



Radiocommunication Bureau

(Direct Fax N°. +41 22 730 57 85)

Circular Letter
1/LCCE/72

12 July 2005

**To Administrations of Members of the ITU and other members of the
Radiocommunication Sector participating in the work of Working Parties 1A,
1B and 1C of Radiocommunication Study Group 1**

Subject: Meetings of Working Parties 1A, 1B and 1C

WP 1A: Spectrum engineering techniques

WP 1B: Spectrum management methodologies and economic strategies

WP 1C: Spectrum monitoring

Introduction

By means of this Circular Letter, we wish to announce that meetings of ITU-R Working Parties 1A, 1B and 1C will take place in the ITU Headquarters in Geneva from 26-30 September 2005 (see the table below).

Groups	Meeting dates	Deadline for contributions	Opening session
Joint Meeting of Working Parties 1A, 1B and 1C	26 September 2005		09:30 hours
Working Party 1A	26 September 2005	19 September 2005 12:00 hours Geneva time	10:45 hours
Working Party 1B	26 September 2005	19 September 2005 12:00 hours Geneva time	14:00 hours
Working Party 1C	26 September 2005	19 September 2005 12:00 hours Geneva time	10:45 hours

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 on the opening days.

Programme of the meetings

A draft agenda for these meetings is contained in Annex 1. The Questions assigned may be found on: <http://www.itu.int/ITU-R/publications/download.asp?product=que01&lang=e>. The Working Parties will conduct their work in English.

Contributions

Contributions in response to the work of Working Parties 1A, 1B, 1C 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/ITU-R/study-groups/rsg1/index.asp> (see “contributions” of each relevant Working Party). A limited number of paper copies will be available at the meetings. The deadline for submission of documents to these meetings is shown in the table above. Contributions received after the deadline will be forwarded to the next meeting of the Working Party concerned. Resolution ITU R 1-4 provides that contributions which are not available to participants at the opening of the meetings shall not be considered.

Participants are requested to submit contributions by electronic mail to:

elizabeth.mostyn@itu.int

A copy should also be sent to the Chairmen of the relevant Working Party and to the Chairman and Vice-Chairmen of Study Group 1. The pertinent addresses can be found on:

<http://www.itu.int/ITU-R/study-groups/rsg1/index.asp>.

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).

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 Parties 1A, 1B and 1C of Radiocommunication Study Group 1
- ITU-R Associates participating in the work of Radiocommunication Study Group 1
- Chairman and Vice-Chairmen of Radiocommunication Study Group 1
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX 1

Draft agenda for the meetings of Working Parties 1A, 1B and 1C

(Geneva, 26-30 September 2005)

- 1** Introduction by the Chairman
- 2** Approval of the draft agenda
- 3** Chairman's Report to the Working Party
- 4** Introduction and attribution of the documents
- 5** Appointment of Chairmen/Coordinators for Drafting Groups
- 6** Drafting of output documents
- 7** Preparation of Recommendations and other texts for the Study Group 1 meeting
(24-25 October 2005)
 - 7.1** Review of the ITU-R Questions attributed to WPs
 - 7.2** Review of the relevant ITU-R Recommendations
- 8** Liaison with other Groups
- 9** Any other business

R. HAINES
Chairman, WP 1A

B. CHAUDHURI
Chairman, WP 1B

J. VERDUIJN
Chairman, WP 1C

ANNEX 2



Registration Form ITU-R Meetings Geneva, Switzerland, 26 - 30 September 2005

Radiocommunication Bureau

I wish to participate in

WP 1A 26-30/09	WP 1B 26-30/09	WP 1C 26-30/09

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

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