



Radiocommunication Bureau

(Direct Fax N°. +41 22 730 57 85)

Circular Letter
1/LCCE/69

18 January 2005

**To Administrations of Members of the ITU and other members of the
Radiocommunication Sector participating in the work
of Radiocommunication Study Group 1**

Subject: Meeting of Study Group 1 Handbook Group on National Spectrum Management

Introduction

By means of this Circular Letter, we wish to announce that a meeting of the SG 1 Handbook Group on National Spectrum Management will take place in the ITU Headquarters in Geneva from 21-23 March 2005. The opening session will take place at 09:30 hours and registration of delegates will start at 08:30 on the opening day.

Programme of the meetings

Following the decision of Study Group 1 at its meeting in October 2004, the rapporteur group should finalize the texts for the Handbook on National Spectrum Management.

The basic material is made available on the web site:

<http://www.itu.int/md/meetingdoc.asp?lang=e&type=sfolders&parent=R00-1.HNB-C>

The draft agenda of the meeting is contained in Annex 1.

The Rapporteur Group on NSM will conduct its work in English.

Participation

The intended participation of your representative(s) should be advised not later than one month before the opening of the meeting, by means of the annexed form (Annex 2) (to be photocopied as required).

Valery Timofeev
Director, Radiocommunication Bureau

Annexes: 2

Distribution:

- Administrations of Members of the ITU and other members of the Radiocommunication Sector of Radiocommunication Study Group 1
- ITU-R Associates participating in the work of Radiocommunication Study Group 1
- Chairman and Vice-Chairmen of Radiocommunication Study Group 1
- 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 the Rapporteur's Group on Handbook for National Spectrum Management

(Geneva, 21-23 March 2005)

- 1** Opening remarks
- 2** Approval of the draft agenda
- 3** Terms of reference
- 4** Review of the existing Chapter(s) together with subsequent edited version, as appropriate
 - 4.1** Chapter 3
 - 4.2** Chapter 8
- 5** Discussion on the remaining Chapters to be published
- 6** Any other business

Robin HAINES
Chairman, Rapporteur Group

ANNEX 2



Registration Form NSM Handbook Group Geneva, Switzerland, 21 - 23 March 2005

Radiocommunication Bureau

I wish to participate in

1-HNB-SM 21-23/3

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

Upon request, contributions are available at the Document Distribution Desk

Date : Signature:

For BR Secretariat use only

Approved (if applicable)

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Personal Section

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Meeting Section

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Pigeonhole

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To be returned duly completed to the Radiocommunication Bureau

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