



*Radiocommunication Bureau*

*(Direct Fax N°. +41 22 730 57 85)*

Administrative Circular  
**CA/172**

3 December 2007

## **To Administrations of Member States of ITU and Radiocommunication Sector Members**

**Subject:** Invitation to participate in the work of the Radiocommunication Study Groups and the Special Committee on Regulatory/Procedural Matters during the study period 2007-2011

This Circular invites ITU Member States and Sector Members of the Radiocommunication Sector to participate in the work of the Radiocommunication (ITU-R) Study Groups and the Special Committee on Regulatory/Procedural matters. Document requirements will be established on the basis of replies to this Circular.

The 2007 Radiocommunication Assembly (Geneva, 15-19 October 2007) approved the work programme (Resolution ITU-R 5-5), the working methods (Resolution ITU-R 1-5) and the structure (Resolution ITU-R 4-5) of the Radiocommunication (ITU-R) Study Groups for the next study period. Please note that all ITU-R Resolutions currently in force may be found on the ITU website at:

<http://www.itu.int/publ/R-VADM-RES-2007>

In addition, a list of the Chairmen and Vice-Chairmen of the Radiocommunication Study Groups, the Special Committee on Regulatory/Procedural Matters and the Conference Preparatory Meeting, as approved at the 2007 Radiocommunication Assembly, is accessible from:

<http://www.itu.int/ITU-R/go/rsg/en>

In the interests of economy and following practices that have already proved effective at previous Radiocommunication Assemblies and World Radiocommunication Conferences, Member States and Sector Members are invited to use electronic documentation to the maximum extent possible. To this end, all ITU-R documentation (without exception) will continue to be available from the ITU website but paper versions of documents will no longer be dispatched. However, draft Recommendations for adoption and approval will be circulated on CD-ROM. Paper versions of relevant documents will be distributed at ITU-R meetings. It should be noted that, for the time being, all Circular Letters will continue to be dispatched by mail, as well as posted on the website at:

<http://www.itu.int/ITU-R/go/itur-circulars/en>

In view of the emphasis on electronic documentation, Member States and Sector Members are requested to ensure that their intended representatives have access to the ITU website through TIES. The conditions governing TIES access are given at:

<http://www.itu.int/TIES/registration/index.html>

from which "Guidelines" prepared by the Secretary-General are available.

Moreover, TIES registered participants are strongly advised to make use of the "ITU Web Notification System" (accessible from <http://www.itu.int/TIES/index.html>) which will alert them immediately, by e-mail, of any new document (including Circular Letters) posted on the ITU-R website.

A list of all current Working Parties and the Joint Task Group 5-6 is contained in Annex 1. It should be noted that this Working Party structure will be subject to ratification by the Study Groups at their first meetings in the study period.

A request form for circulars and CD-ROMs concerning the Radiocommunication Study Groups is contained in Annex 2. Member States/Sector Members wishing to receive this documentation are, therefore, kindly requested to complete Annex 2.

Please return the forms for the 2007-2011 study period, duly completed, to the Radiocommunication Bureau, Office V.434, Attention: Mrs. L. Kocher, Telephone: +41 22 730 5802, Fax: +41 22 730 6600, e-mail: linda.kocher@itu.int by 15 December 2007 at the very latest.

Yours faithfully,

Valery Timofeev  
Director, Radiocommunication Bureau

## **Annexes: 2**

- 1 List of ITU-R Groups
- 2 Request form for receiving documentation of the Radiocommunication Study Groups

### **Distribution:**

- Administrations of Member States of the ITU
- Radiocommunication Sector Members
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups and Special Committee on Regulatory/Procedural Matters
- Chairman and Vice-Chairmen of the Radiocommunication Advisory Group
- Chairman and Vice-Chairmen of the Conference Preparatory Meeting
- Members of the Radio Regulations Board
- Secretary-General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

## Annex 1

### Working Parties and Joint Task Group

<b>SG 1</b>	<b>Spectrum management</b>
WP 1A	Spectrum engineering techniques
WP 1B	Spectrum management methodologies and economic strategies
WP 1C	Spectrum monitoring
<b>SG 3</b>	<b>Radiowave propagation</b>
WP 3J	Propagation fundamentals
WP 3K	Point-to-area propagation
WP 3L	Ionospheric propagation and radio noise
WP 3M	Point-to-point and Earth-space propagation
<b>SG 4</b>	<b>Satellite service</b>
WP 4A	Efficient orbit/spectrum utilization
WP 4B	Systems, air interfaces, performance and availability objectives for FSS, BSS and MSS, including IP-based applications and satellite news gathering
WP 4C	All mobile-satellite services and radiodetermination-satellite service
<b>SG 5</b>	<b>Terrestrial Services</b>
WP 5A	Land mobile service excluding IMT; amateur and amateur-satellite service
WP 5B	Maritime mobile service including Global Maritime Distress and Safety System (GMDSS); aeronautical mobile service and radiodetermination service
WP 5C	Fixed wireless systems; HF systems in the Fixed and Land Mobile Services
WP 5D	IMT Systems
<b>SG 6</b>	<b>Broadcasting service</b>
WP 6D	Broadcasting delivery, excluding the RF system and spectrum aspects of the BSS
WP 6G	Generation of broadcasting services, including technologies for content signal creation, production and quality control
WP 6X	Access to broadcasting services, including converged services, multimedia, interactivity and service requirements
<b>SG 7</b>	<b>Science services</b>
WP 7A	Time signals and frequency standard emissions
WP 7B	Space Radiocommunication Applications
WP 7C	Remote Sensing Systems
WP 7D	Radio astronomy
JTG 5-6	Studies on the use of the band 790-862 MHz by mobile applications and by primary services
<b>SC</b>	<b>Special Committee</b>
SC-WP	Working Party of the Special Committee
<b>CPM-11</b>	<b>Conference Preparatory Meeting</b>

**Annex 2**

***REQUEST FOR ITU-R CIRCULARS  
AND CD-ROMs***

<b>Name of Administration/Organization:</b>			
<b>Contact person:</b>			
<b>Mailing address for contact person:</b>			
<b>City:</b>	<b>State:</b>	<b>Postal Code:</b>	<b>Country:</b>
<b>Telephone No.:</b>		<b>Telefax No.:</b>	
<b>E-mail address:</b>			
<b>Signature:</b>  (on behalf of the Member State / Sector Member)			
<b>Date:</b>			
<i>FOR BR SECRETARIAT USE ONLY</i>			
<b>Received on</b> _____ <b>Signature</b> _____			

## *C I R C U L A R S*

<b>ADMINISTRATIVE CIRCULAR SERIES</b>	<i>Number of copies required</i>					
	<i>English</i>	<i>French</i>	<i>Spanish</i>	<i>Arabic</i>	<i>Russian</i>	<i>Chinese</i>
CA (ADMINISTRATIVE CIRCULARS)						
CACE (Administrative Circulars pertaining to Study Groups)						
CAR (Administrative Circulars for the adoption of Recommendations by correspondence)						

<b>CIRCULAR LETTERS</b>	<i>English</i>	<i>French</i>	<i>Spanish</i>	<i>Arabic</i>	<i>Russian</i>	<i>Chinese</i>
1/LCCE/						
3/LCCE/						
4/LCCE/						
5/LCCE/						
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7/LCCE/						

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