Registration can be done online at <https://www.apr.int/content/online-registration> preferably by **10 September 2020** for making necessary arrangements. Once the registration is accepted, APT Secretariat will inform Zoom meeting link, password and other relevant information directly to registered participants two weeks prior to the meeting. Only the registered participants are entitled to join the meeting. Should further information or assistance regarding the meeting is required, please contact APT Secretariat by aprag@apr.int. APT Secretariat will do the best to provide the necessary environment for the remote participation.

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Members, Associate Members, Affiliate Members and International/Regional Organizations that wish to submit contribution to the meeting should prepare the contribution(s) in Microsoft Word using the proper template provided by APT Secretariat and return it by email to aptapg@apt.int. Please refer to contribution guideline in the attached Information for Participants. **The deadline for submission of contribution is 17 September 2020.**

I look forward to your good support and cooperation in ensuring a successful virtual meeting.

Yours sincerely,

(Original signed)

Areewan Haorangsi
Secretary General

Encls: 1) Provisional Agenda
2) Information for Participants

To: APT Members, Associate Members, Affiliate Members and International/Regional Organizations