



Radiocommunication Bureau

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Circular Letter
1/LCCE/74

16 January 2006

**To Administrations of Member States of the ITU and
Radiocommunication Sector Members participating in the
work of Task Group 1/9 of Radiocommunication Study Group 1**

Subject: Fourth meeting of Task Group 1/9 on compatibility between passive and active services

Introduction

By means of this Circular Letter, we wish to announce that the fourth meeting of Task Group 1/9 will take place in the ITU Headquarters in Geneva from 24 to 28 April 2006.

Services directly connected with meeting activities, such as delegate registration, document distribution, etc. will be located in the vicinity of the meeting room. The 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.

Programme of the meetings

A draft agenda for the meeting is contained in Annex 1. The Task Group will conduct its work in English.

Contributions

Contributions in response to the work of Task Group 1/9 are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-4 and posted on <http://www.itu.int/md/meetingdoc.asp?lang=e&type=sfolders&parent=R03-TG1.9-C>. A limited number of paper copies will be available at the meeting.

Contributions should be sent to the Radiocommunication Bureau for processing. A copy should also be sent to the Chairman of the Task Group and to the Chairman and Vice-Chairmen of Study Group 1. The pertinent addresses can be found on:

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

Participants are encouraged to submit contributions by electronic mail to:

elizabeth.mostyn@itu.int

The deadline for submitting contributions is Monday, 17April at 16:00 hours UTC.

Resolution ITU R 1-4 provides that contributions which are not available to participants at the opening of the meeting shall not be considered. Documents received after the deadline will be forwarded to the next meeting of Task Group 1/9.

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>.

Valery Timofeev
Director, Radiocommunication Bureau

Annexes: 2

Distribution:

- Administrations of Member States and Radiocommunication Sector Members participating in the work of Task Group 1/9 of Radiocommunication Study Group 1
- ITU-R Associates participating in the work of Radiocommunication Study Group 1
- Chairman and Vice-Chairmen of Radiocommunication Study Group 1
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX 1

Draft agenda for the third meeting of Task Group 1/9

(Geneva, 24-28 April 2006)

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Report on the third meeting ([Doc. 1-9/89](#))
- 4 Working arrangements for the meeting
- 5 Attribution and introduction of input documents
- 6 Discussion of the output documents
- 7 Any other business

V. MEENS
Chairman, Task Group 1/9

ANNEX 2



Registration Form
ITU-R Task Group 1/9 Meeting
Geneva, Switzerland, 24 - 28 April 2006

Radiocommunication Bureau

I wish to participate in

TG 1/9

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:

Recognized Operating Agencies Regional Telecommunication Organizations
Scientific or Industrial Organizations Intergovernmental Organizations operating Satellite Systems
UN, Specialized Agencies and the IAEA Other Entities dealing with Telecommunication matters
Regional and other International Organizations 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

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

To be returned duly completed to the Radiocommunication Bureau Place des Nations CH-1211 Geneva 20 Switzerland Telephone: +41 22 730 5802 Telefax: +41 22 730 6600 Email: linda.kocher@itu.int