



Radiocommunication Bureau
(Direct Fax N°. +41 22 730 57 85)

Administrative Circular
CACE/391

9 June 2006

**To Administrations of Member States of the ITU and
Radiocommunication Sector Members participating in the
work of the Radiocommunication Study Groups and the Special
Committee on Regulatory/Procedural Matters**

Subject: Joint Meeting of Radiocommunication Study Group 4 (Fixed-satellite service) and Study Group 9 (Fixed service)

1 Introduction

By means of this Administrative Circular, we wish to announce that a joint meeting of ITU-R Study Group 4 and Study Group 9 will take place in Geneva on the afternoon of 5 September 2006 after the meeting of Working Party 4-9S (see Circular Letter [4/LCCE/91](#) and [9/LCCE/94](#), dated 17 May 2006).

The Study Group meeting will be held in the ITU Headquarters, Geneva. Services directly connected with meeting activities, such as delegate registration, document distribution, etc. will be located in the vicinity of the meeting room. The opening session will take place at 14:00 hours on 5 September 2006. Registration of delegates will start at 08:30 hours, **in the Montbrillant building only (all delegates should enter the building exclusively through this entrance)**, on the opening day.

2 Programme of the meeting

The draft agenda for the joint meeting of Study Groups 4 and 9 is contained in Annex 1. Contributions from participants will be processed in accordance with Resolution ITU-R 1-4.

The Questions assigned to Working Party 4-9S can be found at:

<http://www.itu.int/ITU-R/publications/download.asp?product=que04&lang=e>
<http://www.itu.int/ITU-R/publications/download.asp?product=que09&lang=e>

2.1 Adoption of draft Recommendations at the Study Group meeting (§ 10.2.2 of Resolution ITU-R 1-4)

Two draft revised Recommendations were prepared at the meetings of Working Party 4-9S (2-10 May 2005 and 14-21 March 2006) and are proposed for adoption by the Study Group at its meeting in accordance with § 10.2.2 of Resolution ITU-R 1-4.

In conformity with §§ 2.25 and 10.2.2.2 of Resolution ITU-R 1-4, the titles and the summaries of the draft revised Recommendations are given in Annex 2.

2.2 Adoption of draft Recommendations by a Study Group by correspondence (§ 10.2.3 of Resolution ITU-R 1-4)

The procedure described in § 10.2.3 of Resolution ITU-R 1-4 concerns draft new or revised Recommendations which are not specifically included in the agenda of a Study Group meeting or for which there was insufficient time for their preparation in the working languages prior to the meeting.

In accordance with this procedure, draft revised Recommendations prepared during the meeting of Working Party 4-9S, held immediately before the Study Group meeting will be submitted to the Study Group. After due consideration, the Study Group may decide to seek adoption of these draft Recommendations by correspondence. In such cases, the Study Group may also decide to apply the procedure for simultaneous adoption and approval (PSAA) of a draft Recommendation as described in § 10.3 of Resolution ITU-R 1-4 (see also § 2.3 below).

At the time of drafting this Circular, there are no topics listed for consideration at the next meeting of WP 4-9S for which draft Recommendations may be developed.

2.3 Decision on approval procedure

At the meeting, the Study Group shall decide on the eventual procedure to be followed for seeking approval for each draft Recommendation in accordance with § 10.4.3 of Resolution ITU-R 1-4. Approval may be sought by submitting the draft Recommendation to the next Radiocommunication Assembly, or by consultation of the Member States; alternatively, the Study Group may decide to use the PSAA procedure described in § 10.3 of Resolution ITU-R 1-4.

3 Visa requirements

We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Switzerland. The visa must be requested and obtained from the office (embassy or consulate) representing Switzerland in your country or, if there is no such office in your country, from the one that is closest to the country of departure. If problems are encountered, the Union can, at the official request of the administration or company you represent, approach the competent Swiss authorities in order to facilitate delivery of the visa.

Visa requests should be made via an official covering letter from the administration or company you represent. This letter must specify your name and function, date of birth, passport number as well as the date of issuance and expiration. The letter must be accompanied by a photocopy of your passport and completed registration form and must be sent by fax to the ITU-R Document and Meetings Unit, Office V.434, Attention: Mrs. L. Kocher. The fax number is +41 22 730 6600. Please note that the Union needs at least one week to process all papers required for the delivery of a visa.

4 Participation

Based on the registration of participants received one month prior to the meeting, appropriate interpretation facilities will be provided.

In order to make the necessary arrangements, it is requested that the intended participation of your representative(s) be advised not later than one month before the opening of the meeting, by means of the annexed form (Annex 3) (to be photocopied as required). For hotel accommodation see <http://www.itu.int/travel/>

Valery Timofeev
Director, Radiocommunication Bureau

Annexes: 3

Distribution:

- Administrations of Member States, Radiocommunication Sector Members
- ITU-R Associates participating in the work of Radiocommunication Study Groups 4 & 9
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups and Special Committee on Regulatory/Procedural Matters
- Chairman and Vice-Chairmen of the Conference Preparatory Meeting
- Members of the Radio Regulations Board
- Secretary-General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX 1

Draft agenda for the joint meeting of Radiocommunication Study Groups 4 and 9

(Geneva, 5 September 2006)

- 1 Opening of the meeting by the Chairmen of Study Groups 4 and 9
- 2 Approval of the agenda
- 3 Appointment of a Rapporteur for summary record
- 4 Executive Report from the Chairman of Working Party 4-9S
- 5 Adoption of 2 draft revised Recommendations, ITU-R SF.1601-1 and ITU-R SF.1649, according to § 10.2.2 of Resolution ITU-R 1-4 and decision on eventual approval procedure to be followed.
- 6 Appointment or confirmation of Chairmen of Working Party 4-9S, Editorial Group and liaison Rapporteurs, if any
- 7 Status of SF-series Recommendations
- 8 Next meeting date
- 9 Any other business

V. RAWAT
Chairman
Radiocommunication Study Group 4

V.M. MINKIN
Chairman
Radiocommunication Study Group 9

ANNEX 2

Summaries of draft revised Recommendations

Draft revision of Recommendation ITU-R SF.1601-1

Doc. 4/57 – 9/65

Methodologies for interference evaluation from the downlink of the fixed service using high altitude platform stations to the uplink of the fixed-satellite service using the geostationary satellites within the band 27.5-28.35 GHz

This revision adds a new Annex 3 providing another methodology for interference evaluation in terms of *C/I* and its Appendix providing an example of the application of the methodology of new Annex 3. Consequential changes related to these revisions are also made in *recommends* 3. This revision does not change the text in previous version of the Recommendation.

Draft revision of Recommendation ITU-R SF.1649

Doc. 4/81 – 9/100

Guidance for determination of interference from earth stations on vessels (ESVs) to stations in the fixed service when the ESV is within the minimum distance

This revision provides editorial corrections to Annexes 1 and 2. It revises Annex 3 to align the notation with that of Annexes 1 and 2, and it provides several alternatives to the procedure as previously described. It provides a new Annex 4, which contains material that may be considered by administrations in bilateral and multilateral discussion when authorizing antennas smaller than 1.2 m in the 14.0-14.5 GHz band to insure that these smaller antennas are in compliance with the requirements of Resolution 902 (WRC-03). It provides a new Annex 5 that contains material be considered by administrations, if licensing ESV terminals operating with antennas smaller than 2.4 m in the band 5 925-6 425 MHz under RR 4.4, to ensure that these terminals do not cause more interference into the fixed service than that envisaged by Resolution 902 (WRC-03).

ANNEX 3

Registration Form ITU-R Meetings

Geneva, Switzerland, 25 August - 21 September 2006



Radiocommunication Bureau

I wish to participate in

WP 4-9S 25/8-1/9	WP 7B 28-31/8	WP 7D 28-31/8	WP 4B 28/8-1/9	WP 7C 28/8-1/9	WP 7A 29/8-1/9	SG 9 4-5/9	WP 4A 4-13/9	JSG 4&9 5/9
WP 8B 5-13/9	WP 8A 6-14/9	WP 9C 7-13/9	WP 6E 11-15/9	WP 8D 11-15/9	TG 1/9 11-15/9	SG 4 14-15/9	SG 6 18-19/9	SG 8 20-21/9

Mr. Mrs. Ms. Miss:
(family name) (first name)

Accompanied by family member(s):
(family name) (first name)

1. REPRESENTATION

Name of Member State:

- Head of Delegation Deputy Delegate

To be completed by representatives of Member States only

Name of Sector Member:

- | | |
|---|--|
| <input type="checkbox"/> Recognized Operating Agencies | <input type="checkbox"/> Regional Telecommunication Organizations |
| <input type="checkbox"/> Scientific or Industrial Organizations | <input type="checkbox"/> Intergovernmental Organizations operating Satellite Systems |
| <input type="checkbox"/> UN, Specialized Agencies and the IAEA | <input type="checkbox"/> Other Entities dealing with Telecommunication matters |
| <input type="checkbox"/> Regional and other International Organizations | <input type="checkbox"/> Associates |

2. OFFICIAL ADDRESS

Name of the Company:

Street Address:

City/State/Code/Country:

Business tel.: Fax:

E-mail: In case of emergency:

3. DOCUMENTS

I wish to receive paper copies during the meeting: Yes No

If yes, indicate one language only:

<input type="checkbox"/> English	<input type="checkbox"/> French	<input type="checkbox"/> Spanish
<input type="checkbox"/> Arabic	<input type="checkbox"/> Chinese	<input type="checkbox"/> Russian

Upon request, contributions are available at the Document Distribution Desk

Date : Signature:

For BR Secretariat use only

Approved (if applicable)	Personal Section	Meeting Section	Pigeonhole

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