

## *Radiocommunication Bureau*

*(Direct Fax N°. +41 22 730 57 85)*

Circular Letter  
4/LCCE/91  
9/LCCE/94

17 May 2006

### **To Administrations of Members States of the ITU and Radiocommunication Sector Members participating in the work of Working Party 4-9S of Radiocommunication Study Groups 4 and 9**

**Subject:** Meeting of Working Party 4-9S (Frequency sharing between the fixed-satellite service and the fixed service)

#### **Introduction**

By means of this Circular Letter, we wish to announce that a meeting of ITU-R Working Party 4-9S will take place in the ITU Headquarters in Geneva from 25 August to 1 September 2006.

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 25 August 2006.

#### **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/ITU-R/publications/download.asp?product=que04&lang=e> and <http://www.itu.int/ITU-R/publications/download.asp?product=que09&lang=e>. The Working Party will conduct its work in English.

#### **Contributions**

Contributions in response to the work of Working Party 4-9S 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-WP4.9S-C/en> (see “contributions” of the relevant Working Party). A limited number of paper copies will be available at the meeting.

The deadline for submission of documents to this meeting is 18 August 2006 at 16:00 hours UTC. Contributions received after the deadline will be forwarded to the next meeting of the Working Party. Resolution ITU R 1-4 provides that contributions which are not available to participants at the opening of the meeting shall not be considered.

Participants are requested to submit contributions by electronic mail to:

[rsg9@itu.int](mailto:rsg9@itu.int)

A copy should also be sent to the Chairmen of the relevant Working Party and to the Chairmen and Vice-Chairmen of Study Groups 4 and 9. The pertinent addresses can be found on:

<http://www.itu.int/ITU-R/study-groups/index.asp?link=rcvc&lang=en>

### **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 Member States and Radiocommunication Sector Members participating in the work of Radiocommunication Working Party 4-9S of Radiocommunication Study Groups 4 and 9
- ITU-R Associates participating in the work of Radiocommunication Study Groups 4 and 9
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups 4 and 9
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

## ANNEX 1

### **Draft agenda for the opening session of the meeting of Working Party 4-9S**

(Geneva, 25 August – 1 September 2006)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Chairman's Report of the March 2006 meeting ([Doc. 4-9S/134](#))
- 4** Presentation of input documents
- 5** Structure of work and attribution of documents
- 6** Any other business

W. RUMMLER  
Chairman, Working Party 4-9S

## ANNEX 2



# Registration Form ITU-R Meetings Geneva, Switzerland, 25 August - 21 September 2006

**Radiocommunication Bureau**

I wish to participate in

|                            |                         |                         |                          |                          |                          |                      |                        |                           |
|----------------------------|-------------------------|-------------------------|--------------------------|--------------------------|--------------------------|----------------------|------------------------|---------------------------|
| <b>WP 4-9S</b><br>25/8-1/9 | <b>WP 7B</b><br>28-31/8 | <b>WP 7D</b><br>28-31/8 | <b>WP 4B</b><br>28/8-1/9 | <b>WP 7C</b><br>28/8-1/9 | <b>WP 7A</b><br>29/8-1/9 | <b>SG 9</b><br>4-5/9 | <b>WP 4A</b><br>4-13/9 | <b>JSG 4&amp;9</b><br>5/9 |
|                            |                         |                         |                          |                          |                          |                      |                        |                           |

|                        |                        |                        |                         |                         |                          |                        |                        |                        |
|------------------------|------------------------|------------------------|-------------------------|-------------------------|--------------------------|------------------------|------------------------|------------------------|
| <b>WP 8B</b><br>5-13/9 | <b>WP 8A</b><br>6-14/9 | <b>WP 9C</b><br>7-13/9 | <b>WP 6E</b><br>11-15/9 | <b>WP 8D</b><br>11-15/9 | <b>TG 1/9</b><br>11-15/9 | <b>SG 4</b><br>14-15/9 | <b>SG 6</b><br>18-19/9 | <b>SG 8</b><br>20-21/9 |
|                        |                        |                        |                         |                         |                          |                        |                        |                        |

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

If yes, indicate one language only:

☐

English

☐

French

☐

Spanish

☐

Arabic

☐

Chinese

☐

Russian

*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

