



Radiocommunication Bureau

(Direct Fax N°. +41 22 730 57 85)

Circular Letter
1/LCCE/71

17 June 2005

**To Administrations of Member States of the ITU and
Radiocommunication Sector Members participating in the
work of Task Group 1/8 of Radiocommunication Study Group 1**

Subject: Sixth meeting of Task Group 1/8 on compatibility between ultra-wideband devices (UWB) and radiocommunication services

Introduction

By means of this Circular Letter, we wish to announce that the sixth meeting of Task Group 1/8 will take place in the ITU Headquarters in Geneva from 12 to 20 October 2005.

Services directly connected with meeting activities, such as delegate registration, document distribution, etc. will be located in the vicinity of the meeting room. The opening session will take place at 09:30 hours and registration of delegates will start at 08:30 hours on the opening day.

Programme of the meetings

A draft agenda for the meeting is contained in Annex 1. The Questions assigned may be found on: <http://www.itu.int/ITU-R/publications/download.asp?product=que01&lang=e>. The Task Group will conduct its work in English.

Contributions

Contributions in response to the work of Task Group 1/8 are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-4 and posted on <http://www.itu.int/md/meetingdoc.asp?lang=e&type=sfolders&parent=R03-TG1.8-C>. A limited number of paper copies will be available at the meeting.

Contributions should be sent to the Radiocommunication Bureau for processing. A copy should also be sent to the Chairman of the Task Group and to the Chairman and Vice-Chairmen of Study Group 1. The pertinent addresses can be found on:

<http://www.itu.int/ITU-R/study-groups/index.asp> (see Chairmen and Vice-Chairmen).

Contributions are to be submitted by electronic mail to:

elizabeth.mostyn@itu.int

The deadline for submitting contributions is Wednesday, 5 October at 12:00 hours (Geneva time).

Resolution ITU R 1-4 provides that contributions which are not available to participants at the opening of the meeting shall not be considered.

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.

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). For hotel accommodation see <http://www.itu.int/travel>.

Valery Timofeev
Director, Radiocommunication Bureau

Annexes: 2

Distribution:

- Administrations of Member States and Radiocommunication Sector Members participating in the work of Task Group 1/8 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 sixth meeting of Task Group 1/8

(Geneva, 12-20 October 2005)

- 1 Opening remarks
- 2 Approval of the draft agenda
- 3 Objectives of the sixth meeting
- 4 Chairman's report on the fifth meeting (Doc. 1-8/347)
- 5 Introduction and attribution of input documents to the Working Groups
- 6 Work programme, arrangements, and meetings schedule
- 7 Approval of output documents (PDNR's and Reports), to be submitted to the Study Group 1 meeting
- 8 Any other business

S. HANNA
Chairman

ANNEX 2

Registration Form

ITU-R Meetings

Geneva, Switzerland, 3 - 25 October 2005



Radiocommunication Bureau

I wish to participate in

TG 6/9 3-7/10	WP 6E 5-14/10	WP 6P 6-12/10	WP 6M 7-11/10	WP 6S 11-18/10

WP 6A 13-14/10	TG 1/8 12-20/10	WP 6Q 18-19/10	SG 6 20-21/10	SG 1 24-25/10

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

If yes, indicate one language only: 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