

INTERNATIONAL TELECOMMUNICATION UNION



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

Circular Letter
7/LCCE/46

5 April 2007

**To Administrations of Members States of the ITU and
Radiocommunication Sector Members participating in the work
of Working Party 7A of Radiocommunication Study Group 7**

Subject: Meeting of Working Party 7A

Working Party 7A Time signals and frequency standard emissions

Introduction

By means of this Circular Letter, we wish to announce that meeting of ITU-R Working Party 7A will take place in the ITU Headquarters in Geneva from 11 – 14 September 2007 (see the table below).

Group	Meeting Date	Deadline for contributions 16:00 hours UTC	Opening Session
Working Party 7A	11-14 September 2007	Tuesday, 4 September 2007	11 September at 09:30 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 11 September 2007.

Programme of the meeting

A draft agenda for the meeting is contained in Annex 1. The Questions assigned may be found on: <http://www.itu.int/pub/R-QUE-SG07/en>. The Working Party will conduct its work in English.

Contributions

Contributions in response to the work of Working Party 7A 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/md/R03-WP7A-C/en>. A limited number of paper copies will be available at the meeting. **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

A copy should also be sent to the Chairman of the Working Party and to the Chairman and Vice-Chairmen of Study Group 7. The pertinent addresses can be found on:

http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=7 and
http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=7A

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 Party 7A 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 meeting of Working Party 7A

(Geneva, 11 – 14 September 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** Dates and venue of the next meeting
- 11** Any other business

R. BEARD
Chairman, Working Party 7A

ANNEX 2



Registration Form ITU-R Working Party 7A Meeting Geneva, Switzerland, 11-14 September 2007

Radiocommunication Bureau

I wish to participate in

WP 7A 11-14/09
✓

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

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

Place des Nations
CH-1211 Geneva 20
Switzerland

Telephone: +41 22 730 5802
Telefax: +41 22 730 6600
Email: linda.kocher@itu.int