



Radiocommunication Bureau
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Circular letter
1/LCCE/85

13 October 2009

**To Administrations of Member States of the ITU,
Radiocommunication Sector Members and ITU-R Associates
participating in the work of Radiocommunication Study Group 1**

Subject: Meetings of Working Parties 1A and 1B and
associated meeting of the WP 1C Rapporteur Group on SMH issues

WP 1A: Spectrum engineering techniques

WP 1B: Spectrum management methodologies and economic strategies

Introduction

By means of this Circular Letter, we wish to announce that meetings of ITU-R Working Parties 1A and 1B will take place in the ITU Headquarters in Geneva from 1 to 10 February 2010 (see the table below). These WP 1A and WP 1B meetings will be held in conjunction with a meeting of the WP 1C Rapporteur Group on Spectrum Monitoring Handbook issues (from 1 to 10 February 2010).

Groups	Meeting dates	Deadline for contributions 16:00 hours UTC	Opening session (local time)
Joint meeting of Working Parties 1A and 1B	1 February 2010	-	1 February 2010 at 9h30 hours
Working Party 1A	1-10 February 2010	Monday, 25 January 2010	1 February 2010 at 10h45 hours*
Working Party 1B	1-10 February 2010	Monday, 25 January 2010	1 February 2010 at 14h00 hours

* Or earlier, immediately following the joint meeting of WPs 1A and 1B.

Further information regarding the meeting of the WP 1C Rapporteur Group on Spectrum Monitoring Handbook issues will be communicated by Email to the Email Reflector of this group:
rrg1c-sm@itu.int .

Programme of the meetings

Draft agendas for the meetings of Working Parties 1A and 1B are contained in Annex 1. The Questions assigned may be found on <http://www.itu.int/publ/R-QUE-SG01/en>. The Working Parties will conduct their work in English.

Contributions

Contributions in response to the work of Working Parties 1A and 1B 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/rsg1/en> (see “contributions” of each relevant Working Party). **The deadline for submission of contributions is specified in the table above.** Submissions received later than these deadlines 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: rsg1@itu.int. A copy should also be sent to the Chairmen of the relevant Working Parties and to the Chairman and Vice-Chairmen of Study Group 1. The pertinent addresses can be found on:

http://www-br/cgi-bin/htsh/compass/cvc_wptg_list.sh
http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=1

Participation/Visa requirements

Delegate/participant registration for the meetings will be carried out online via the ITU-R website. Each Member State/Sector Member/Associate was 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) is available on the **Member Information and Delegate Registration** webpage at:

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

Visa requirements

We would like to remind delegates and participants that citizens of some countries are required to obtain a visa in order to enter and spend time in Switzerland. **The visa must be requested at least three (3) weeks prior to the opening of the meetings** and obtained from the office (embassy or consulate) representing Switzerland in the respective country of origin. In cases where there is no such office in the country, the visa should be obtained from the office that is closest to the country of departure. If problems are encountered, the Union can, at the official request of the administration or entity being represented, approach the competent Swiss authorities in order to facilitate the delivery of the visa, however, this procedure will require three weeks as mentioned above. Any such request must be accompanied by the approved registration form related to the ITU conference or meeting in question.

For further information see <http://www.itu.int/ITU-R/go/delegate-reg-info/en>.

Visa requests

For Delegates/Participants who have made their registration request on-line via their respective Member State/Sector Member/Associate DFP, the process for requesting visa support has been simplified. **If ITU Headquarters assistance is required**, the request for support in obtaining a visa may be made by the DFP at the time of completion of the registration request for the individual concerned. On the bottom of the registration form, the DFP will find several questions which must be completed fully and accurately. The required information is as follows:

Date of birth

Passport number

Passport issuance and expiry dates

The visa support procedure will subsequently follow automatically. The Delegate/Participant will be notified via the Confirmation of Registration form sent to his/her e-mail address that the visa support request has been received and is being processed.

The Delegate Registration desk will open at 08:30 hours on the first day of the meetings 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 <http://www.itu.int/travel/index.html>.

Valery Timofeev
Director, Radiocommunication Bureau

Annex: 1

Distribution:

- Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work 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 4th meeting of Working Party 1A

(Geneva, 1-10 February 2010)

- 1** Opening of the meeting
- 2** Adoption of the draft agenda
- 3** Report of the 3rd meeting of Working Party 1A (Document [1A/207](#))
- 4** Reports from the Correspondence Group Chairman and the contact person
 - Correspondence Group on Power Line Telecommunication (PLT)
 - Out-of-band limits for primary radar systems (Rec. ITU-R SM.1541-2, Annex 8)
- 5** Introduction and attribution of the documents
- 6** Establishment of Working Group(s) and/or Drafting Group(s) and appointment of Chairmen
- 7** Drafting of output documents
- 8** Preparation of draft Recommendations and other texts for the Study Group 1 meeting (27 – 28 September 2010)
- 9** Liaison with other Groups
- 10** Discussion of the future work plan
- 11** Date and location of next meeting
- 12** Any other business
- 13** Closing remarks

X. ZHOU
Chairman, Working Party 1A

Draft agenda for the 4th meeting of Working Party 1B

(Geneva, 1-10 February 2010)

- 1** Opening of the meeting
- 2** Adoption of the draft agenda
- 3** Report of the 2nd meeting of Working Party 1B (Document [1B/158](#))
- 4** Report from the Chairmen of the Correspondence Group on the revision of Report ITU-R SM.2012-2
- 5** Introduction and attribution of the documents
- 6** Establishment of Working Group(s) and/or Drafting Group(s) and appointment of Chairmen
- 7** Drafting of output documents
- 8** Preparation of draft Recommendations and other texts for the Study Group 1 meeting (27-28 September 2010)
- 9** Liaison with other Groups
- 10** Discussion of the future work plan
- 11** Date and location of next meeting
- 12** Any other business
- 13** Closing remarks

S. PASTUKH
Chairman, Working Party 1B
