



Radiocommunication Bureau
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Administrative Circular
CACE/321

15 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: Joint Meeting of Radiocommunication Study Group 4 (Fixed-Satellite Service) and Study Group 9 (Fixed Service)

1 Introduction

By means of this Administrative Circular, we wish to announce that a Joint Meeting of ITU-R Study Group 4 and Study Group 9 will take place in Geneva on 12 October 2004, immediately after the meetings of Working Party 4-9S (see Circular Letter 4/LCCE/84 and 9/LCCE/83, dated 12 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 09:00 hours and registration of delegates will start at 08:30 hours on 12 October 2004 .

2 Programme of the meeting

The draft agenda for the joint meeting of Study Groups 4 and 9 is contained in Annex 1. Contributions from participants will be processed in accordance with Resolution ITU-R 1-4.

The Questions assigned to Working Party 4-9S are listed in Documents [4/1](#) and [9/1](#) and on <http://www.itu.int/ITU-R/publications/download.asp?product=que04&lang=e> and <http://www.itu.int/ITU-R/publications/download.asp?product=que09&lang=e>

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

Two draft new and revised Recommendations were prepared at the meetings of Working Party 4-9S (11-17 April 2003 and 9-17 February 2004) and are proposed for adoption by the Study Group at its meeting in accordance with § 10.2.2 of Resolution ITU-R 1-4. One draft Report was also prepared at the April 2003 meeting and is proposed for approval by the joint meeting of SG 4 and SG 9 in accordance with § 2.30 of Resolution ITU-R 1-4.

In conformity with §§ 2.25 and 10.2.2.2 of Resolution ITU-R 1-4, the title and the summary of the draft revised Recommendations and the Report are given in Annex 2.

As indicated in § 10.4.3 of Resolution ITU-R 1-4, the Study Group shall decide, for each draft Recommendation adopted, the eventual approval procedure to be followed. In the case where it is decided to submit a draft for approval by consultation, the decision of the delegations representing Member States must be unopposed; (see § 10.4.5.1 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 meeting of Working Party 4-9S, held soon 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 (see also § 2.3 below).

In accordance with § 2.25 of Resolution ITU-R 1-4, Annex 3 to this Circular contains a list of topics to be addressed at the Working Parties' and Task Groups' meetings just prior to the Study Group meeting, and for which draft Recommendations may be developed.

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.

If, at its meeting, a Study Group decides that a draft Recommendation resulting from the study of a Question identified as suitable for the Alternative Approval Procedure (AAP) has no policy or regulatory implications, the approval process of Resolution ITU-R 45-1 may be applied. In such cases, the draft Recommendation should be considered for adoption using the correspondence procedure described above in § 2.2. Once adopted by this procedure, such a Recommendation shall then be considered approved in accordance with Resolution ITU-R 45-1.

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 4) (to be photocopied as required). For hotel accommodation see <http://www.itu.int/travel/>

Valery Timofeev
Director, Radiocommunication Bureau

Annexes: 4

Distribution:

- Administrations of Member States, Radiocommunication Sector Members
- ITU-R Associates participating in the work of Radiocommunication Study Groups 4 & 9
- 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 joint meeting of Radiocommunication Study Groups 4 and 9

(Geneva, 12 October 2004)

- 1** Opening of the meeting by the Chairmen of Study Groups 4 and 9
- 2** Approval of the agenda
- 3** Appointment of a Rapporteur for summary record
- 4** Executive Report from the Chairman of Working Party 4-9S
- 5** Adoption of draft new Recommendation ITU-R SF.[Doc. 4/4-9/2] and ITU-R SF.[4/12-9/6] according to § 10.2.2 of Resolution ITU-R 1-4 and decision on eventual approval procedure to be followed. Approval of draft new Report [Doc. 4/5-9/3]
- 6** Adoption of draft Recommendations according to § 10.2.3 of Resolution ITU-R 1-4 (adoption by a Study Group by correspondence) and decision on eventual approval procedure to be followed
- 7** Adoption of draft Questions and categorization of Questions
- 8** Appointment or confirmation of Chairmen of Working Party 4-9S, Editorial Group and liaison Rapporteurs, if any
- 9** Status of SF-series Recommendations
- 10** Next meeting date
- 11** Any other business

V. RAWAT
Chairman
Radiocommunication Study Group 4

V.M. MINKIN
Chairman
Radiocommunication Study Group 9

ANNEX 2

Summaries of draft new and revised Recommendations and Report

Draft new Recommendation ITU-R SF.[4/9S/SAT28GHz-ES]

Doc. 4/4-9/2

Sharing between point-to-point and point-to-multipoint FS and transmitting Earth stations of GSO and non-GSO FSS systems in the 27.5-29.5 GHz band

This draft new Recommendation examines sharing as described in the title. The Annex provides various methodologies of interference analysis to support the *recommends* that administrations avoid the deployment of FS receiver stations and large numbers of FSS transmitting earth stations with overlapping frequencies within the band 27.5-29.5 GHz in the same geographical area

Draft revision of Recommendation ITU-R SF.1650

Doc. 4/12-9/6

The minimum distance from the baseline beyond which in-motion earth stations located on board vessels would not cause unacceptable interference to the terrestrial service in the bands 5 925-6 425 MHz and 14-14.5 GHz

The editorial draft revisions are intended to align the references to the definition of the measuring point in Recommendation ITU-R SF.1650 with the wording used in Resolution 902 (WRC-03). These amendments may permit some administrations to withdraw their reservations or objections to this Recommendation and to Recommendations ITU-R SF.1648 and ITU-R SF.1649.

Draft new Report [ES-NGSO 18/19 GHz]

Doc. 4/5-9/3

On the determination of the interference potential, and its possible reduction by mitigation techniques, between earth stations in the fixed-satellite service operating with non-geostationary satellites and stations in the fixed service in the 18/19 GHz band

This draft new Report considers the sharing between the fixed service and the fixed-satellite service in the frequency band 18.8-19.3 GHz and analyses the effectiveness of various mitigation techniques in reducing the effects of potential interference.

ANNEX 3

Topics to be addressed at WP 4-9S meeting held immediately prior to the Joint Meeting of SG 4 and SG 9 and for which draft Recommendations may be developed

- 1** Modification to Recommendation ITU-R SF.1650 – The minimum distance beyond which in-motion earth stations located on board vessels would not cause unacceptable interference to the terrestrial service in the bands 5 925-6 425 MHz and 14-14.5 GHz.
- 2** Revision of Recommendation ITU-R SF.1601 – A methodology for interference evaluation from the downlink of the fixed service using high altitude platform stations to the uplink of the fixed-satellite service using the geostationary satellites within the band 27.5-28.35 GHz.
- 3** Maximum allowable value of interference from the downlink of the fixed service using high altitude platform stations to the uplink of the fixed-satellite service using the geostationary satellites within the band 27.5-28.35 GHz.
- 4** Revision of Recommendation ITU-R SF.1649 – Guidance for determination of interference from earth stations on board vessels to stations in the fixed service when the earth station on board vessels is within the minimum distance.

ANNEX 4



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:

- | | |
|---|--|
| <input type="checkbox"/> Recognized Operating Agencies | <input type="checkbox"/> Regional Telecommunication Organizations |
| <input type="checkbox"/> Scientific or Industrial Organizations | <input type="checkbox"/> Intergovernmental Organizations operating Satellite Systems |
| <input type="checkbox"/> UN, Specialized Agencies and the IAEA | <input type="checkbox"/> Other Entities dealing with Telecommunication matters |
| <input type="checkbox"/> Regional and other International Organizations | <input type="checkbox"/> 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

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