



Radiocommunication Bureau

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**Circular Letter
7/LCCE/48**

14 July 2008

**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 in conjunction with a meeting of Radiocommunication Study Group 7 (see Administrative Circular CACE/454) will take place in the ITU Headquarters in Geneva from 7 to 13 October 2008 (see the table below).

Groups	Meeting Dates	Deadline for contributions 16:00 hours UTC	Opening Session
Working Party 7A	8 – 13 October 2008	Wednesday, 1 October 2008	8 October at 09:30 hours
Working Party 7B	7 – 13 October 2008	Tuesday, 30 September 2008	7 October at 09:30 hours
Working Party 7C	7 -13 October 2008	Tuesday, 30 September 2008	7 October at 11:00 hours
Working Party 7D	7 -13 October 2008	Tuesday, 30 September 2008	7 October at 14:00 hours

Registration of delegates will start at 08:30 hours, **in the Montbrillant building only**, on 7 October 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/publ/R-QUE-SG07/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/go/rsg7/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. Resolution ITU-R 1-5 provides that contributions which are not available to participants at the opening of the meeting shall not be considered.

Participants are requested 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-br/cgi-bin/htsh/compass/cvc_wptg_list.sh

http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=7

Participation/Visa requirements

It is intended that delegate registration for the Study Group 7 block of meetings will be carried out exclusively online. Each Member State/Sector Member/ Associate was requested to designate a Focal Point to be responsible for the handling of all registration requests belonging to his/her administration/organization. The list of Designated Focal Points (DFP) is available on the Study Group webpage at:

<http://www.itu.int/cgi-bin/htsh/edrs/TIES/auth/ITU-R/SGs/edrs.focalpoint>

The username and ID number to access the online registration will be sent electronically on 15 August 2008. Online registration will commence on 1 September 2008.

I would like to remind you that citizens of some countries are required to obtain a visa in order to enter and spend 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. For delegates/participants who have made their request online via their respective Member State/Sector Member/ Associate DFP, the process for requesting visa support has been simplified. If ITU Headquarters' assistance is required, the request for support in obtaining a visa may be made by the DFP at the time of

completion of the registration request for the individual concerned. On the bottom of the registration form, the DFP will find several questions which must be completed fully and accurately. The required information is as follows:

Date of birth

Passport number

Passport issuance and expiry dates

The visa support procedure will subsequently follow automatically. The delegate/participant will be notified via the Confirmation of Registration form sent to his/her e-mail address that the visa support request has been received and is being processed.

For hotel accommodation, see: <http://www.itu.int/travel>.

V. Timofeev
Director, Radiocommunication Bureau

Annexes: 1

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, 7 – 13 October 2008)

- 1** Introduction by the Chairman
- 2** Approval of the agenda
- 3** Chairman's progress Report
- 4** Status of Questions assigned to the Working Party and related work
- 5** Work programme for the meeting
- 6** Introduction of input documents
- 7** Establishment of drafting groups and attribution of documents
- 8** Preparation of output documents
- 9** Discussion of the future work plan
- 10** Venue of the next meetings
- 11** Any other business

R. BEARD
Chairman, WP 7A

B. KAUFMAN
Chairman, WP 7B

E. MARELLI
Chairman, WP 7C

M. OHISHI
Chairman, WP 7D