

INTERNATIONAL TELECOMMUNICATION UNION



Radiocommunication Bureau

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Circular Letter

4/LCCE/108

5/LCCE/33

6/LCCE/80

7/LCCE/57

20 August 2012

**To Administrations of Member States of the ITU, Radiocommunication Sector Members,
ITU-R Associates participating in the work of Radiocommunication
Study Groups 4, 5, 6 and 7 and ITU-R Academia**

Subject: Meeting of Joint Task Group 4-5-6-7 - WRC-15 Agenda items 1.1 and 1.2

1 Introduction

By means of this Circular Letter, we wish to announce that the meeting of ITU-R Joint Task Group 4-5-6-7 will take place in the CICG building and the ITU Headquarters in Geneva from 21 to 28 November 2012 (see the table below).

Group	Meeting date	Deadline for contributions 16:00 hours UTC	Opening session
Joint Task Group 4-5-6-7	21 – 28 November 2012	Wednesday, 14 November 2012	Wednesday, 21 November 2012 at 0930 hours

2 Programme of the meeting of Joint Task Group 4-5-6-7

A draft agenda for the meeting is contained in the Annex. The Joint Task Group will conduct their work in English.

3 Contributions

Contributions in response to the work of Joint Task Group 4-5-6-7 are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-6.

The membership is encouraged to submit contributions (including revisions, addenda and corrigenda to contributions) in order for them to be received 12 calendar days prior to the start of the meeting. The deadline for reception of contributions is seven calendar days (1600 hours UTC) prior to the start of the meeting. **The deadline for reception of contributions for this meeting is specified in the table above.** Submissions received later than this deadline cannot be accepted. Resolution ITU-R 1-6 provides that contributions which are not available to participants at the opening of the meeting shall not be considered.

The first meeting of Joint Task Group 4-5-6-7 agreed to group the concerned radiocommunication services in accordance with the structure of the ITU-R Study Groups 4, 5, 6 and 7 and to establish a separate subgroup for the CPM text. The membership is invited to take the structure of the subgroups into account when submitting contributions to the next meetings of JTG 4-5-6-7.

Participants are requested to submit contributions by electronic mail to: rjtg4567@itu.int. A copy should also be sent to the Chairman and Vice-Chairmen of the Joint Task Group and to the Chairmen and Vice-Chairmen of Study Groups 4, 5, 6 and 7. The pertinent addresses can be found on:

<http://itu.int/go/rjtg4-5-6-7/ch>

<http://itu.int/go/rsg4/ch>

<http://itu.int/go/rsg5/ch>

<http://itu.int/go/rsg6/ch>

<http://itu.int/go/rsg7/ch>

4 Documents

Contributions will be posted “as received” within one working day on a JTG 4-5-6-7 webpage established for this purpose. The official versions will be posted on <http://www.itu.int/md/R12-JTG4567-C/en> within 3 working days.

In agreement with the Chairman **the meeting will be completely paperless** (no paper copies of documents will be distributed). Wireless LAN facilities will be available for use by delegates in the meeting rooms. Printers are available in the cyber café of the 2nd basement of the Tower building and on the 1st and 2nd floors of the Montbrillant building for delegates who wish to print documents. In addition, the Service Desk (ServiceDesk@itu.int) has prepared a limited number of laptops for those who do not have one.

5 Remote participation

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

Remote participants wishing to actively participate (e.g. to introduce a contribution) will need to register for the meeting beforehand and coordinate their active participation with the responsible Counsellor.

6 Participation/Visa requirements

Delegate/participant registration for the meetings will be carried out online via the ITU-R website. Member States, Sector Members, Associates and Academia were each requested to designate a focal point to be responsible for the handling of all registration requests for his/her administration/organization. Individuals wishing to attend should contact the focal point designated for all Study Group activities for his/her entity directly. The list of designated focal points (DFPs) is available on the **General Information and Delegate Registration** webpage at:

<http://www.itu.int/ITU-R/go/delegate-reg-info/en>

The Delegate Registration desk will open at 0830 hours on the first day of the meeting at the entrance of the Montbrillant building. Please note that the confirmation of registration sent to each delegate/participant by e-mail must be presented, together with photo identification, in order to receive a badge.

Information regarding hotel accommodation for meetings held in Geneva is available at <http://www.itu.int/travel/index.html>.

François Rancy
Director, Radiocommunication Bureau

Annex: 1

Distribution:

- Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of Radiocommunication Study Groups 4, 5, 6 and 7
- ITU-R Associates participating in the work of Radiocommunication Groups 4, 5, 6 and 7
- ITU-R Academia
- Chairman and Vice-Chairmen of Radiocommunication Groups 4, 5, 6 and 7
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX

Draft agenda for the meeting of Joint Task Group 4-5-6-7

(Geneva, 21 – 28 November 2012)

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Report of the last meeting of Joint Task Group 4-5-6-7 (Document [4-5-6-7/42](#))
- 4 Introduction and assignment of input documents
- 6 Consideration of future work programme and schedule of meetings
- 7 Any other business

T. EWERS
Chairman, Joint Task Group 4-5-6-7
