INTERNATIONAL TELECOMMUNICATION UNION



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

Circular Letter CCV/LCCE/2

25 January 2013

To participants in the work of the Radiocommunication Coordination Committee for Vocabulary and Rapporteurs of Radiocommunication Study Groups

Subject: Meeting of the Radiocommunication Coordination Committee for Vocabulary Geneva, 20 May 2013

1 Introduction

By means of this Circular Letter, we wish to announce that a meeting of the ITU-R Coordination Committee for Vocabulary (CCV) will take place in the ITU Headquarters in Geneva on 20 May 2013 (see the table below), before the meeting of the Radiocommunication Advisory Group (RAG).

Group	Meeting date	Opening session	Meeting Room
Coordination Committee	20 May 2013	20 May 2013	Room M1, ITU
for Vocabulary		at 1400 hours	Montbrillant building

2 **Programme of the meeting**

The draft agenda for the meeting of the CCV is contained in the Annex. The CCV will conduct its work in English.

3 Documents

Documents will be posted on http://www.itu.int/md/R12-CCV-C/en.

In agreement with the Chairman of the CCV, **the meeting will be completely paperless**. Wireless LAN facilities will be available for use by delegates in the meeting room. Printers are available in the cyber café of the 2nd basement of the Tower building and on the ground and first floors of the Montbrillant building for delegates who wish to print documents. In addition, a limited number of laptops are available for those who do not have one. Please enquire at the Registration Desk for further information.

4 **Remote participation**

In order to facilitate remote participation in ITU-R meetings an audio webcast of the CCV plenary session will be provided through the ITU Internet Broadcasting Service (IBS).

Remote participants wishing to actively participate will need to register in advance for the meeting (see section 5) and coordinate their active participation at least one month prior to the meeting with the responsible Counsellor.

Further information regarding remote participation can be found at: www.itu.int/ITU-R/go/rsg-remote/

5 **Participation/Visa requirements**

Delegate/participant registration for the meeting will be carried out online via the ITU-R website. Member States and Sector Members were requested to designate a focal point to be responsible for the handling of all registration requests for his/her administration/organization. Individuals wishing to attend should contact the focal point designated for all Study Group activities for his/her entity directly. The list of designated focal points (DFPs) and detailed information regarding visa requirements is available at:

http://www.itu.int/ITU-R/go/delegate-reg-info/en

The Delegate Registration desk will open at 0830 hours on the day of the meeting at the entrance of the Montbrillant building. Please note that the confirmation of registration sent to each delegate/participant by e-mail must be presented, together with photo identification, in order to receive a badge.

Information regarding hotel accommodation for meetings held in Geneva is available at <u>http://www.itu.int/travel/index.html</u>.

François Rancy Director, Radiocommunication Bureau

Annex: 1

Distribution:

- Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of the Radiocommunication Coordination Committee for Vocabulary
- Chairman and Vice-Chairmen of the Radiocommunication Coordination Committee for Vocabulary
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX

Draft agenda for the meeting of the Radiocommunication Coordination Committee for Vocabulary

(Geneva, 20 May 2013 at 1400 hours)

(Room M1, ITU Montbrillant building)

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Summary Record of the last CCV meeting (Document <u>CCV/6</u>)
- 4 Liaison statements to/from ITU Study Groups
- 5 ITU-R issues
 - 5.1 ITU-R Study Groups vocabulary work
 - 5.2 ITU on-line vocabulary database follow-up
- 6 Next CCV meeting
- 7 Any other business

I. HOBALLAH Chairman, CCV