



Radiocommunication Bureau
(Direct Fax N°. +41 22 730 57 85)

Administrative Circular
CACE/320

19 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: Meeting of Radiocommunication Study Group 1 (Spectrum management)

1 Introduction

By means of this Administrative Circular, we wish to announce that a meeting of ITU-R Study Group 1 will take place in Geneva from 18 to 19 October 2004, immediately after the meetings of Working Parties 1A, 1B and 1C (see Circular Letter 1/LCCE/62, dated 7 July 2004).

The Study Group meeting will be held in the ITU Headquarters, Geneva. Services directly connected with meeting activities, such as delegate registration, document distribution, etc. will be located in the vicinity of the meeting room. The opening session will take place at 09:30 hours and registration of delegates will start at 08:30 hours on 18 October 2004.

2 Programme of the meeting

The draft agenda for the meeting of Study Group 1 is contained in Annex 1. Contributions from participants will be processed in accordance with Resolution ITU-R 1-4.

The Questions assigned to Study Group 1 are listed in Document 1/1, see:
(<http://web/md/meetingdoc.asp?type=sitems&lang=e&parent=R00-SG01-C-0001>) and the attribution of Questions to the Working Parties and Task Group may be found on:
<http://www.itu.int/ITU-R/publications/download.asp?product=que01&lang=e>.

2.1 Adoption of draft Recommendations at the Study Group meeting (§ 10.2.2 of Resolution ITU-R 1-4)

No draft Recommendations are proposed for adoption by the Study Group at its meeting in accordance with § 10.2.2 of Resolution ITU-R 1-4.

2.2 Adoption of draft Recommendations by a Study Group by correspondence (§ 10.2.3 of Resolution ITU-R 1-4)

The procedure described in § 10.2.3 of Resolution ITU-R 1-4 concerns draft new or revised Recommendations which are not specifically included in the agenda of a Study Group meeting or for which there was insufficient time for their preparation in the working languages prior to the meeting.

In accordance with this procedure, draft new and revised Recommendations prepared during the meetings of Working Parties 1A, 1B, 1C, Task Groups 1/8 and 1/9, held before the Study Group meeting will be submitted to the Study Group. After due consideration, the Study Group may decide to seek adoption of these draft Recommendations by correspondence. In such cases, the Study Group may also decide to apply the procedure for simultaneous adoption and approval (PSAA) of a draft Recommendation as described in § 10.3 of Resolution ITU-R 1-4.

2.3 Decision on approval procedure

At the meeting, the Study Group shall decide on the eventual procedure to be followed for seeking approval for each draft Recommendation in accordance with § 10.4.3 of Resolution ITU-R 1-4. Approval may be sought by submitting the draft Recommendation to the next Radiocommunication Assembly, or by consultation of the Member States; alternatively, the Study Group may decide to use the PSAA procedure described in § 10.3 of Resolution ITU-R 1-4.

3 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.

4 Participation

Based on the registration of participants received one month prior to the meeting, appropriate interpretation facilities will be provided.

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, by means of the annexed form (Annex 2). 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
- ITU-R Associates participating in the work of Radiocommunication Study Group 1
- 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 meeting of Radiocommunication Study Group 1

(Geneva, 18-19 October 2004)

- 1** Opening of the meeting
- 2** Approval of the agenda
- 3** Appointment of the Rapporteur
- 4** Address by the Chairman
- 5** Results of the joint Working Parties' meeting
- 6** Appointment of the Editorial Group
- 7** Chairman's Report
- 8** Reports of Working Parties and Task Groups 1A, 1B, 1C, 1/8, 1/9 and JRG 1A-1C-8B
- 9** Consideration of new and revised Recommendations
 - 9.1** Notice of intention to seek adoption was given (Resolution ITU-R 1-4, § 10.2.2)
 - 9.2** Notice of intention to seek adoption was not given (Resolution ITU-R 1-4, §§ 10.2.3, 10.3 and 10.4)
 - 9.3** Update of Recommendations under Resolution ITU-R 44-1
- 10** Status of Handbooks, Questions, Recommendations and Reports
- 11** Liaison with other Study Groups and international organizations
- 12** Work Plan for 2005-2006
- 13** Study Group contribution to Radiocommunication Advisory Group
- 14** Schedule of meetings
- 15** Any other business

T. JEACOCK
Chairman, Radiocommunication Study Group 1

ANNEX 2



**Registration Form
ITU-R Meetings
Geneva, Switzerland, 4 October – 5 November 2004**

Radiocommunication Bureau

I wish to participate in

WP 4-9S 4-11/10	WP 4B 4-11/10	WP 1A 11-15/10	WP 1B 11-15/10	WP 1C 11-15/10	SGs 4 & 9 12/10	WP 4A 13-21/10	SG 1 18-19/10
					E F S		E F S
WP 3J 18-27/10	WP 3K 18-27/10	WP 3M 18-27/10	SG 4 22/10	WP 3L 25-27/10	WP 6Q 25-27/10	WP 6M 25-28/10	TG 6/9 26-29/10
			E F S				
WP 6E 26/10-3/11	SG 3 28-29/10	WP 6P 28/10-2/11	WP 6S 28/10-2/11	WP 6A 1-3/11	WP 6R 1-3/11	SG 6 4-5/11	
	E F S					E F S	

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

☐

English

☐

French

☐

Spanish

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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