



Radiocommunication Bureau

(Direct Fax N°. +41 22 730 57 85)

**Administrative Circular
CACE/453**

11 July 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 4 (Satellite services),
Geneva, 16-17 October 2008

1 Introduction

By means of this Administrative Circular, we wish to announce that a meeting of ITU-R Study Group 4 will take place in Geneva from 16 to 17 October 2008, following the meetings of Working Parties 4A, 4B and 4C (see Circular Letter [4/LCCE/96](#)).

The Study Group meeting will be held in the ITU Headquarters, Geneva. Services directly connected with the meeting (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. The opening session will take place at 09:30 hours.

2 Programme of the meeting

The draft agenda for the meeting of Study Group 4 is contained in Annex 1.

The Questions assigned to Study Group 4 may be found on:

<http://www.itu.int/ITU-R/go/que-rsg4/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 4A, 4B and 4C 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 meetings of the Working Parties held 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 Contributions

Contributions in response to the work of Study Group 4 are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-5 and posted on <http://www.itu.int/ITU-R/go/rsg4/en> (see “contributions”). A limited number of paper copies will be available at the meeting. **The deadline for submission of contributions is Thursday, 9 October at 16:00 hours UTC.** Submissions received later than this deadline cannot be accepted. Resolution ITU-R 1-5 provides that contributions which are not available to participants at the opening of the meeting shall not be considered.

Participants are requested to submit contributions by electronic mail to:

rsg4@itu.int

A copy should also be sent to the Chairman and Vice-Chairmen of Study Group 4. The pertinent addresses can be found on:

http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=4

4 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.

5 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 4
- 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 4

(Geneva, 16-17 October 2008, at 9:30 hours)

(Room B)

- 1** Opening remarks
- 1.1** Director BR
- 1.2** Chairman
- 2** Approval of the agenda
- 3** Appointment of the Rapporteur
- 4** Summary record (Document [4/28 + Add. 1](#))
- 5** Executive Reports from Working Party Chairmen
- 5.1** Working Party 4A
- 5.2** Working Party 4B
- 5.3** Working Party 4C
- 6** Consideration of new and revised Recommendations
- 6.1** 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 eventual approval procedure to be followed
- 6.1.1** Working Party 4A
- 6.1.2** Working Party 4B
- 6.1.3** Working Party 4C
- 7** Consideration of Questions
- 8** Status of Questions, Recommendations, Reports, Handbooks, Opinions and Resolutions
- 8.1** Assignment of Questions to the Working Parties
- 8.2** Assignment of Recommendations, Reports, Handbooks, Opinions and Resolutions to the Working Parties
- 9** Liaison with other Study Groups and international organizations
- 10** Consideration of future work programme and schedule of meetings
- 11** Any other business

V. RAWAT

Chairman, Radiocommunication Study Group 4

Annex 2

Topics to be addressed at meetings of Working Parties 4A, 4B and 4C held prior to the meeting of Study Group 4 and for which draft Recommendations may be developed

Working Party 4A

- Cross-polarization reference gain pattern for linearly polarized very small aperture terminals (VSATs) (PDNR ITU-R S.[XP-VSAT] in Annex 1 to Document 4A/60).
- Reference earth-station radiation pattern for use in coordination and interference assessment in the frequency range 2 to about 30 GHz (PDRR ITU-R S.465-5 in Annex 2 to Document 4A/60).

Working Party 4C

- Use of systems in the mobile-satellite service for early warning and relief operations in the event of disasters and similar emergencies (PDNR ITU-R M.[MOBDIS] in Annex 1 to Document 4C/66).
- System performance objective and methodology for evaluating performance of non-GSO MSS TDMA systems in the 1 613.8 to 1 626.5 MHz band (PDNR ITU-R M.[PERFORMANCE] in Annex 2 to Document 4C/66).
- Criteria for protection of non-GSO, TDMA-based, MSS systems, not employing satellite diversity and operating in the 1 613.8 to 1 626.5 MHz band (Working document towards a PDNR ITU-R M.[PROTECTION] in Annex 3 to Document 4C/66).
- Guidance on the organization, application and terminology of ITU-R Recommendations for systems and networks in the radionavigation-satellite service operating in the frequency bands 1 164-1 215 MHz (PDNR ITU-R M.[RNSS_ORG] in Annex 4 to Document 4C/66).
- Characteristics and protection criteria for receiving earth stations in the radionavigation-satellite service (space-to-Earth) operating in the band 1 164-1 215 MHz (PDNR ITU-R M.[CHAR-RX3] in Annex 5 to Document 4C/66).
- Characteristics and protection criteria for receiving earth stations in the radionavigation-satellite service (space-to-Earth) operating in the band 1 215-1 300 MHz (PDNR ITU-R M.[1088_NEW] in Annex 6 to Document 4C/66).
- Characteristics and protection criteria for receiving earth stations in the radionavigation-satellite service (space-to-Earth) and receivers in the aeronautical radionavigation service operating in the band 1 559-1 610 MHz (PDNR ITU-R M.[1477_NEW] in Annex 7 to Document 4C/66).

- Characteristics, performance requirements and protection criteria for receiving stations of the radionavigation-satellite service (space-to-space) operating in the frequency bands 1 164-1 215 MHz, 1 215-1 300 MHz and 1 559-1 610 MHz (PDNR ITU-RM.[1479_NEW] in Annex 8 to Document 4C/66).
- Description of systems and networks in the radionavigation-satellite service (space-to-Earth and space-to-space) and technical characteristics of transmitting space stations operating in the bands 1 164-1 215 MHz, 1 215-1 300 MHz, and 1 559-1 610 MHz (PDNR ITU-R M.[1317_NEW] in Annex 9 to Document 4C/66).
- Characteristics and protection criteria of receiving space stations and the characteristics of transmitting earth stations in the radionavigation-satellite service (Earth-to-space) operating in the band 5 000-5 010 MHz (PDNR ITU-R M.[E-S TX+RX] in Annex 10 to Document 4C/66).
- Characteristics and protection criteria of receiving earth stations and characteristics of transmitting space stations of the radionavigation-satellite service(space-to-Earth) operating in the band 5 010-5 030 MHz (PDNR ITU-R M.[S-E RX+TX] in Annex 11 to Document 4C/66).
- Detailed specifications of the radio interfaces of International Mobile Telecommunications-2000 (IMT-2000) (Material for inclusion in PDRR ITU-R M.1457-7 in Annex 12 to Document 4C/66).



REGISTRATION FORM

WP 4B 24/9-1/10	WP 4C 29/9-8/10	WP 4A 6-15/10	SG 4 16-17/10	WP 6C 20-24/10	WP 6B 23-29/10	WP 6A 24-31/10
WP 5C 27/10-5/11	WP 5A 28/10-6/11	WP 5B 29/10-7/11	SG 6 3-4/11	JTG 5-6 4-10/11	SG 5 10-11/11	

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

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