



Radiocommunication Bureau

(Direct Fax N°. +41 22 730 57 85)

Circular Letter
7/LCCE/42

9 August 2005

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

Subject: Meetings of Working Parties 7A, 7B, 7C and 7D in conjunction with a meeting
of Radiocommunication Study Group 7

Working Party 7A Time signals and frequency standard emissions
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 7A, 7B, 7C and 7D in conjunction with a meeting of Radiocommunication Study Group 7 will take place in the ITU Headquarters in Geneva from 8 November to 14 November 2005 (see the table below).

Groups	Meeting Dates	Opening Session
Study Group 7	7 November 2005	At 09:30 hours
Working Party 7A	8 – 11 November 2005	8 November at 09:30 hours
Working Party 7B	8 – 14 November 2005	8 November at 14:00 hours
Working Party 7C	8 – 14 November 2005	8 November at 09:30 hours
Working Party 7D	8 – 11 November 2005	8 November at 11:00 hours
Study Group 7	15 November 2005	At 09:00 hours

Services directly connected with meeting activities, such as delegate registration, document distribution, etc. will be located in the vicinity of the meeting room. The opening session will take place at 09:30 hours and registration of delegates will start at 08:30 hours on 8 November 2005.

Programme of the meetings

A draft agenda for these meetings is contained in Annex 1. The Questions assigned may be found on: <http://www.itu.int/ITU-R/publications/download.asp?product=que07&lang=e>. The Working Parties will conduct their work in English.

It should be noted that, in accordance with § 2.25 of Resolution ITU-R 1-4, it is possible for draft Recommendations prepared during the Working Party and Task Group meetings to be submitted directly to the second day of the Study Group meeting to be held immediately thereafter (15 November 2005).

Contributions

Contributions in response to the work of Working Parties 7A, 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> (contributions) and distributed to participants at the opening of the meeting.

One copy of each contribution should be sent to the Radiocommunication Bureau for processing. Contributions 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:

adrienne.bonnici@itu.int

As decided at the last meeting of the SG 7 Steering Group, the deadline for submitting contributions is Monday, 31 October 2005, at 17:00 hours Geneva time. Documents received after the deadline will be forwarded to the next meeting of the concerned Working Party.

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>.

V. Timofeev
Director, Radiocommunication Bureau

Annexes: 2

Distribution:

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

ANNEX 1

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

(Geneva, 8 November – 14 November 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

G. DE JONG
Chairman, WP 7A

S. TAYLOR
Chairman, WP 7B

E. MARELLI
Chairman, WP 7C

M. OHISHI
Chairman, WP 7D

* From 8 November to 11 November 2005.
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ANNEX 2

Registration Form ITU-R Meetings

Geneva, Switzerland, 1 November - 2 December 2005

Radiocommunication Bureau

I wish to participate in

WP 4B 1-8/11	SG 7 7/11	WP 4A 7-16/11	WP 7A 8-11/11	WP 7D 8-11/11	WP 7B 8-14/11	WP 7C 8-14/11	WP 4-9S 14-21/11
SG 7 15/11	SG 4 17-18/11	SG 8 21-22/11	WP 9B 22-30/11	WP 9D 22-30/11	WP 9A 23-30/11	WP 9C 24-29/11	SG 9 1-2/12

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

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Switzerland

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