



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

Circular Letter  
7/LCCE/45

24 November 2006

**To Administrations of Members States of the ITU and  
Radiocommunication Sector Members 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 in conjunction with a meeting of Radiocommunication Study Group 7

Working Party 7B Space radiocommunication applications

Working Party 7C Remote sensing systems

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 in conjunction with a meeting of Radiocommunication Study Group 7 (see CACE/401) will take place in the ITU Headquarters in Geneva from 6 to 9 February 2007 (see the table below).

| <b>Groups</b>    | <b>Meeting Dates</b> | <b>Deadline for contributions<br/>16:00 hours UTC</b> | <b>Opening Session</b>     |
|------------------|----------------------|---|----------------------------|
| Study Group 7    | 5 February 2006      | Monday, 29 January 2007                               | 5 February at 09:30 hours  |
| Working Party 7B | 6-9 February 2007    | Tuesday, 30 January 2007                              | 6 February at 11:00 hours  |
| Working Party 7C | 6-9 February 2007    | Tuesday, 30 January 2007                              | 6 February at 09:30 hours  |
| Working Party 7D | 6-9 February 2007    | Tuesday, 30 January 2007                              | 6 February at 09:30 hours  |
| Study Group 7    | 12 February 2007     | See above   | 12 February 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, **in the Montbrillant building only (all delegates should enter the building exclusively through this entrance)**, on 5 February 2007 (Study Group 7) and on 6 February 2007 (Working Parties 7B, 7C and 7D).

## **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/pub/R-QUE-SG07/en>. 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 and posted on <http://www.itu.int/ITU-R/index.asp?category=study-groups&link=rsg7&lang=en> (see “contributions” of the relevant Working Party). 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 this deadline cannot be accepted.

Participants are encouraged to submit contributions by electronic mail to:

[rsg7@itu.int](mailto:rsg7@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 7. The pertinent addresses can be found on:

<http://www.itu.int/ITU-R/index.asp?category=study-groups&link=rsg&lang=en>  
(see Chairmen and Vice-Chairmen).

## **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 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 7B, 7C and 7D**

(Geneva, 6-9 February 2007)

- 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 2

Registration Form  
ITU-R Block Meeting  
Geneva, 5 – 12 February 2007



Radiocommunication Bureau

I wish to participate in

| SG 7<br>5/2 | WP 7B<br>6/2-9/2 | WP 7C<br>6/2-9/2 | WP 7D<br>6/2-9/2 | SG 7 (2)<br>12/2 |
|-------------|------------------|------------------|------------------|------------------|
|             |                  |                  |                  |                  |

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

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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