



## General Secretariat (SG)

Reference: Circular Letter No. 70

Geneva, 21 December 2011

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Subject: **Informal Meeting of Heads of Delegations, Radiocommunication Assembly (RA-12)**

Dear Madam/Sir,

Further to ITU Circular-Letter No. 24 of 16 May 2011, I have the honour to inform you that preparations are now being finalized for the forthcoming Radiocommunication Assembly (RA-12) to be held in Geneva, Switzerland, from 16 to 20 January 2012.

In this regard, I am pleased to inform you that Heads of Delegations to RA-12 are hereby invited to attend an Informal Meeting on Sunday, 15 January 2012, at 1600 hours (local time) in Room B of the ITU Tower Building.

The purpose of the meeting is to exchange views to assist the Secretary-General to formulate recommendations to the official meeting of Heads of Delegations, in accordance with provision No. 49 of the General Rules of Conferences, Assemblies and Meetings of the Union and, in particular, to give advance consideration to the proposals for the structure, chairmanships and vice-chairmanships of the Assembly and its committees.

The Formal Meeting of Heads of Delegations will be held on Monday, 16 January 2012, at 0900 hours and will be followed by the Opening Ceremony/First Plenary Meeting as detailed in the Annex hereto.

Accept, Madam, Sir, the assurances of my highest consideration.

A handwritten signature in black ink, appearing to be 'Dr. Hamadoun I. TOURÉ', written in a cursive style.

Dr Hamadoun I. TOURÉ  
Secretary-General

**Annex: 1**

## ANNEX

### **Informal Meeting of Heads of Delegations and first day programme for RA-12**

#### **Sunday, 15 January 2012**

1600 hours Informal Meeting of Heads of Delegations to exchange views and assist the Secretary-General in formulating recommendations to the official meeting of Heads of Delegations, in accordance with the General Rules of Conferences, Assemblies and Meetings of the Union, No. 49, and, in particular, to give advance consideration to the proposed structure of the Assembly and to proposals concerning the officers of the Assembly

#### **Monday, 16 January 2012**

0900 hours Meeting of Heads of Delegations

1000 hours Opening Ceremony/First Plenary Meeting

1430-1730 hours\* Committee Meetings

1745 hours First meeting of the Steering Committee comprised of the Chairman and Vice-Chairman of the Assembly, Chairmen and Vice-Chairmen of Committees

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\* Subject to approval of the structure of the Assembly by the Plenary Meeting, the first meetings of Committees 4 and 5 may be held during this time period.