



Radiocommunication Bureau

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Circular Letter
8/LCCE/127

21 June 2004

**To Administrations of Member States of the ITU
and Radiocommunication Sector Members participating in the
work of Radiocommunication Working Parties 8A, 8B and 8D of Study Group 8**

Subject: Meetings of Working Parties 8A, 8B and 8D

WP 8A: Land mobile service excluding IMT-2000; amateur and amateur-satellite service

WP 8B: Maritime mobile service including Global Maritime Distress and Safety System (GMDSS); aeronautical mobile service and radiodetermination service

WP 8D: All mobile satellite services and radiodetermination satellite service

Introduction

By means of this Circular Letter, we wish to announce that meetings of ITU-R Working Parties 8A, 8B and 8D will take place in the ITU Headquarters in Geneva from 6-17 September 2004 (see the table below).

Groups	Meeting dates	Deadline for contributions	Opening session
Working Party 8A	6-15 September 2004	30 August 2004	6 September at 10:00 hours
Working Party 8B	7-16 September 2004	31 August 2004	7 September at 10:45 hours
Working Party 8D	7-17 September 2004	31 August 2004	7 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. Registration of delegates will start at 08:30 hours on the opening days.

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/md/meetingdoc.asp?type=sitems&lang=e&parent=R03-SG08-C-0001>. The Working Parties will conduct their work in English.

Please note that a Study Group 8 seminar on tomorrow's technological innovations related to WRC-07 will be held on 9 September 2004. This seminar will be announced in a separate Circular Letter.

Contributions

Contributions in response to the work of Working Parties 8A, 8B, and 8D 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/rsg8/index.asp> (see "contributions" of each relevant Working Party) and distributed to participants at the opening of the meeting. As agreed at the last meetings of these Working Parties, the deadline for submission of documents to these meetings is 7 days before the start of each meeting. These deadlines are specified in the table above.

Participants are encouraged to submit contributions by electronic mail to: rsg8@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 8. The pertinent addresses can be found on:

<http://www.itu.int/ITU-R/study-groups/index.asp> (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. Any such request must specify the name and functions of the individual(s) for whom the visa(s) is/are requested and be accompanied by a copy of the approved registration form approved for the ITU conference or meeting in question.

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 8A, 8B and 8D of Radiocommunication Study Group 8
- ITU-R Associates participating in the work of Radiocommunication Study Group 8
- Chairman and Vice-Chairmen of Radiocommunication Study Group 8
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX 1

Draft agenda for the 15th meeting of Working Party 8A

(Geneva, 6-15 September 2004)

- 1 Opening remarks
- 2 Adoption of the draft agenda
- 3 Report on the 14th meeting of Working Party 8A ([Doc. 8A/58](#))
- 4 Report from Correspondence Groups
- 5 Work programme of the meeting
- 6 Any other business

J. COSTA
Chairman, Working Party 8A

Draft agenda for the 15th meeting of Working Party 8B

(Geneva, 7-16 September 2004)

- 1** Opening remarks
- 2** Adoption of the draft agenda
- 3** Report on the 14th meeting of Working Party 8B ([Doc. 8B/36](#))
- 4** Working structure and document assignment
- 5** Any other business

T. EWERS
Chairman, Working Party 8B

Draft agenda for the 16th meeting of Working Party 8D

(Geneva, 7-17 September 2004)

- 1 Opening remarks
- 2 Adoption of the draft agenda
- 3 Report on the 15th meeting of Working Party 8D ([Doc. 8D/49](#))
- 4 Reports from Rapporteurs and Correspondence Groups
- 5 Working structure and document distribution
- 6 Consideration of input documents
- 7 Any other business

T. MIZUIKE
Chairman, Working Party 8D

ANNEX 2



Registration Form ITU-R Meetings Geneva, Switzerland, 6 September – 1 October 2004

Radiocommunication Bureau

I wish to participate in

WP 8A 6-15/9	WP 8B 7-16/9	WP 8D 7-17/9	WP 9B 20-28/9	WP 9A 21-28/9	WP 9D 21-29/9

WP 9C 23-29/9	WP 7C 27/9-1/10	WP 7D 27/9-1/10	WP 7B 27/9-1/10	WP 7A 28/9-1/10	SG 9 30/9-1/10

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

English

French

Spanish

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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