



Radiocommunication Bureau (BR)

Circular Letter
CCV/LCCE/3

6 March 2014

**To participants in the work of the Radiocommunication Coordination Committee for
Vocabulary and Rapporteurs of Radiocommunication Study Groups**

**Subject: Meeting of the Radiocommunication Coordination Committee for Vocabulary
Geneva, 16 June 2014**

1 Introduction

By means of this Circular Letter, we wish to announce that a meeting of the ITU-R Coordination Committee for Vocabulary (CCV) will take place in the ITU Headquarters in Geneva on 16 June 2014 (see the table below).

Group	Meeting date	Opening session	Meeting Room
Coordination Committee for Vocabulary	16 June 2014	16 June 2014 at 1800 hours	Room G1, ITU Varembé building

2 Programme of the meeting

The draft agenda for the meeting of the CCV is contained in the Annex. The CCV will conduct its work in English.

3 Documents

Documents will be posted on <http://www.itu.int/md/R12-CCV-C/en>.

In agreement with the Chairman of the CCV, **the meeting will be completely paperless**. Wireless LAN facilities will be available for use by delegates in the meeting room. Printers are available in the cyber café of the 2nd basement of the Tower building and on the ground and first floors of the Montbrillant building for delegates who wish to print documents. In addition, a limited number of laptops are available for those who do not have one. Please enquire at the Registration Desk for further information.

4 Remote participation

In order to facilitate remote participation in ITU-R meetings an audio webcast of the CCV plenary session will be provided through the ITU Internet Broadcasting Service (IBS).

Remote participants wishing to actively participate will need to register in advance for the meeting (see section 5) and coordinate their active participation at least one month prior to the meeting with the responsible Counsellor.

Further information regarding remote participation can be found at:

www.itu.int/ITU-R/go/rsg-remote/

5 Participation/Visa requirements/Accommodation

Advance registration to ITU-R events is mandatory and carried out exclusively online through Designated Focal Points (DFPs). Each ITU-R Member has been requested to designate a DFP responsible for the handling of all registration formalities, including visa support requests that should also be submitted by the DFP during the on-line registration process. Individuals wishing to be registered to an ITU-R event should directly contact the DFP for their entity. The list of ITU-R DFPs (TIES protected) as well as detailed information on event registration, visa support requirements, hotel accommodation, etc. can be found at:

www.itu.int/en/ITU-R/information/events



François Rancy
Director

Annex: 1

Distribution:

- Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of the Radiocommunication Coordination Committee for Vocabulary
- Chairman and Vice-Chairmen of the Radiocommunication Coordination Committee for Vocabulary
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX

Draft agenda for the meeting of the Radiocommunication Coordination Committee for Vocabulary

(Geneva, 16 June 2014 at 1800 hours)
(Room G1, ITU Varembé building)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Summary record of the last CCV meeting (Document CCV/21)
- 4** Liaison statements to/from ITU Study Groups
- 5** ITU-R issues
 - 5.1** ITU-R Study Groups vocabulary work
 - 5.2** ITU on-line vocabulary database – follow-up
- 6** Next CCV meeting
- 7** Any other business

I. HOBALLAH
Chairman, CCV
