



Radiocommunication Bureau
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Administrative Circular
CACE/318

7 July 2004

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

**Subject: First meeting of the Working Party of the Special Committee on
Regulatory/Procedural matters in preparation for the WRC-07**

Introduction

Following the WRC-03 decisions and in accordance with the work programme of the Conference Preparatory Meeting (CPM 06-1), established in July 2003 it was agreed, that the Working Party of the Special Committee (WP-SC) will hold two meetings, namely, in the second part of 2004 and in the second part of 2005.

The first meeting will be held in Geneva, from 22 to 27 October 2004 at the ITU premises. The delegate registration, document distribution and other related services will be located in the vicinity of the meeting rooms. The opening session will take place at 10:00 hours and registration of delegates will start at 08:30 hours on 22 October 2004.

Programme of the meeting

Contributions in response to the WP-SC draft agenda (Annex 1) are invited. See also Resolution ITU-R 38-3, Resolution 802 (WRC-03) and the list of items considered by CPM 06-1 for primary consideration by the special committee for WRC-07 Preparation (see Annexes 2, 3 and 4). The Working Group will conduct its work in English.

Contributions

These will be processed according to the provisions laid down in Resolution ITU-R 1-4, and distributed to participants at the opening of the meeting.

One copy of each contribution should be sent to the Radiocommunication Bureau for processing. A copy should also be sent to the Chairman and Vice-Chairmen of the Special Committee. The pertinent addresses can be found on:

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

Participants are encouraged to submit contributions by electronic mail to:

virginia.fernandez@itu.int

The Secretariat cannot guarantee that documents received after the 7-day limit can be made available for the opening of the meeting and submissions received later than 12:00 hours (Geneva time) on the working day preceding the opening of the meeting cannot be accepted. Resolution ITU R 1-4 provides that contributions which are not available to participants at the opening of the meeting shall not be considered.

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. Any such request must specify the name and functions of the individual(s) for whom the visa(s) is/are requested and be accompanied by a copy of the approved registration form approved for the ITU conference or meeting in question.

Participation

In order to make the necessary arrangements, it is requested that the intended participation of your representative(s) be advised not later than one month before the opening of the meeting, using the form as in Annex 5.

Valery Timofeev
Director, Radiocommunication Bureau

Annexes: 5

Distribution:

- Administrations of Member States and Radiocommunication Sector Members
- ITU-R Associates participating in the work of Radiocommunication Study Groups and Special Committee on Regulatory/Procedural Matters
- 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
- Secretary-General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX 1

Draft agenda for the first meeting of the Working Party of the Special Committee on Regulatory/Procedural Matters

(Geneva, 22-27 October 2004)

- 1 Opening remarks
- 2 Approval of the draft agenda
- 3 Terms of reference of the WP-SC
- 4 Work programme and reporting
- 5 Consideration of contributions to the work of the WP-SC
- 6 First Report by the WP-SC
- 7 Any other business

F. RANCY

Chairman, Special Committee and WP-SC

ANNEX 2

RESOLUTION ITU-R 38-3

<http://www.itu.int/itudoc/itu-r/publica/res/res38-3.html>

ANNEX 3

RESOLUTION 802 (WRC-03)



802-Res-e.doc

ANNEX 4

Proposed list of items for primary consideration by the Special Committee for WRC-07 preparation

Agenda item number	Title of the agenda item
1.2	to consider allocations and regulatory issues related to the Earth exploration-satellite (passive) service, space research (passive) service and the meteorological satellite service in accordance with Resolutions 746 (WRC-03) and 742 (WRC-03) ;
1.8	to consider the results of ITU-R studies on technical sharing and regulatory provisions for the application of high altitude platform stations operating in the bands 27.5-28.35 GHz and 31-31.3 GHz in response to Resolution 145 (WRC-03) , and for high altitude platform stations operating in the bands 47.2-47.5 GHz and 47.9-48.2 GHz in response to Resolution 122 (Rev.WRC-03) ;
1.9	to review the technical, operational and regulatory provisions applicable to the use of the band 2 500-2 690 MHz by space services in order to facilitate sharing with current and future terrestrial services without placing undue constraint on the services to which the band is allocated;
1.10	to review the regulatory procedures and associated technical criteria of Appendix 30B without any action on the allotments, the existing systems or the assignments in the List of Appendix 30B ;
1.11	to review sharing criteria and regulatory provisions for protection of terrestrial services, in particular terrestrial television broadcasting services, in the band 620-790 MHz from BSS networks and systems, in accordance with Resolution 545 (WRC-03) ;
1.12	to consider possible changes in response to Resolution 86 (Rev. Marrakesh, 2002) of the Plenipotentiary Conference: “Coordination and notification procedures for satellite networks” in accordance with Resolution 86 (WRC-03) ;
1.19	to consider the results of the ITU-R studies regarding spectrum requirement for global broadband satellite systems in order to identify possible global harmonized fixed-satellite service frequency bands for the use of Internet applications, and consider the appropriate regulatory/technical provisions, taking also into account No. 5.516B ;
1.20	to consider the results of studies, and proposals for regulatory measures regarding the protection of the Earth exploration-satellite service (passive) from unwanted emissions of active services in accordance with Resolution 738 (WRC-03) ;
7.1	to consider and approve the Report of the Director of the Radiocommunication Bureau: <ul style="list-style-type: none"> <li data-bbox="507 1895 1273 1957">– on any difficulties or inconsistencies encountered in the application of the Radio Regulations; and <li data-bbox="507 1973 1294 2002">– on action in response to Resolution 80 (Rev.WRC-2000);

ANNEX 5



Registration Form
ITU-R Working Party of the Special Committee
Geneva, Switzerland, 22-27 October 2004

Radiocommunication Bureau

I wish to participate in

Working Party of the Special Committee
[checkmark]

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

[checkmark] English only

Date: Signature:

For BR Secretariat use only

Approved (if applicable) Personal Section Meeting Section Pigeonhole

To be returned duly completed to the Radiocommunication Bureau

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