



*Radiocommunication Bureau*

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Circular Letter  
8/LCCE/131

17 November 2004

**To Administrations of Member States of the ITU and  
Radiocommunication Sector Members participating in the  
work of Working Party 8F of Radiocommunication Study Group 8**

**Subject:** Fifteenth meeting of Working Party 8F on IMT-2000 and systems beyond IMT-2000

## **Introduction**

By means of this Circular Letter, we wish to announce that the 15<sup>th</sup> meeting of ITU-R Working Party 8F will take place in the ITU Headquarters in Geneva from, from 1 to 8 February 2005.

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 10:00 hours and registration of delegates will start at 08:30 hours on the opening day.

## **Programme of the meeting**

The draft agenda for the meeting is contained in Annex 1. The Questions assigned may be found on: <http://www.itu.int/ITU-R/publications/download.asp?product=que08&lang=e>. Working Party 8F will conduct its work in English.

## **Contributions**

Contributions in response to the work of Working Party 8F are invited\*. Contributions will be processed and dispatched in accordance with Resolution ITU-R 1-4 and posted on the web. **As decided at the last meeting of Working Party 8F, the deadline for submitting contributions is Monday, 24 January 2005, 08:00 hours Geneva time.** Documents received after this deadline will be forwarded to the next meeting of the Working Party.

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\* Contributors are urged to reduce the length of their contributions as much as possible. The recommended maximum length of an input document is 10 pages. Long documents should be structured as a small number of cover pages (preferably one) summarizing the document and an attachment containing the detailed information. The attachments of such long documents, when submitted as delayed contributions, would only be distributed on paper to the participants at the meeting, on request.

According to the ITU-R patent policy (Annex 1 to Resolution ITU-R 1-4), contributions containing a proposal for a Recommendation should draw the attention to any known patent or to any known pending patent application relating to systems or technologies considered in the proposal.

Copies of each contribution should be sent to the Study Group Department, Radiocommunication Bureau, for processing, to the Chairman of the Working Party and to the Chairman and Vice-Chairmen of Radiocommunication 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)

Participants are encouraged to submit contributions by electronic mail to:

[rsg8@itu.int](mailto:rsg8@itu.int)

## **Documentation**

Contributions to this meeting are stored on the ITU web site at:

<http://www.itu.int/md/meetingdoc.asp?lang=e&type=sfolders&parent=r03-wp8f-c>.

A CD-ROM containing all of the contributions will be provided to each participant at the start of the meeting.

Wireless LAN facilities will be provided in the main meeting rooms and a cyber cafe facility will also be provided.

Participants are encouraged to use electronic working methods and to bring their laptops (equipped with a CD-ROM drive and a WLAN-card) with them to the meeting.

## **Participation**

In order to make the necessary arrangements, it is requested that the intended participation of your representative(s) be advised no later than one month before the opening of the meeting by means of the annexed form (Annex 2).

Valery Timofeev  
Director, Radiocommunication Bureau

## **Annexes: 2**

### Distribution:

- Administrations of Member States and Radiocommunication Sector Members participating in the work of Working Party 8F of Radiocommunication Study Group 8
- Chairman and Vice-Chairmen of Radiocommunication Study Group 8
- ITU-R Associates participating in the work of Radiocommunication Study Group 8
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX 1  
(ENGLISH ONLY)

**Draft agenda for the 15<sup>th</sup> meeting of Working Party 8F**

(Geneva, 1-8 February 2005)

- 1 Opening of the meeting
- 2 Approval of the agenda
- 3 Report on the 14<sup>th</sup> meeting of Working Party 8F ([Doc. 8F/347](#))
- 4 Reports from Liaison and Special Rapporteurs
- 5 Proposed method of work
- 6 Assignment of contributions
- 7 Consideration of documents
- 8 Future work
- 9 Other business

## **Contributions for the 15<sup>th</sup> meeting of WP 8F**

In accordance with the WP 8F work plan, contributions on the following topics are specifically sought for the 15<sup>th</sup> meeting:

### **WG Services**

- Responses to the markets and services questionnaire
- Inputs to further develop IMT.MARKET
- Inputs to further develop the Methodology working document

### **WG Spectrum**

- Inputs addressing candidate frequency bands for systems beyond IMT-2000

### **WG Technology**

- Inputs to commence the work on M.1457-6
- Contributions to further the work on the Radio Aspects Report
- Contributions to further the work on IMT.SDR

### **AH Migration**

- Inputs addressing shortening the MTG document.

Detailed information on required input contributions are available from the micro workplans and each SWG Chairman's Report (see Doc. 8F/347).

S. BLUST  
Chairman, Working Party 8F

ANNEX 2  
Registration Form  
ITU-R Working Party 8F Meeting  
Geneva, 1-8 February 2005



Radiocommunication Bureau

I wish to participate in

<b>Working Party 8F</b>
✓

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: .....

- |   |  |
|---|--|
| <input type="checkbox"/> Recognized Operating Agencies                  | <input type="checkbox"/> Regional Telecommunication Organizations                    |
| <input type="checkbox"/> Scientific or Industrial Organizations         | <input type="checkbox"/> Intergovernmental Organizations operating Satellite Systems |
| <input type="checkbox"/> UN, Specialized Agencies and the IAEA          | <input type="checkbox"/> Other Entities dealing with Telecommunication matters       |
| <input type="checkbox"/> Regional and other International Organizations | <input type="checkbox"/> 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 only

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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