



*Radiocommunication Bureau*

*(Direct Fax N°. +41 22 730 57 85)*

Circular Letter  
9/LCCE/82

24 June 2004

**To Administrations of Member States of the ITU and  
Radiocommunication Sector Members participating in the work  
of Radiocommunication Working Parties 9A, 9B, 9C and 9D of Study Group 9**

**Subject:** Meetings of Working Parties 9A, 9B, 9C and 9D

- WP 9A Performance and availability, interference objectives and analysis, effects of propagation and terminology
- WP 9B Radio-frequency channel arrangements, radio system characteristics, interconnection, maintenance and various applications
- WP 9C Systems below 30 MHz (HF and others)
- WP 9D Sharing with other services (except for the fixed-satellite service)

## Introduction

By means of this Circular Letter, we wish to announce that meetings of ITU-R Working Parties 9A, 9B, 9C, 9D will take place in the ITU Headquarters in Geneva from 20 to 29 September 2004, immediately preceding the meeting of Study Group 9 (see the table below).

Working Party 9A	21-28 September 2004	Opening at 14:00 hours on 21 September
Working Party 9B	20-28 September 2004	Opening at 10:00 hours on 20 September
Working Party 9C	23-29 September 2004	Opening at 10:00 hours on 23 September
Working Party 9D	21-29 September 2004	Opening at 10:00 hours on 21 September
Study Group 9	30 September – 1 October 2004	Opening at 09:30 hours on 30 September

Services directly connected with meeting activities, such as delegate registration, document distribution, etc. will be located in the vicinity of the meeting room. The registration of delegates will start at 08:30 hours on the opening days.

## **Programme of the meetings**

Draft agendas for these meetings are contained in Annex 1. The Questions assigned may be found on: <http://www.itu.int/ITU-R/publications/download.asp?product=que09&lang=e>. The Working Parties will conduct their work in English.

## **Contributions**

Contributions in response to the work of Working Parties 9A, 9B, 9C and 9D 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/rsg9/index.asp> (contributions) and distributed to participants at the opening of the meeting.

Contributions should be sent to the Radiocommunication Bureau for processing. A copy should also be sent to the Chairmen of the relevant Working Party and to the Chairman and Vice-Chairmen of Study Group 9. 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:

[beatriz.martinez-ronquillo@itu.int](mailto:beatriz.martinez-ronquillo@itu.int)

The Secretariat cannot guarantee that documents received after the 7-day limit can be made available for the opening of the meeting and submissions received later than 12:00 hours (Geneva time) on the working day preceding the opening of the meeting cannot be accepted. Resolution ITU R 1-4 provides that contributions which are not available to participants at the opening of the meeting shall not be considered.

## **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/>

V. Timofeev  
Director, Radiocommunication Bureau

## **Annexes: 2**

### Distribution:

- Administrations of Member States and Radiocommunication Sector Members participating in the work of Radiocommunication Working Parties 9A, 9B, 9C, 9D and Radiocommunication Study Group 9
- ITU-R Associates participating in the work of Radiocommunication Study Group 9
- Chairman and Vice-Chairmen of Radiocommunication Study Group 9
- 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 9A**

(Geneva, 21-28 September 2004)

- 1** Opening remarks
- 2** Approval of the draft agenda
- 3** Chairman's Report of the February 2004 meeting ([Doc. 9A/16](#))
- 4** Report of the Correspondence Group (CG)
  - 4.1** CG on interference issues
- 5** Review of Questions assigned and their categorization
- 6** Introduction of other input documents
- 7** Establishment of Sub-Working Groups and assignment of documents
- 8** Any other business

E. LENSSON  
Chairman, Working Party 9A

## **Draft agenda for the meeting of Working Party 9B**

(Geneva, 20-28 September 2004)

- 1 Opening remarks
- 2 Approval of the draft agenda
- 3 Chairman's Report of the February 2004 meeting ([Doc. 9B/49](#))
- 4 Report of Correspondence Groups (CG)
  - 4.1 CG on HAPS systems
  - 4.2 CG on spectrum vision (Question ITU-R 221/9)
  - 4.3 CG on IMT-2000 infrastructure
- 5 Review of Questions assigned and their categorization
- 6 Liaison with other fora
- 7 Introduction of other input documents
- 8 Establishment of Sub-Working Parties and assignment of documents
- 9 Any other business

A. HASHIMOTO  
Chairman, Working Party 9B

## **Draft agenda for the meeting of Working Party 9C**

(Geneva, 23-29 September 2004)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Chairman's report of the February 2004 meeting ([Doc. 9C/25](#))
- 4** Report of Correspondence Groups (CG)
  - 4.1** CG on the review of WP 9C Recommendations
- 5** Report on CPM preparation on Agenda item 1.13
- 6** Review of Questions assigned and their categorization
- 7** Liaison from other fora
- 8** Presentation of other input documents
- 9** Establishment of Sub-Working Groups and assignment of documents
- 10** Any other business

N.M. SERINKEN  
Chairman, Working Party 9C

## **Draft agenda for the meeting of Working Party 9D**

(Geneva, 21-29 September 2004)

- 1 Opening remarks
- 2 Approval of the draft agenda
- 3 Chairman's Report of the February 2004 meeting ([Doc. 9D/35](#))
- 4 Results of RRC-04 and intersessional work
- 5 Report on the Correspondence Group
  - 5.1 CG on sharing with science service > 30 GHz
- 6 Review of Questions assigned and their categorization
- 7 Working structure and attribution of documents
- 8 Any other business

K. MEDLEY  
Chairman, Working Party 9D

