



Radiocommunication Bureau

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**Circular letter
6/LCCE/62**

18 July 2008

**To Administrations of Member States of the ITU
and Radiocommunication Sector Members participating in the work of
Working Parties 6A, 6B and 6C of Radiocommunication Study Group 6**

**Subject: Meetings of Working Parties 6A, 6B and 6C in conjunction with a meeting of
Radiocommunication Study Group 6**

WP 6A: Terrestrial broadcasting delivery

WP 6B: Broadcast Service assembly and access

WP 6C: Programme production and quality assessment

Introduction

By means of this Circular Letter, we wish to announce that meetings of ITU-R Working Parties 6A, 6B and 6C in conjunction with a meeting of Radiocommunication Study Group 6 will take place in the ITU Headquarters in Geneva from 20-31 October 2008 (see the table below).

Groups	Meeting dates	Deadline for contributions 16:00 hours UTC	Opening session
Working Party 6C	20-24 October 2008	Monday, 13 October 2008	20 October at 14:00 hours
Working Party 6B	23-29 October 2008	Thursday, 16 October 2008	29 October at 09:30 hours
Working Party 6A	24-31 October 2008	Friday, 17 October 2008	24 October at 09:30 hours
Study Group 6	3-4 November 2008	Monday, 27 October 2008	3 November at 09:30 hours

Services directly connected with the meeting (document distribution, etc.) will be located in the vicinity of the meeting room. 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 days.

Programme of the meetings

Draft agendas for these meetings are contained in Annex 1. The Questions assigned may be found on: <http://www.itu.int/ITU-R/go/que-rsg6/en>. The Working Parties will conduct their work in English.

Contributions

Contributions in response to the work of Working Parties 6A, 6B and 6C 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/rsg6/en> (see “contributions” of each relevant Working Party) and 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 these deadlines 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:

rsg6@itu.int.

A copy should also be sent to the Chairman of the relevant Working Party and to the Chairman and Vice-Chairmen of Study Group 6. 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=6

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 Members of the ITU and other members of the Radiocommunication Sector participating in the work of Working Parties 6A, 6B and 6C of Radiocommunication Study Group 6
- ITU-R Associates participating in the work of Radiocommunication Study Group 6
- Chairman and Vice-Chairmen of Radiocommunication Study Group 6
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

Annex 1

Draft agenda for meeting of Working Party 6A

(Geneva 24-31 October 2008)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report on the meeting of Working Party 6A (Document [6A/56](#))
- 4** Reports of the Rapporteurs
- 5** Establishment of sub-working parties and attribution of documents
- 6** Any other business

L. OLSON
Chairman, Working Party 6A

Draft agenda for the meeting of Working Party 6B

(Geneva 23-29 October 2008)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report on the last meeting of Working Party 6B (Document [6B/30](#))
- 4** Reports of the Rapporteurs and Correspondence Groups
 - 4.1** BSS between Study Group 6 (WP 6B) and Study Group 4 (WP 4B)
 - 4.2** Harmonization of Recommendations on user requirements of contribution, distribution, SNG, etc.
 - 4.3** Broadcasting of multimedia and data applications for mobile reception
 - 4.4** Low delay audio coding for broadcast applications
- 5** Establishment of sub-working groups and attribution of documents
- 6** Consideration of output documents
- 7** Any other business

Y. NISHIDA
Chairman, Working Party 6B

Draft agenda for the meeting of Working Party 6C

(Geneva 20-24 October 2008)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report on the meeting of Working Party 6C (Document [6C/69](#))
- 4** Reports of the Rapporteurs and Correspondence Groups
- 5** Establishment of sub-working parties and attribution of documents
- 6** Liaison arrangements with Standards and other organizations
- 7** Any other business

D. WOOD
Chairman, Working Party 6C

