



Radiocommunication Bureau
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Circular Letter
6/LCCE/55

17 May 2006

**To Administrations of Member States of the ITU and Radiocommunication
Sector Members participating in the work of Working Party 6E
of Radiocommunication Study Group 6**

Subject: Meeting of Working Party 6E
WP 6E: Terrestrial delivery

Introduction

By means of this Circular Letter, we wish to announce that a meeting of ITU-R Working Party 6E will take place in the ITU Headquarters in Geneva from 11-15 September 2006.

Group	Meeting dates	Deadline for contributions 16:00 hours UTC	Opening session
Working Party 6E	11-15 September 2006	Monday , 4 September 2006	11 September at 09:30 hours

Services directly connected with meeting activities, such as delegate registration, document distribution, etc. will be located in the vicinity of the meeting room. Registration of delegates will start at 08:30 hours, **in the Montbrillant building (all delegates should enter the building exclusively through this entrance)**, on the opening day.

Programme of the meetings

A draft agenda for the meeting is contained in Annex 1 that indicates that the work will be limited to studies associated with WRC-07 Agenda Item 1.13.

The Working Party will conduct its work in English.

Contributions

Contributions in response to the work of Working Party 6E 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/md/R03-WP6E-C/en> and a limited number of paper copies will be available at the meetings. **The deadline for submission of contributions is specified in the table above.**

Submissions received later than this deadline cannot be accepted.

Participants are encouraged to submit contributions by electronic mail to: rsg6@itu.int A copy should also be sent to the Chairman of Working Party 6E and to the Chairman and Vice-Chairmen of Study Group 6. The pertinent addresses can be found on:

<http://www.itu.int/ITU-R/study-groups/index.asp> (see Chairmen and Vice-Chairmen)

Resolution ITU R 1-4 provides that contributions which are not available to participants at the opening of the meeting shall not be considered.

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 Members of the ITU and other members of the Radiocommunication Sector participating in the work of Working Party 6E of Radiocommunication Study Group 6
- ITU-R Associates participating in the work of Radiocommunication Study Group 6
- Chairman and Vice-Chairmen of Radiocommunication Study Group 6
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX 1

Draft agenda for the eighth meeting of Working Party 6E

Geneva, 11-15 September 2006

NOTE – The work of this meeting is limited to studies associated with finalizing the CPM text on WRC-07 Agenda Item 1.13¹. Other work topics will be addressed at the 24 August - 4 September 2006 meeting of Working Party 6E (see Circular Letter 6/LCCE/54).

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Report of the meeting of Study Group 6
- 4 Introduction and attribution of input documents
- 5 Establishment of Subworking Groups
- 6 Consideration of output documents
- 7 Other business

L. OLSON
Chairman, Working Party 6E

¹ WRC-07 Agenda Item 1.11 will be addressed at the 24 August - 4 September meeting of WP 6E; however, if further consideration of the matter is absolutely necessary, the first two days of the meeting (i.e., 11-12 September) will be available for that purpose.



ANNEX 2
Registration Form
ITU-R Meetings
Geneva, Switzerland, 25 August - 21 September 2006

Radiocommunication Bureau

I wish to participate in

Table with 9 columns and 2 rows of meeting sessions including WP 4-9S, WP 7B, WP 7D, WP 4B, WP 7C, WP 7A, SG 9, WP 4A, JSG 4&9, WP 8B, WP 8A, WP 9C, WP 6E, WP 8D, TG 1/9, SG 4, SG 6, and SG 8.

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, Scientific or Industrial Organizations, UN, Specialized Agencies and the IAEA, Regional and other International Organizations, Regional Telecommunication Organizations, Intergovernmental Organizations operating Satellite Systems, Other Entities dealing with Telecommunication matters, 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, Arabic, French, Chinese, Spanish, 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