



Radiocommunication Bureau

(Direct Fax N°. +41 22 730 57 85)

Circular Letter
5/LCCE/1

20 November 2007

**To Administrations of Member States of the ITU
and Radiocommunication Sector Members participating in the work of
Working Parties 5A, 5B, 5C and 5D of Radiocommunication Study Group 5**

Subject: Meetings of Working Parties 5A, 5B, 5C and 5D

WP 5A:	Land mobile service excluding IMT; amateur and amateur-satellite service
WP 5B:	Maritime mobile service including Global Maritime Distress and Safety System (GMDSS); aeronautical mobile service and radiodetermination service
WP 5C:	Fixed wireless systems; HF systems in the Fixed and Land Mobile Services
WP 5D	IMT systems

Introduction

By means of this Circular Letter, we wish to announce that meetings of ITU-R Working Parties 5A, 5B, 5C and 5D will take place in the ITU Headquarters in Geneva from 28 January – 15 February 2008 (see the table below).

Groups	Meeting dates	Deadline for contributions 16:00 hours UTC	Opening session
Working Party 5A	4-13 February 2008	Monday, 28 January 2008	4 February at 10:00 hours
Working Party 5B	6-15 February 2008	Wednesday, 30 January 2008	6 February at 10:00 hours
Working Party 5C	5-14 February 2008	Tuesday, 29 January 2008	5 February at 10:00 hours
Working Party 5D	28 January – 1 February 2008	Monday, 21 January 2008	28 January at 10:00 hours

Services directly connected with meeting activities, such as delegate registration, 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 (all delegates should enter the building exclusively through this entrance)**, on the opening days.

Programme of the meetings

Draft agendas for these meetings are contained in Annex 1. The Questions assigned may be found on: <http://www.itu.int/publ/R-QUE-SG05/en>. The Working Parties will conduct their work in English.

Contributions

Contributions in response to the work of Working Parties 5A, 5B, 5C and 5D 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/rsg5/en> (see “contributions” of each relevant Working Party) and a limited number of paper copies will be available at the meetings. **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 encouraged to submit contributions by electronic mail to: rsg5@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 5. The pertinent addresses can be found on:

http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=5

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 Members of the ITU and other members of the Radiocommunication Sector participating in the work of Working Parties 5A, 5B, 5C and 5D of Radiocommunication Study Group 5
- ITU-R Associates participating in the work of Radiocommunication Study Group 5
- Chairman and Vice-Chairmen of Radiocommunication Study Group 5
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX 1

Draft agenda for the 1st meeting of Working Party 5A

(Geneva, 4-13 February 2008)

- 1 Opening remarks
- 2 Adoption of the draft agenda
- 3 Results of RA-07, WRC-07 and CPM11-1
- 4 Report on the 20th meeting of Working Party 8A (Doc. [8A/555](#))
- 5 Report from Correspondence Groups
- 6 Working structure and document assignment
- 7 Any other business

J. COSTA
Acting Chairman, Working Party 5A

Draft agenda for the 1st meeting of Working Party 5B

(Geneva, 6 – 15 February 2008)

- 1** Opening remarks
- 2** Adoption of the draft agenda
- 3** Results of RA-07, WRC-07 and CPM11-1
- 4** Report on the 20th meeting of Working Party 8B (Doc. [8B/641](#))
- 5** Report from Correspondence Groups
- 6** Working structure and document assignment
- 7** Any other business

T. EWERS
Acting Chairman, Working Party 5B

Draft agenda for the 1st meeting of Working Party 5C

(Geneva, 5 – 14 February 2008)

- 1 Opening remarks
- 2 Adoption of the draft agenda
- 3 Results of RA-07, WRC-07 and CPM11-1
- 4 Report on the meetings of Working Parties 9A, 9B, 9C and 9D ([Doc. 9A/75](#)), ([9B/249](#)), ([Doc. 9C/155](#)), ([Doc. 9D/249](#))
- 5 Reports from Rapporteurs and Correspondence Groups
- 6 Working structure and document assignment
- 7 Any other business

C. GLASS
Acting Chairman, Working Party 5C

Draft agenda for the 1st meeting of Working Party 5D

(Geneva, 28 January – 1 February 2008)

- 1** Opening of the meeting
- 2** Approval of the agenda
- 3** Results of RA-07, WRC-07 and CPM11-1
- 4** Report on the 22nd meeting of Working Party 8F (Doc. [8F/1322](#))
and the special meeting of WP 8F (Doc. [8F/1385](#))
- 5** Reports from Rapporteurs and Correspondence Groups
- 6** Working structure and document assignment
- 7** Any other business

S. BLUST
Acting Chairman, Working Party 5D

ANNEX 2

ITU-R Block Meetings
Geneva, Switzerland, 28 January – 19 February 2008



REGISTRATION FORM

WP 5D 28/1-1/2	WP 5A 4-13/2	WP 5C 5-14/2	WP 5B 6-15/2	SG 5 18-19/2

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

Approved (if applicable)

Personal Section

Meeting Section

Pigeonhole

To be returned duly completed to the
Radiocommunication Bureau

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