



*Radiocommunication Bureau*

*(Direct Fax N°. +41 22 730 57 85)*

Circular Letter  
7/LCCE/41

6 December 2004

**To Administrations of Member States of the ITU, Radiocommunication Sector Members  
and ITU-R Associates participating in the work of Working Parties 7B, 7C and 7D  
of Radiocommunication Study Group 7**

**Subject:** Meetings of Working Parties 7B, 7C and 7D  
Working Party 7B: Space radio systems  
Working Party 7C: Earth-exploration satellite systems and meteorological elements  
Working Party 7D: Radio astronomy

## **Introduction**

By means of this Circular Letter, we wish to announce that meetings of ITU-R Working Parties 7B, 7C and 7D will take place in San Diego, California at the kind invitation of the United States of America, from 7 to 11 March 2005.

## **Place of the meetings**

The meetings will take place at the:

Doubletree Hotel Mission Valley  
7450 Hazard Center Drive  
San Diego, California, CA 92108

For further information see Annex 1.

## Programme of the meetings

Group	Date	Opening
Working Party 7B	7-11 March 2005	7 March 14:00 hours
Working Party 7C	7-11 March 2005	7 March 09:30 hours
Working Party 7D	7-11 March 2005	7 March 11:00 hours
Joint Meeting of Working Parties	11 March 2005	11 March 15:00 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 on the opening day.

A draft agenda for the meetings is contained in Annex 2. The Questions assigned may be found on: <http://www.itu.int/ITU-R/pulications/que/rsg7/index.asp>. The Working Parties will conduct their work in English.

## Contributions

Contributions in response to the work of Working Parties 7B, 7C and 7D are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-4, posted on <http://www.itu.int/ITU-R/study-groups/rsg7/index.asp> and distributed to participants on CD-ROM at the opening of the meeting.

One copy of each contribution should be sent to the Director, Radiocommunication Bureau for processing. A copy should also be sent to the Chairmen of the relevant Working Party and to the Chairman and Vice-Chairmen of Study Group 7. The pertinent addresses can be found on

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

Participants are encouraged to submit contributions by electronic mail to:

[rsg7@itu.int](mailto:rsg7@itu.int)

**As decided at the last meeting of the SG 7 Steering Group, the deadline for submitting contributions is Monday, 28 February 2005 at 12:00 hours Geneva time.** Documents received after the deadline will be forwarded to the next meeting of the concerned Working Party.

## Documentation

All contributions will be made available to the delegates on CD-ROM as well as on the ITU-R Study Group 7 Web page at: <http://www.itu.int/ITU-R/study-groups/rsg3/index.asp> (go to Web page of the related Working Party). Participants are expected to bring with them to the meeting paper copies of all of the input documents of interest to them (if necessary). Delegates also should indicate in the registration form whether they wish receive paper copies of temporary, administrative and information documents during the meeting

## Hotel accommodation and arrival information

Annex 1 contains details on hotel accommodation; delegates are advised to make reservations at the earliest opportunity. Also included in Annex 1 is information concerning arrival in San Diego, together with a map indicating the conference hotel.

## **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 4) (to be photocopied as required).

Valery Timofeev  
Director, Radiocommunication Bureau

Annexes: 4

Distribution:

- Administrations of Members of the ITU and other members of the Radiocommunication Sector participating in the work of Working Parties 7B, 7C and 7D of Radiocommunication Study Group 7
- Chairman and Vice-Chairmen of Radiocommunication Study Group 7
- ITU-R Associates participating in the work of Radiocommunication Study Group 7
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

## Annex 1

### Information for participants

#### 1 Meeting venue and hotel accommodation

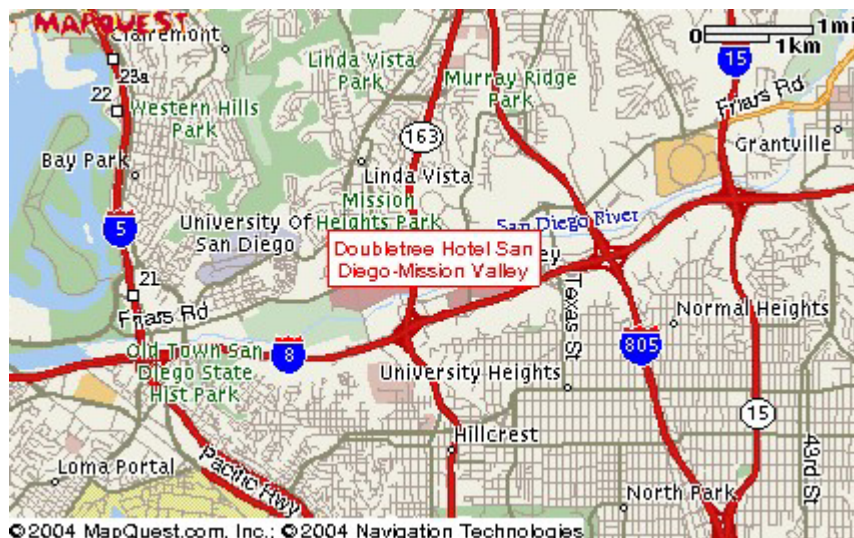
The venue of the meeting is:

Doubletree Hotel Mission Valley  
7450 Hazard Center Drive  
San Diego, California, CA 92108

Home page: <http://www.doubletree.com/en/dt/hotels/index.jhtml?ctyhocn=SDGO-DT>

Tel: +1-619-207-5466

Fax: +1-619-297-5499



The hotel rooms are reserved for your disposal from 6 March to 11 March 2005, plus 3 days before and 3 days after the meeting on a space available basis at the conference rate.

#### Room reservation (Special hotel rates)

The conference rate for the Study Group 7 Working Parties meeting is the US per diem rate (currently US \$129), single or double. Reservations must be made on or before 6 February to take advantage of the conference rate.

Delegates should indicate the following when requesting a room:

"ITU-R Working Parties 7B, 7C, 7D".

The hotel code is "IPR" to obtain the conference rate of \$129.

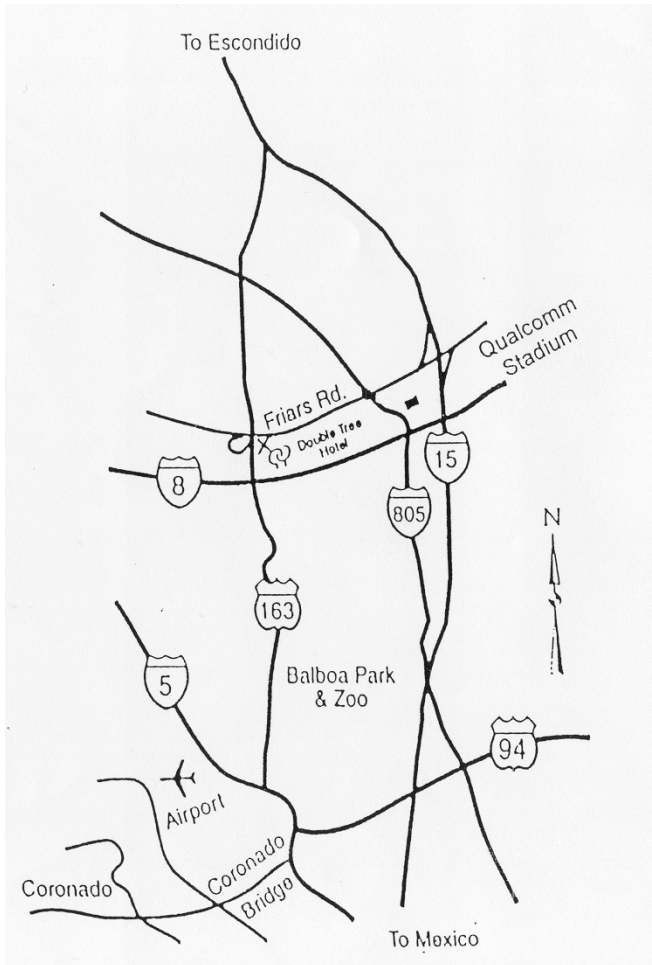
## 2 Transportation

Transport connections between San Diego International Airport (SAN) and the Doubletree Hotel Mission Valley is complimentary; for the return trip to the airport, there is a US \$5 fee.

Arrangements may be made by using the hotel courtesy telephone in the lobby of the airport.

Rental cars are available from a variety of car rental companies in the immediate vicinity of the airport. It is best to make reservations for car rentals in advance. A map and driving directions are included below.

### Direction by car:



#### From San Diego International Airport:

Harborn Boulevard South to Grape Street, turn left to go to Interstate 5 South on ramp to 163 North. Go to Friars Road East, turn right on Frazee Road (1<sup>st</sup> light), turn right on Hazard Center Drive.

#### From Los Angeles via Interstate 5:

Take Interstate 5 to 805 South to 163 South, take Friars Road exit, turn right on Frazee Road (1<sup>st</sup> light), then turn right on Hazard Center Drive.

#### From Los Angeles via Interstate 15:

Take Interstate 15 to 163 South, take Friars Road East exit, turn right on Frazee Road (1<sup>st</sup> light), turn right on Hazard Center Drive.

#### From Interstate 8 (Arizona):

Take Interstate 8 West to 163 North, take Friars Road East, turn right on Frazee Road (1<sup>st</sup> light), turn right on Hazard Center Drive.

**Should directions be necessary from a specific area to the Doubletree Hotel San Diego-Mission Valley, please call our guest services desk for assistance at (619) 297-5466 extension 4175.**

## 3 Contact point

For any further information you may require or if you need a personal invitation letter or official document from the US Administration for your visa application, please contact:

Mr. Wayne A. Whyte, Jr.

National Aeronautics and Space Administration

Glenn Research Center

NASA Glenn Research Center,

21000 Brookpark Road

Mail Stop 501-1

Tel: +1 216 433-3482

Fax: +1 216 977 7444

Email: [Wayne.A.Whyte@nasa.gov](mailto:Wayne.A.Whyte@nasa.gov)

#### **4 Invitation**

A copy of the invitation letter from the United States of America is reproduced in Annex 3.

#### **5 Visas**

**Delegates are urged to apply, as soon as possible, for U.S. visas, if needed, to facilitate entrance to the United States. If a special invitation is required, please contact the meeting coordinator, Mr. Wayne Whyte (see Section 3 above).**

## **Annex 2**

### **Draft agenda for the meetings of Working Parties 7B, 7C and 7D**

(San Diego, 7-11 March 2005)

- 1** Introduction by the Chairman
- 2** Approval of the agenda
- 3** Status of Questions assigned to the Working Party and related work
- 4** Chairman's progress Report
- 5** Work programme for the meeting
- 6** Introduction of input documents
- 7** Establishment of drafting groups and attribution of documents
- 8** Preparation of output documents
- 9** Discussion of the future work plan
- 10** Venue of the next meetings
- 11** Any other business

**S. TAYLOR**  
Chairman, WP 7B

**E. MARELLI**  
Chairman, WP 7C

**M. OHISHI**  
Chairman, WP 7D

ANNEX 3

Copy of the invitation letter



**United States Department of State**

Washington, D.C. 20520

DEC 2 2004

Dr. Valery Timofeev  
Director, Radiocommunication Bureau  
International Telecommunication Union  
Place des Nations  
CH-1211 Geneva 20  
Switzerland

Dear Dr. Timofeev:

The United States, taking into account *resolves 2* of Resolution 5 (Kyoto, 1994), wishes to host the spring 2005 international meetings of ITU-R Working Parties 7B, 7C, and 7D in the United States. The meeting is proposed to take place in the San Diego, California area during the week of 7-11 March 2005. The National Aeronautics and Space Administration, on behalf of the United States, has agreed to undertake the costs associated with hosting these working party meetings.

Details for all particulars of the meeting including identification of the specific meeting venue, hotels, arrangement of computer and photocopying facilities, social events, etc. will be coordinated by:

Wayne A. Whyte  
National Aeronautics and Space Administration    Tel: 1-216-433-3482  
21000 Brookpark Rd.    Fax: 1-216-977-7444  
Mail Stop 501-1    E-mail:  
Cleveland, OH 44135    [Wayne.A.Whyte@nasa.gov](mailto:Wayne.A.Whyte@nasa.gov)  
United States

Sincerely,

A handwritten signature in black ink, appearing to read "Richard C. Beard".

Richard C. Beard  
Senior Deputy Coordinator  
Office of International Communications  
and Information Policy





Annex 4
Registration Form
ITU-R Meetings
San Diego, United States, 7 - 11 March 2005

Radiocommunication Bureau

I wish to participate in

Table with 3 columns: WP 7B (07-11/03), WP 7C (07-11/03), WP 7D (07-11/03)

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

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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CH-1211 Geneva 20
Switzerland

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Email: linda.kocher@itu.int