



Radiocommunication Bureau

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Addendum 1 to
Administrative Circular
CACE/404

15 May 2007

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

Subject: Radiocommunication Assembly 2007 (RA-07)

As announced by the Secretary-General in Circular Letters No. 148 and DM-06/1041 of 28 November 2006, a Radiocommunication Assembly will be held from 15 to 19 October 2007, immediately preceding WRC-07. The purpose of this Addendum is to provide further details to assist Members with their preparation and arrangements for RA-07.

Registration

Registration for the Radiocommunication Assembly will begin on 15 July 2007 and will be carried out exclusively on-line using the Event Delegate Registration System (EDRS). In exceptional circumstances where on-line registration is not possible, Member State and Sector Member Designated Focal Points (DFPs) should contact the RA-07 Delegate Registration Service by fax (+41 22 730 6600) in order to obtain a registration form which may be submitted when accompanied by the proper accreditation documentation.

Designated Focal Point for participation

Each Member State/Sector Member has been requested to designate a Focal Point to be responsible for the handling of all registration requests belonging to his/her Member State/Sector Member. These designations are indicated on the RA-07 webpage <http://www.itu.int/ITU-R/go/ra-07-registration/en>. This list was prepared in accordance with the information received in response to Annex 2 of Administrative Circular CACE/404 or based on the TIES DFP indicated in the ITU Global Directory.

In the event that a change to the indicated DFP is required, please contact the RA-07 Delegate Registration Service at linda.kocher@itu.int before **14 June 2007**. Immediately following this date, each DFP will receive the username and password necessary to access the on-line system where detailed instructions will be provided.

Pre-registration

Pre-registration for RA-07 using the on-line EDRS is highly recommended for all delegates/participants. This will provide advanced accreditation for all delegates and will avoid any delay upon arrival at the Conference Registration desk located in the International Conference Centre of Geneva (CICG). All pre-registered delegates/participants will receive a confirmation letter, by e-mail, following the receipt of their completed registration form.

On-site registration and receipt of badges

The RA-07 Registration Desk will be located in the CICG building and will be open Tuesday to Friday from 08:30 hours to 17:30 from 16 to 19 October 2007 inclusive. In order to facilitate the registration process, the RA-07 Registration Desk will also be open on Sunday, 14 October from 12:00 hours to 17:00 hours. On the opening day of the Assembly, Monday, 15 October the desk will be open from 07:30 hours.

Please note that, in order to receive your badge, the confirmation letter sent by e-mail must be presented to the RA-07 Registration Desk together with a form of photo identification.

Visas

1. Visa requirements

Citizens of some countries are required to obtain a visa in order to enter Switzerland. The visa must be requested and obtained from the office (embassy or consulate) representing Switzerland in your country. In the case where no such office is in your country, requests should be made in the office closest to the country of departure. If problems are encountered, the Union can, at the official request of the administration or entity concerned approach the competent Swiss authorities to facilitate the delivery of the visa.

2. Visa requests

a) Delegates/Participants registering via the on-line EDRS

For Delegates/Participants who have made their registration request on-line via their respective Member State/Sector Member DFP, the process for obtaining a visa has been simplified. ***If ITU Headquarters assistance is required***, the request for 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 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 request has been received and is being processed.

b) For Delegates/Participants registering via a faxed registration form

All visa requests must be made via an official letter from the Member State or Sector Member. This letter must be submitted together with the completed delegate registration form and a copy of the passport attached thereto.

In addition, the following information should be contained in the letter:

Name of Delegate
Date of birth
Passport number, issuance and expiry dates

All of the above-mentioned information should be faxed to the RA-07 Delegate Registration Service, ITU, Office V.434, Attention: Mrs. Linda Kocher, fax number: +41 22 730 6600.

Please note that the Union needs at least two weeks to process all visa support requests.

Valery Timofeev
Director, Radiocommunication Bureau

Distribution:

- Administrations of Member States and Radiocommunication Sector Members
- 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
- Chairman and Vice-Chairmen of the Radiocommunication Advisory Group
- Secretary-General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau