



Radiocommunication Bureau

(Direct Fax N°. +41 22 730 57 85)

**Circular Letter
4/LCCE/99**

15 May 2009

**To Administrations of Member States of the ITU,
Radiocommunication Sector Members and ITU-R Associates
participating in the work of Radiocommunication Study Group 4**

Subject: Meetings of Working Parties 4A, 4B and 4C

- Working Party 4A: Efficient orbit/spectrum utilization for FSS and BSS
- Working Party 4B: Systems, air interfaces, performance and availability objectives for FSS, BSS and MSS, including IP-based applications and satellite news gathering
- Working Party 4C: Efficient orbit/spectrum utilization for MSS and RDSS

Introduction

By means of this Circular Letter, we wish to announce that meetings of ITU-R Working Parties 4A, 4B and 4C will take place in the ITU Headquarters in Geneva from 31 August to 18 September 2009 (see the table below).

Groups	Meeting dates	Deadline for contributions 16:00 hours UTC	Opening session
Working Party 4C	31 August to 9 September 2009 (12:00 hours)	Monday, 24 August 2009	31 August at 09:30 hours
Working Party 4B	7-14 September 2009	Monday, 31 August 2009	7 September at 09:30 hours
Working Party 4A	9-18 September 2009	Wednesday, 2 September 2009	9 September at 14:00 hours

Programme of the meetings of Working Parties

Draft agendas for the meetings are contained in Annex 1. The Questions assigned may be found on: <http://www.itu.int/ITU-R/go/que-rsg4/en>. The Working Parties will conduct their work in English.

Contributions

Contributions in response to the work of Working Parties 4A, 4B and 4C 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/rsg4/en> (see “contributions” of the relevant Working Party).

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: rsg4@itu.int. A copy of each contribution should also be sent to the Chairman of the relevant Working Party and to the Chairman and Vice-Chairmen of Study Group 4. The pertinent addresses can be found on:

http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=sg4
http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=wp4A
http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=wp4B
http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=wp4C

Participation/Visa requirements

Delegate/participant registration for the meetings will be carried out online via the ITU-R website. Each Member State/Sector Member/Associate was requested to designate a focal point to be responsible for the handling of all registration requests for his/her administration/organization. Individuals wishing to attend should contact the focal point designated for all Study Group activities for his/her entity directly. The list of designated focal points (DFPs) is available on the **ITU-R Delegate Registration and Member Information** webpage at:

<http://www.itu.int/ITU-R/go/delegate-reg-info/en>.

Visa requirements

We would like to remind delegates and participants 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 at least three (3) weeks prior to the opening of the meeting** and obtained from the office (embassy or consulate) representing Switzerland in the respective country of origin. In cases where there is no such office in the country, the visa should be obtained from the office that is closest to the country of departure. If problems are encountered, the Union can, at the official request of the administration or entity being represented, approach the competent Swiss authorities in order to facilitate the delivery of the visa, however, this procedure will require three weeks as mentioned above. Any such request must be accompanied by the approved registration form related to the ITU conference or meeting in question.

For further information see <http://www.itu.int/ITU-R/go/delegate-reg-info/en>.

Visa requests

For Delegates/Participants who have made their registration request on-line 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.

The Delegate Registration desk will open at 08:30 hours on the first day of the meetings at the entrance of the Montbrillant building. Please note that the confirmation of registration sent to each delegate/participant by e-mail must be presented, together with photo identification, in order to receive a badge.

Information regarding hotel accommodation for meetings held in Geneva is available at <http://www.itu.int/travel/index.html>.

Valery Timofeev
Director, Radiocommunication Bureau

Annex: 1

Distribution:

- Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of Radiocommunication Study Group 4
- ITU-R Associates participating in the work of Radiocommunication Study Group 4
- Chairman and Vice-Chairmen of Radiocommunication Study Group 4
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX

Draft agenda for the meeting of Working Party 4A

(Geneva, 9-18 September 2009)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 4A ([Document 4A/197](#))
- 4** Review of liaison with other Working Parties
- 5** Reports from Correspondence Groups
- 6** Review of possibilities for development of draft Recommendations and Reports
- 7** Adoption of work program for the meeting
- 8** Establishment of Groups and attribution of documents
- 9** Appointment of Group Chairmen
- 10** Any other business

J. WENGRYNIUK
Chairman, Working Party 4A

Draft agenda for the meeting of Working Party 4B

(Geneva, 7-14 September 2009)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 4B ([Document 4B/85](#))
- 4** Attribution of documents
- 5** Establishment of Sub-Working Parties
- 6** Introduction of documents
- 7** Sub-Working Party meetings
- 8** Approval of output documents
- 9** Any other business

D. WEINREICH
Chairman, Working Party 4B

Draft agenda for the meeting of Working Party 4C

(Geneva, 31 August to 9 September 2009)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 4C ([Document 4C/245](#))
- 4** Review of liaison with other Working Parties
- 5** Reports from Rapporteurs and Correspondence Groups
- 6** Review of possibilities for development of draft Recommendations and Reports
- 7** Adoption of work program for the meeting
- 8** Establishment of Sub-Working Groups and attribution of documents
- 9** Appointment of Sub-Working Group Chairmen
- 10** Any other business

A.VALLET
Chairman, Working Party 4C
