

# INTERNATIONAL TELECOMMUNICATION UNION

*Telecommunication Development Bureau*

*Radiocommunication Bureau*

## **Administrative Circular CA/24**

## **Administrative Circular CACE/440**

18 December 2007

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Subject: **ITU-D Study Group 2**

**Convening of the meeting of the Joint Group on Resolution 9 (Rev. Doha, 2006)  
(Geneva, 20-22 February 2008)**

## **TO ADMINISTRATIONS OF MEMBER STATES OF ITU, MEMBERS OF THE TELECOMMUNICATION DEVELOPMENT SECTOR AND MEMBERS OF THE RADIOCOMMUNICATION SECTOR**

Dear Sir/Madam,

### **1. Introduction**

In agreement with the Co-Chairmen of the Joint Group on Resolution 9 (Doha, 2006), we are pleased to invite you to the meeting of the Joint Group, which will be held in Geneva from 20 to 22 February 2008.

### **2. Programme of the meeting**

Annex 1 contains the draft agenda of the meeting of the Joint Group.

The text of Resolution 9 can be found on the ITU-D Study Groups website: [http://www.itu.int/ITU-D/study\\_groups/SGP\\_2006-2010/documents/DEFQUEST-Resolution9-E.pdf](http://www.itu.int/ITU-D/study_groups/SGP_2006-2010/documents/DEFQUEST-Resolution9-E.pdf).

### 3. Participation

Based on the registration of participants received before the deadlines, appropriate interpretation facilities will be provided.

Annex 2 contains the registration form for participation in the meeting of the Joint Group. A single form per participant should be completed and returned to the BDT Secretariat. The deadline for sending the registration form, for the submission of contributions and for the request for fellowship is **18 January 2008**.

A list of Geneva hotels offering preferential ITU rates can be found on the website <http://www.itu.int/travel/>.

Please note that participants must register via the Montbrillant entrance. The schedule of the meeting will be displayed on screens at the entrances to ITU headquarters.

### 4. Contributions

The quality of the work of the ITU-D Study Group 2 and of its Joint Group and its value for users are contingent on the active participation of all in the study process. Your participation in the meeting and your contribution will be highly appreciated.

In accordance with ITU's policy on reducing costs and the volume of documentation, we would particularly encourage you to submit brief and concise contributions. Contributions should not exceed **five (5) pages** and should be submitted in electronic form to: [devsg2@itu.int](mailto:devsg2@itu.int). A template for the submission of contributions is provided in Annex 3 and is also available on the ITU-D website ([http://www.itu.int/ITU-D/study\\_groups/SGP\\_2006-2010/About/DocSubmit.html](http://www.itu.int/ITU-D/study_groups/SGP_2006-2010/About/DocSubmit.html)). The **deadline for submission of contributions is 18 January 2008**. Documents arriving after the deadline will be distributed in the original language only. Delayed contributions will be accepted if arriving at least seven days before the opening of the meeting. We would suggest you to prepare a PowerPoint presentation to facilitate the introduction of your document.

### 5. Fellowships

Within the limited budget available, BDT will grant fellowships to participants from Least Developed Countries (LDCs). We are attaching the appropriate form (Annex 4), which should be completed and returned to us by **18 January 2008**. Due to budgetary constraints, the countries beneficiaries of a fellowship may have to contribute partly to the costs of the fellowship. Please note that requests for fellowships arriving after the fixed deadline will not be considered.

### 6. Visa procedures

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. Where this is the case, 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 in such cases be made via an official covering letter from the administration or company your represent, with letterhead, address and sender's title and legible signature. This letter must specify your name and function, date of birth, passport number as well as the dates of issue and expiry. The letter must be accompanied by a clear and legible copy of your passport and completed registration form for the meeting(s) in question and must be sent by fax to the BDT Secretariat (Fax No.: +41 22 7305484). Please note that the Union needs at least one week to process all papers required for the delivery of a visa.

We look forward to meeting you in Geneva.

Yours faithfully,

[Original signed by Mr. Sami Al-Basheer Al Morshid, Director, BDT and Mr. Valery Timofeev, Director, BR]

Sami Al Basheer Al Morshid  
Director  
Telecommunication Development Bureau

Valery Timofeev  
Director  
Radiocommunication Bureau

Annexes: 4

- (1) Draft agenda
- (2) Registration form
- (3) Template for submission of contributions
- (4) Request for fellowship

Distribution:

- Administrations of Member States of ITU
- Development Sector Members
- Radiocommunication Sector Members
- Contact Points of ITU-D Study Group 2
- ITU-R Associates participating in the work of Radiocommunication Study Group 1
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups and Special Committee on Regulatory/Procedural Matters
- Chairman and Vice-Chairmen of the Conference Preparatory Meeting
- Members of the Radio Regulations Board
- Secretary-General of the ITU, Director of the Telecommunication Standardization Bureau



INTERNATIONAL TELECOMMUNICATION UNION

**TELECOMMUNICATION  
DEVELOPMENT BUREAU**

**ITU-D STUDY GROUPS**

**Document JGRES09/010-E  
30 November 2008  
Original: English**

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MEETING OF THE JOINT GROUP ON RESOLUTION 9 (REV. DOHA, 2006): GENEVA, 20-22 FEBRUARY 2008

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Resolution 9 (Rev. Doha, 2006): Participation of countries, particularly developing countries, in spectrum management

**STUDY GROUP 2**

**DRAFT AGENDA OF THE MEETING  
OF THE JOINT GROUP ON RESOLUTION 9 (REV. DOHA, 2006)**

**Geneva, 20-22 February 2008**

	<b>Document</b>
1. Adoption of the agenda	JGRES09/010
2. Opening remarks by the Co-Chairmen	
3. Review of the main conclusions of the Report of the meeting of the Joint Group on Resolution 9 (Rev. Doha, 2006) (Geneva, 26 September 2007)	2/REP/020(Rev. 1)
4. Study of the relevant input documents	
5. Analysis of the replies to the Questionnaire	
6. Review of the work distribution	
7. Review of the work plan	
8. Liaison with ITU-R Study Group 1	
9. Place and date of the next meeting	
10. Any other business	

J.P. HUYNH

R. HAINES

S. KOFFI

Co-Chairmen of the Joint Group  
on Resolution 9 (Rev. Doha, 2006)

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**ITU-D STUDY GROUP 2  
MEETING OF THE JOINT GROUP ON  
RESOLUTION 9 (REV. DOHA, 2006)  
(Geneva, 20-22 February 2008)**



**Registration Form**

**NAME**

Mr.  / Mrs.  / Ms.   
(family name) (first name)

Title

**REPRESENTATION**

ITU Member State                      Country

Head of delegation                       Deputy Head of delegation                       Delegate  
(To be completed by representatives of Member States only)

ITU-D Sector Member                      Name

Other Organisation or Institution                      Name

**OFFICIAL ADDRESS**

Name of the Administration, Organization or Entity

Street

City/Code/Country

Tel.:                      Fax:                      E-Mail:

Date:	Signature:
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To be returned duly completed to the ITU/BDT (Office T109) **before 18 January 2008**

Place des Nations    Tel.: +41 22 730 5091  
CH-1211 Genève 20    Fax: +41 22 730 5484  
Suisse                      E-mail: [ellen.sellier@itu.int](mailto:ellen.sellier@itu.int)

**CONTRIBUTION**

Electronic version (Winword or RTF only) to be sent to: ⇒ *devsg1@itu.int* for SG1 Questions  
⇒ *devsg2@itu.int* for SG2 Questions  
Paper version to be sent to: ITU/BDT, STG Secretariat  
Fax nr. +41 22 7305484

**Date:**  **For action** [Please indicate which is appropriate]  
 **For information**

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**ITU-D Study Group:**  
**Title of contribution:**

**Question:**

**Revision to previous contribution ( Yes / No )** [Any changes in a previous text should be indicated by revision marks]  
If yes, please indicate document no.:

-----  
**Name of contact point:**

**Administration/Organization/Company:**

**Tel.:**

**Fax:**

**E-mail:**

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**Action required**

[Please indicate what is expected from the meeting]

**Abstract**

[Please provide a resumé of a few lines]

[Insert text of contribution here or attach file]



ITU-D STUDY GROUP 2  
MEETING OF THE JOINT GROUP  
ON RESOLUTION 9 (REV. DOHA, 2006)  
(Geneva, 20-22 February 2008)



Please return to:

Meetings Organization &  
Support (MOS) – ITU/BDT  
Geneva (Switzerland)

E-mail: [christine.jouvenet@itu.int](mailto:christine.jouvenet@itu.int)

Tel: +41 22 730 5487

Fax: +41 22 730 5778

Request for a fellowship to be submitted before 18 January 2008

Country \_\_\_\_\_

Name of the Administration or Organization \_\_\_\_\_

Mr.  / Ms.  \_\_\_\_\_  
(family name) (given name)

Title \_\_\_\_\_

Address \_\_\_\_\_

Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_

PASSPORT INFORMATION :

Date of birth \_\_\_\_\_

Nationality \_\_\_\_\_ Passport number \_\_\_\_\_

Date of issue \_\_\_\_\_ In (place) \_\_\_\_\_ Valid until (date) \_\_\_\_\_

CONDITIONS

1. One fellowship per eligible country.
2. One return ECO class airticket by the most direct/economical route.
3. A daily allowance to cover accommodation, meals and incidental expense
4. Imperative that fellows be present from the first day to end of the meeting.

Signature of fellowship candidate \_\_\_\_\_ Date \_\_\_\_\_

TO VALIDATE FELLOWSHIP REQUEST, NAME AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_