International Telecommunication Union



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

Circular Letter 7/LCCE/47

29 November 2007

To Administrations of Members States of the ITU and Radiocommunication Sector Members participating in the work of Working Parties 7A, 7B, 7C and 7D of Radiocommunication Study Group 7

Subject: Meetings of Working Parties 7A, 7B, 7C and 7D

Working Party 7A Time signals and frequency standard emissions

Working Party 7B Space radiocommunication applications

Working Party 7C Remote sensing systems

Working Party 7D Radio astronomy

Introduction

By means of this Circular Letter, we wish to announce that meetings of ITU-R Working Parties 7A, 7B, 7C and 7D will take place in the ITU Headquarters in Geneva from 31 March to 4 April 2008 (see the table below).

Groups	Meeting Dates	Deadline for contributions 16:00 hours UTC	Opening Session
Joint Meeting of Working Parties 7A, 7B, 7C and 7D	31 March 2008		31 March at 10:30 hours
Working Party 7A	31 March – 4 April 2008	Monday, 24 March 2008	31 March at 15:40 hours
Working Party 7B	31 March – 4 April 2008	Monday, 24 March 2008	31 March at 15:40 hours
Working Party 7C	31 March – 4 April 2008	Monday, 24 March 2008	31 March at 14:00 hours
Working Party 7D	31 March – 4 April 2008	Monday, 24 March 2008	31 March at 14:00 hours

Place des Nations CH-1211 Geneva 20 Switzerland Telephone +41 22 730 51 11 Telefax Gr3: +41 22 733 72 56 Gr4: +41 22 730 65 00 Telex 421 000 uit ch Telegram ITU GENEVE E-mail: itumail@itu.int http://www.itu.int/ Services directly connected with meeting activities, such as delegate registration, document distribution, etc. will be located in the vicinity of the meeting room. The Joint Meeting of Working Parties 7A, 7B, 7C and 7D will take place at 10:30 hours and registration of delegates will start at 08:30 hours, in the Montbrillant building only, on 31 March 2008.

Programme of the meetings

A draft agenda for these meetings is contained in Annex 1. The Questions assigned may be found on: http://www.itu.int/ITU-R/index.asp?category=study-groups&link=rsg7&lang=en. The Working Parties will conduct their work in English.

Contributions

Contributions in response to the work of Working Parties 7A, 7B, 7C and 7D are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-5 and posted on http://www.itu.int/ITU-R/index.asp?category=study-groups&link=rsg7&lang=en (see "contributions" of the relevant Working Party). A limited number of paper copies will be available at the meetings. **The deadline for submission of contributions is specified in the table above**. Submissions received later than this deadline cannot be accepted.

Participants are encouraged to submit contributions by electronic mail to:

rsg7@itu.int.

A copy should also be sent to the Chairmen of the relevant Working Parties and to the Chairman and Vice-Chairmen of Study Group 7. The pertinent addresses can be found on:

http://www.itu.int/ITU-R/study-groups/index.asp (see Chairmen and Vice-Chairmen).

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.

Participation

The intended participation of your representative(s) should be advised not later than one month before the opening of the meeting, by means of the annexed form (Annex 2) (to be photocopied as required). For hotel accommodation, see: http://www.itu.int/travel.

V. Timofeev Director, Radiocommunication Bureau

Annexes: 2

Distribution:

- Administrations of Member States and Radiocommunication Sector Members participating in the work of Radiocommunication Working Parties 7A, 7B, 7C and 7D of Radiocommunication Study Group 7
- ITU-R Associates participating in the work of Radiocommunication Study Group 7
- Chairman and Vice-Chairmen of Radiocommunication Study Group 7
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX 1

Draft agenda for the meetings of Working Parties 7A, 7B, 7C and 7D

(Geneva, 31 March – 4 April 2008)

- 1 Introduction by the Chairman
- 2 Approval of the agenda
- 3 Results of the Radiocommunication Assembly 2007 (RA-07) and the World Radiocommunication Conference 2007 (WRC-07)
- 4 Decisions of the Conference Preparatory Meeting (CPM11-1) for the World Radiocommunication Conference 2011 (WRC-11) related to allocation of ITU-R preparatory work for WRC-11 and for the World Radiocommunication Conference 2015 (WRC-15)
- 5 Chairman's progress Report
- 6 Status of Questions assigned to the Working Party and related work
- 7 Work programme for the meeting
- 8 Introduction of input documents
- **9** Establishment of drafting groups and attribution of documents
- 10 Preparation of output documents
- 11 Discussion of the future work plan
- 12 Venue of the next meetings
- 13 Any other business

R. BEARD Chairman, WP 7A B. KAUFMAN Chairman, WP 7B

E. MARELLI Chairman, WP 7C M. OHISHI Chairman, WP 7D

ANNEX 2

ITU-R Block Meetings Geneva, 26 March – 18 April 2008



REGISTRATION FORM

WP 4C	WP 7A	WP 7B	WP 7C	WP 7	D V	VP 4B	WP 4A	SG 4				
26/3-4/4	31/3-4/4	31/3-4/4	31/3-4/4	31/3-4	1/4	2-9/4	7-16/4	17-18/4				
Mr. Mrs. Ms. Miss: (family name) (first name)												
Accompanied I	by family memb	er(s):	(family name)									
(family name) (first name) 1. REPRESENTATION												
Name of Member State:												
	Head of Delegation					Delegate						
(to be completed by representatives of Member States only)												
Name of Sector Member:												
Recogni	Recognized Operating Agencies Regional Telecommunication Organizations											
	Scientific or Industrial Organizations					Intergovernmental Organizactions operating Satellite						
_	Systems UN, Specialized Agencies and the IAEA Other Entities dealing with Telecommunication							tion matters				
_	Regional and other International Organizations Associates											
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3. DOCUI	MENTS											
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Language requ	iired:		English		Frer	nch		Spanish				
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(Upon request, contributions are available at the Document Distribution Desk)												
Date:	ate: Signature:											
For BR Secretariat use only												
Approved (proved (if applicable) Personal Section Meeting Section Pigeonhole						DIE					
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To be returned duly completed to the Radiocommunication Bureau Place des Nations CH-1211 Geneva 20 Switzerland					Tele	Telephone: +41 22 730 5802 Telefax: +41 22 730 6600 Email: linda.kocher@itu.int						