



*Radiocommunication Bureau*

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Circular Letter  
4/LCCE/88  
9/LCCE/88

1 August 2005

**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 14 – 21 November 2005.

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 14 November 2005.

## **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/ITU-R/study-groups/rsg4/rjwp4-9s/index.asp> (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 9 November, 08:00 hours Geneva time. 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:

[elizabeth.mostyn@itu.int](mailto:elizabeth.mostyn@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/rsg4/rjwp4-9s/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). 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, 14 – 21 November 2005)

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Chairman's Report of the October 2004 meeting (Doc. 4-9S/ 71)
- 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, 1 November - 2 December 2005

Radiocommunication Bureau

I wish to participate in

Table with 8 columns and 2 rows of meeting sessions including WP 4B, SG 7, WP 4A, WP 7A, WP 7D, WP 7B, WP 7C, WP 4-9S, SG 7, SG 4, SG 8, WP 9B, WP 9D, WP 9A, WP 9C, and SG 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