



*Radiocommunication Bureau*  
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Circular Letter  
8/LCCE/141

25 November 2005

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

**Subject: Meeting of Working Party 8D**

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

### Introduction

By means of this Circular Letter, we wish to announce that meeting of ITU-R Working Party 8D will take place in the ITU Headquarters in Geneva from 6-15 February 2006.

<b>Groups</b>	<b>Meeting dates</b>	<b>Deadline for contributions 16:00 hours UTC</b>	<b>Opening session</b>
Working Party 8D	6-15 February 2006	Monday, 30 January 2006	6 February at 14:00 hours

Services directly connected with meeting activities, such as delegate registration, document distribution, etc. will be located in the vicinity of the meeting room. Registration of delegates will start at 08:30 hours, **in the Montbrillant building (all delegates should enter the building exclusively through this entrance)**, on the opening day.

### Programme of the meetings

A 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&wp=WP8D&lang=e>.

The Working Party will conduct its work in English.

## Contributions

Contributions in response to the work of Working Party 8D 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/meetingdoc.asp?lang=e&type=sfolders&parent=R03-WP8D-C> and 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: [rsg8@itu.int](mailto: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.

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>.

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 Party 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 19th meeting of Working Party 8D**

Geneva, 6-15 February 2006, 14:00 hours

- 1 Opening remarks
- 2 Adoption of the draft agenda
- 3 Report on the 18<sup>th</sup> meeting of Working Party 8D ([Doc. 8D/274](#))
- 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 Working Party 8D Meeting
Geneva, Switzerland, 6 - 15 February 2006

Radiocommunication Bureau

I wish to participate in

WP 8D
6-15/2
[checkmark]

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