



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

Circular letter
5/LCCE/7

13 August 2008

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

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

- 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

Introduction

By means of this Circular Letter, we wish to announce that meetings of ITU-R Working Parties 5A, 5B and 5C in conjunction with a meeting of Radiocommunication Study Group 5 (see Administrative Circular CACE/456) will take place in the ITU Headquarters in Geneva from 27 October to 7 November 2008 (see the table below).

Groups	Meeting dates	Deadline for contributions 16:00 hours UTC	Opening session
Working Party 5C	27 October – 5 November 2008	Monday, 20 October 2008	27 October at 10:00 hours
Working Party 5A	28 October – 6 November 2008	Tuesday, 21 October 2008	28 October at 10:00 hours
Working Party 5B	29 October – 7 November 2008	Wednesday, 22 October 2008	29 October 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 and 5C 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-br/cgi-bin/htsh/compass/cvc_wptg_list.sh

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 and 5C 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 2nd meeting of Working Party 5A

(Geneva, 28 October – 6 November 2008)

- 1** Opening remarks
- 2** Adoption of the draft agenda
- 3** Report on the 1st meeting of Working Party 5A (Doc. [5A/45](#))
- 4** Report from Correspondence Groups
- 5** Working structure and document assignment
- 6** Any other business

J. COSTA
Acting Chairman, Working Party 5A

Draft agenda for the 2nd meeting of Working Party 5B

(Geneva, 29 October – 7 November 2008)

- 1** Opening remarks
- 2** Adoption of the draft agenda
- 3** Report on the 1st meeting of Working Party 5B (Doc. [5B/45](#))
- 4** Report from Correspondence Groups
- 5** Working structure and document assignment
- 6** Any other business

J. METTROP
Chairman, Working Party 5B

Draft agenda for the 2nd meeting of Working Party 5C

(Geneva, 27 October – 5 November 2008)

- 1** Opening remarks
- 2** Adoption of the draft agenda
- 3** Report on the 1st meeting of Working Parties 5C ([Doc. 5C/26](#))
- 4** Reports from Rapporteurs and Correspondence Groups
- 5** Working structure and document assignment
- 6** Any other business

C. GLASS
Acting Chairman, Working Party 5C

Annex 2

ITU-R Block Meetings

Geneva, Switzerland, 24 September – 11 November 2008



REGISTRATION FORM

WP 4B 24/9-1/10	WP 4C 29/9-8/10	WP 4A 6-15/10	SG 4 16-17/10	WP 6C 20-24/10	WP 6B 23-29/10	WP 6A 24-31/10

WP 5C 27/10-5/11	WP 5A 28/10-6/11	WP 5B 29/10-7/11	SG 6 3-4/11	JTG 5-6 4-10/11	SG 5 10-11/11

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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