



Radiocommunication Bureau

(Direct Fax N°. +41 22 730 57 85)

Administrative Circular
CACE/446

7 February 2008

**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, 26-27 June 2008

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 26-27 June 2008, following the meetings of Working Parties 1A, 1B and 1C and of the CISPR Liaison Rapporteur Group (see Circular Letter [1/LCCE/81](#), dated 31 January 2008).

Group	Meeting dates	Deadline for contributions	Opening session
Study Group 1	26-27 June 2008	Thursday, 19 June 2008 at 16:00 hours UTC	Thursday, 26 June 2008 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 1-5.

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 1-5)

No draft Recommendations are proposed for adoption by the Study Group at its meeting in accordance with § 10.2.2 of Resolution ITU-R 1-5.

2.2 Adoption of draft Recommendations by a Study Group by correspondence (§ 10.2.3 of Resolution ITU-R 1-5)

The procedure described in § 10.2.3 of Resolution ITU-R 1-5 concerns draft new or revised Recommendations which are not specifically included in the agenda of a Study Group 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 1-5 (see also § 2.3 below).

In accordance with § 2.25 of Resolution ITU-R 1-5, 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 1-5. 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 1-5.

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>.

We wish to draw your attention to a message that we have received from the Permanent Mission of Switzerland to the United Nations Office in Geneva, recalling that from 7 to 29 June 2008 the Republic and Canton of Geneva will be participating as a host site for the European Football Championship (UEFA EURO 2008), jointly organized by Switzerland and Austria.

Three matches will take place at Geneva's La Praille stadium, on 7, 11 and 15 June 2008.

This of course means that throughout the month of June 2008 Geneva will be receiving an influx of teams and supporters from all parts of Europe, as well as large numbers of media representatives. Hotel rooms will thus be at a premium, while demands on the airport, rail and road infrastructures will be very high. Those coming to Geneva around this time are therefore strongly urged to make their reservations as early as possible.

The competent authorities will be making appropriate security and logistical arrangements commensurate with the exceptional nature of the event.

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, 26-27 June 2008)

- 1** Opening remarks
- 1.1** – Director BR
- 1.2** – Chairman
- 2** Approval of the agenda
- 3** Appointment of the Rapporteur
- 4** Summary Record of the June 2007 meeting
- 5** Results of the Radiocommunication Assembly 2007 (RA-07)
- 6** Result of the first session of CPM-11 (CPM11-1)
- 7** Report on the meeting of RAG-08
- 8** Appointment of Chairmen of Working Parties
- 9** Executive Reports from the Working Party Chairmen
- 9.1** – Working Party 1A
- 9.2** – Working Party 1B
- 9.3** – Working Party 1C
- 10** Consideration of new and revised Recommendations where notice of intention to seek adoption was not given (see Resolution ITU-R 1-5, § 10.2.3, § 10.3 and § 10.4)
 - Decision to seek adoption
 - Decision on approval procedure to be followed
- 10.1** – Working Party 1A
- 10.2** – Working Party 1B
- 10.3** – Working Party 1C
- 11** Consideration of new and revised Reports
- 12** Consideration of new and revised Questions
- 13** Suppression of Recommendations, Reports and Questions
- 14** Status of Recommendations, Reports, Handbooks, Questions, Opinions, Resolutions and Decisions
- 15** Appointment and Organization of the Editorial Group

- 16** Liaison with other Study Groups and international organizations
- 16.1** – ITU-D Sector
- 16.2** – International Special Committee on Radio Interference (CISPR)
- 17** Consideration of other contributions
- 18** Consideration of future work programme and schedule of meetings
- 19** Any other business
- 20** 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; see Annex 5 to [Document 1A/163](#)).
- 2** *Unwanted emissions in the out-of-band domain* (Preliminary draft modification of Section 2 of Annex 5 to Recommendation ITU-R SM.1541-2 - *OoB domain emission limits for space services (earth and space stations)*; see Annex 3 to [Document 1A/163](#))
- 3** *Frequency and distance separations* (working document toward a preliminary draft modification of Annex 2 to Recommendation ITU-R SM.337-5 - *Methodology to determine frequency and distance separation for radio systems*; see Annex 4 to [Document 1A/163](#))

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, see Annex 1 to [Document 1B/134](#)).

Working Party 1C

- 1** *Automated mobile spectrum monitoring unit* (Preliminary Draft Revision of Recommendation ITU-R SM.1723, see Annex 4 to [Document 1C/175](#)).



REGISTRATION FORM

WP 1A 18-24/6	WP 1B 18-24/6	WP 1C 18-24/6	SG 1 26-27/6

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

Language required:

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