



Radiocommunication Bureau
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Administrative Circular
CACE/413

16 March 2007

**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, 18-19 June 2007

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 18-19 June 2007, following the meetings of Working Parties 1A, 1B and 1C (see Circular Letter [1/LCCE/79](#), dated 31 January 2007).

Group	Meeting dates	Deadline for contributions 16:00 hours UTC	Opening session
Study Group 1	18-19 June 2007	Monday, 11 June 2007	Monday, 18 June 2007 at 09:30 hours

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. Registration of delegates will start at 08:30 hours, **in the Montbrillant building only (all delegates should enter the building exclusively through this entrance)**, on the opening day.

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 can be found at:

<http://www.itu.int/ITU-R/go/que-rsg1/en>

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 and 1C, held prior to 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 2 to this Circular contains a list of topics to be addressed at the Working Party meetings 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.

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

Valery Timofeev
Director, Radiocommunication Bureau

Annexes: 3

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 June 2007)

- 1** Opening of the meeting
- 2** Approval of the agenda
- 3** Appointment of the Rapporteur
- 4** Appointment of the Editorial Group
- 5** Summary Record of the October 2006 meeting
- 6** Executive Reports from the Chairmen of the Working Parties
 - Working Party 1A
 - Working Party 1B
 - Working Party 1C
- 7** Consideration of new and revised 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 approval procedure to be followed
 - Compliance with Annex 1 of Resolution ITU-R 1-4, if required
- 8** Consideration of new and revised Reports
- 9** Consideration of new and revised Questions
- 10** Suppression of Recommendations, Reports and Questions
- 11** Status of Recommendations, Reports, Handbooks, Questions, Opinions, Resolutions and Decisions
- 12** Preparations for the RA-07
- 13** Consideration of contributions in support of WRC-07
- 14** Liaison with other Study Groups and international organizations
- 15** Work Plan for 2007-2008
- 16** Consideration of other contributions
- 17** Schedule of meetings
- 18** Any other business
- 19** Closing

R. HAINES
Chairman, Radiocommunication Study Group 1

Annex 2

Topics to be addressed at meetings of Working Parties 1A, 1B and 1C held prior to the meeting of Study Group 1 and for which draft Recommendations may be developed

Working Party 1A

- 1 *Power line high data rate telecommunications systems* (working document toward a preliminary draft new Recommendation in Annex 3 to [Document 1A/134](#)).

Working Party 1B

- 1 *Technical and operational parameters and spectrum requirements for short-range radiocommunication devices* (working document toward a preliminary draft revision of Recommendation ITU-R SM.1538-2, in Annex 2 to [Document 1B/107](#)).

Working Party 1C

- 1 *Use of radio monitoring equipment of new technology* (preliminary draft new Recommendation ITU-R SM.[NT] in Annex 10 to [Document 1C/144](#)).
- 2 *Definition of a test procedure for measuring the 3rd order intercept point (IP3) level of radio monitoring receivers* (preliminary draft new Recommendation in Annex 4 to [Document 1C/96](#)).
- 3 *Definitions and test procedures for the specifications of radio monitoring direction finders for ITU-R Recommendations* (preliminary draft new Recommendation ITU-R SM.[SPEC] in Annex 6 to [Document 1C/144](#)).
- 4 *Common formats for the exchange of information between monitoring stations* (Proposed addendum to Recommendation ITU-R SM.1393 in Annex 4 to [Document 1C/144](#)).

Annex 3
Registration Form
ITU-R Meetings
Geneva, Switzerland, 16 – 26 June 2007



Radiocommunication Bureau

I wish to participate in

WP 1A 11-15/6	WP 1B 11-15/6	WP 1C 11-15/6	SG 1 18-19/6	WP 8A 12-20/6	WP 8B 13-21/6	WP 8D 14-22/6	SG 8 25-26/6

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

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