



*Radiocommunication Bureau*

*(Direct Fax N°. +41 22 730 57 85)*

**Administrative Circular  
CACE/456**

28 August 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 5 (Terrestrial services),  
Geneva, 10-11 November 2008

## **1 Introduction**

By means of this Administrative Circular, we wish to announce that a meeting of ITU-R Study Group 5 will take place in Geneva from 10 to 11 November 2008, following the meetings of Working Parties 5A, 5B, 5C and 5D (see Circular Letters [5/LCCE/7](#) and [5/LCCE/8](#)).

The Study Group meeting will be held in the ITU Headquarters, Geneva. Services directly connected with 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 will take place at 10:00 hours.

## **2 Programme of the meeting**

The draft agenda for the meeting of Study Group 5 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 5 may be found on:

<http://www.itu.int/publ/R-QUE-SG05/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 5A, 5B, 5C and 5D 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 5 are processed according to the provisions laid down in Resolution ITU-R 1-5 and posted on <http://www.itu.int/ITU-R/go/rsg5/en> (see “contributions”). A limited number of paper copies will be available at the meeting. **The deadline for submission of contributions is Monday, 3 November 2008 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:

[rsg5@itu.int](mailto:rsg5@itu.int)

A copy should also be sent to the Chairman and Vice-Chairmen of Study Group 5. The pertinent addresses can be found on:

[http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty\\_code=5](http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=5)

#### **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 5
- 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 5**

(Geneva, 10-11 November 2008)

- 1** Opening of the meeting
- 2** Approval of the agenda
- 3** Appointment of the Rapporteur
- 4** Approval of the Summary Record of the previous meeting ([Document 5/43\(Rev.1\)](#))
- 5** Structure of Working Parties
- 6** Appointment of Chairmen of Working Parties
- 7** Consideration of the outputs of the Working Parties
  - 7.1** Working Party 5A
  - 7.2** Working Party 5B
  - 7.3** Working Party 5C
  - 7.4** Working Party 5D
- 8** Status of Handbooks, Questions, Recommendations, Reports, Opinions, Resolutions and Decisions
  - 8.1** Assignment of Questions to the Working Parties
  - 8.2** Assignment of Recommendations, Reports and Resolutions to the Working Parties
- 9** Consideration of other inputs (if any)
- 10** Liaison with other Study Groups, CCV and international organizations
- 11** Schedule of meetings
- 12** Any other business

**A. HASHIMOTO**  
Chairman, Radiocommunication Study Group 5

## **Annex 2**

### **Topics to be addressed at meetings of Working Parties 5A, 5B, 5C and 5D held prior to the meeting of Study Group 5 and for which draft Recommendations may be developed**

#### **Working Party 5A**

- Intelligent transport systems (ITS) – Preliminary draft new Recommendation – Integrated millimetre wave ITS radiocommunication systems ([Annex 4](#) to [Document 5A/45](#))
- Intelligent transport systems (ITS) – Working document toward a preliminary draft new Report ITU-R M.[5A/ITS-MM] – Integrated millimetre wave ITS radiocommunication systems ([Annex 5](#) to [Document 5A/45](#))
- Preliminary draft revision of Recommendation ITU-R M.1310 ([Annex 6](#) to [Document 5A/45](#))
- Working document towards a preliminary draft new Recommendation ITU-R M.[LMS.PPDR.VHF/UHF] – Harmonized band plan for public protection and disaster relief operations in the ranges 380-399.9 MHz in Region 1 and 746-806 MHz in Region 2 and some countries in Region 3 ([Annex 7](#) to [Document 5A/45](#))

#### **Working Party 5B**

- Working document towards a preliminary draft revision of Recommendation ITU-R M.1730 – Characteristics of and protection criteria for the radiolocation service in the frequency band 15.4-17.3 GHz (Annex 1 to [Document 5B/45](#))
- Preliminary draft new Recommendation ITU-R M.[MET-RAD] – Technical and operational aspects of ground-based meteorological radars (Annex 2 to [Document 5B/45](#))
- Working document towards a preliminary draft new Recommendation ITU-R M.[HF-RADAR] – Technical and operational characteristics of high-frequency oceanographic radars operating in sub-bands within the frequency range 3-50 MHz (Annex 3 to [Document 5B/45](#))

### **Working Party 5C**

- Preliminary draft revision of Recommendation ITU-R F.1336-2 – Reference radiation patterns of omnidirectional, sectoral and other antennas in point-to-multipoint systems for use in sharing studies in the frequency range from 1 GHz to about 70 GHz (Annex 2 to [Document 5C/26](#))
- Working document towards a preliminary draft revision to Recommendation ITU-R F.758-4 - Considerations in the development of criteria for sharing or compatibility between digital fixed wireless systems in the fixed service and systems in other services and other sources of interference (Annex 3 to [Document 5C/26](#))

### **Working Party 5D**

- Working document towards a draft revised Recommendation ITU-R M.1580-2 – Generic unwanted emission characteristics of base stations using the terrestrial radio interfaces of IMT-2000 (Attachment 6.11 to Document [5D/242](#))
- Working document towards a draft revised Recommendation ITU-R M.1581-2 – Generic unwanted emission characteristics of mobile stations using the terrestrial radio interfaces of IMT-2000 (Attachment 6.11 to Document [5D/242](#))

Annex 3 (English only)

ITU-R Block Meetings  
Geneva, Switzerland, 24 September – 11 November 2008



REGISTRATION FORM

Table with 7 columns: 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)

Table with 6 columns: 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

Table with 4 columns: Approved (if applicable), Personal Section, Meeting Section, Pigeonhole

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