



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

Administrative Circular
CACE/360

11 August 2005

**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),
Geneva, 24–25 October 2005

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 24 to 25 October 2005.

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 24 October 2005.

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 Groups 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.

Visa requests should be made via an official covering letter from the administration or company you represent. This letter must specify your name and function, date of birth, passport number as well as the date of issuance and expiration. The letter must be accompanied by a photocopy of your passport and completed registration form and must be sent by fax to the ITU-R Document and Meetings Unit, Office V.434, Attention: Mrs. L. Kocher. The fax number is +41 22 730 6600. Please note that the Union needs at least one week to process all papers required for the delivery of a visa.

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, 24-25 October 2005)

- 1** Opening of the meeting
- 2** Approval of the agenda
- 3** Appointment of the Rapporteur
- 4** Election of the Study Group 1 Chairman
- 5** Address by the Chairman
- 6** Results of the joint Working Parties' meeting
- 7** Appointment of the Working Parties' Chairmen
- 8** Appointment of the Editorial Group
- 9** Reports of Working Parties and Task Groups 1A, 1B, 1C, 1/8, 1/9 and JRG 1A-1C-8B
- 10** Consideration of new and revised Recommendations
 - 10.1** Recommendations where notice of intention to seek adoption was not given
(see Resolution ITU-R 1-4, §§ 10.2.3, 10.3 and 10.4)
 - Decision to seek adoption
 - Decision on eventual approval procedure to be followed
 - 10.2** Update of Recommendations under Resolution ITU-R 44-1
- 11** Status of Handbooks, Questions, Recommendations and Reports
- 12** Liaison with other Study Groups and international organizations
- 13** Work Plan for 2006-2007
- 14** Schedule of meetings
- 15** Any other business

R.H. HAINES
Chairman a.i.
Radiocommunication Study Group 1

ANNEX 2



Registration Form ITU-R Meetings Geneva, Switzerland, 3 - 25 October 2005

Radiocommunication Bureau

I wish to participate in

TG 6/9 3-7/10	WP 6E 5-14/10	WP 6P 6-12/10	WP 6M 7-11/10	WP 6S 11-18/10

WP 6A 13-14/10	TG 1/8 13-19/10	WP 6Q 18-19/10	SG 6 20-21/10	SG 1 24-25/10

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

I wish to receive paper copies during the meeting:

☐

Yes

☐

No

If yes, indicate one language only:

☐

English

☐

French

☐

Spanish

☐

Arabic

☐

Chinese

☐

Russian

Upon request, contributions are available at the Document Distribution Desk

Date : Signature:

For BR Secretariat use only

Approved (if applicable)

Personal Section

Meeting Section

Pigeonhole

To be returned duly completed to the Radiocommunication Bureau

Place des Nations
CH-1211 Geneva 20
Switzerland

Telephone: +41 22 730 5802
Telefax: +41 22 730 6600
Email: linda.kocher@itu.int