



*Radiocommunication Bureau*

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**Circular letter  
6/LCCE/64**

16 December 2008

**To Administrations of Member States of the ITU,  
Radiocommunication Sector Members and ITU-R Associates  
participating in the work of Radiocommunication Study Group 6**

**Subject: Meetings of Working Parties 6A, 6B and 6C in conjunction with a meeting of  
Radiocommunication Study Group 6**

WP 6A: Terrestrial broadcasting delivery

WP 6B: Broadcast service assembly and access

WP 6C: Programme production and quality assessment

**Introduction**

By means of this Circular Letter, we wish to announce that meetings of ITU-R Working Parties 6A, 6B and 6C in conjunction with a meeting of Radiocommunication Study Group 6 will take place in the ITU Headquarters in Geneva from 27 April to 8 May 2009 (see the table below).

<b>Groups</b>	<b>Meeting dates</b>	<b>Deadline for contributions 16:00 hours UTC</b>	<b>Opening session</b>
Working Party 6A	27 April – 4 May 2009	Monday, 20 April 2009	27 April at 09:30 hours
Working Party 6B	27 April – 1 May 2009	Monday, 20 April 2009	27 April at 14:00 hours
Working Party 6C	30 April – 6 May 2009	Wednesday, 23 April 2009	30 April at 09:30 hours
Study Group 6	7 – 8 May 2009	Wednesday, 30 April 2009	7 May at 09:30 hours

**Programme of the meetings**

Draft agendas for these meetings are contained in Annex 1. The Questions assigned may be found on: <http://www.itu.int/ITU-R/go/que-rsg6/en>. The Working Parties will conduct their work in English.

## Contributions

Contributions in response to the work of Working Parties 6A, 6B and 6C are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-5 and posted on <http://www.itu.int/ITU-R/go/rsg6/en> (see “contributions” of each relevant Working Party).

**The deadline for submission of contributions is specified in the table above.** Submissions received later than these deadlines cannot be accepted. Resolution ITU R 1-5 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: [rsg6@itu.int](mailto:rsg6@itu.int). A copy should also be sent to the Chairmen of the relevant Working Parties and to the Chairman and Vice-Chairmen of Study Group 6. The pertinent addresses can be found on:

[http://www-br/cgi-bin/htsh/compass/cvc\\_wptg\\_list.sh](http://www-br/cgi-bin/htsh/compass/cvc_wptg_list.sh)

[http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty\\_code=6](http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=6)

## Participation/Visa requirements

Delegate/participant registration for the meeting will be carried out online via the ITU-R website. Each Member State/Sector Member/Associate was 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 directly the focal point designated for all Study Group activities for his/her entity. The list of designated focal points (DFPs) is available on the

**ITU-R Delegate Registration and Information** webpage at <http://www.itu.int/ITU-R/go/delegate-reg-info/en>.

The Delegate Registration desk will be opened at 08:30 hours on the first day of the meeting at the entrance of the Montbrillant building. Please note that, at this time, 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>.

Delegates/participants are reminded that citizens of some countries are required to obtain a visa in order to enter and spend time in Switzerland. For further information see (<http://www.itu.int/ITU-R/go/delegate-reg-info/en>).

Valery Timofeev  
Director, Radiocommunication Bureau

## Annex: 1

### Distribution:

- Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work 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 meeting of Working Party 6A**

(Geneva, 27 April – 4 May 2009)

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Report on the meeting of Working Party 6A (Document [6A/120](#))
- 4 Reports of the Rapporteurs
- 5 Establishment of Sub-Working Groups and attribution of documents
- 6 Any other business

L. OLSON  
Chairman, Working Party 6A

## **Draft agenda for the meeting of Working Party 6B**

(Geneva, 27 April – 1 May 2009)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report on the last meeting of Working Party 6B (Document [6B/69](#))
- 4** Working structure and attribution of documents
- 5** Reports of the Rapporteurs and Correspondence Groups
  - 5.1** BSS between Study Group 6 (WP 6B) and Study Group 4 (WP 4B)
  - 5.2** Harmonization of Recommendations on user requirements of contribution, distribution, SNG, etc.
  - 5.3** Low delay audio coding for broadcast applications
  - 5.4** Revision of audio coding Recommendation
  - 5.5** Review of Recommendations and Reports assigned to Working Party 6B
- 6** Consideration of output documents
- 7** Any other business

**Y. NISHIDA**  
Chairman, Working Party 6B

## **Draft agenda for the meeting of Working Party 6C**

(Geneva, 30 April – 6 May 2009)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report on the meeting of Working Party 6C (Document [6C/133](#))
- 4** Reports of the Rapporteurs and Correspondence Groups
- 5** Establishment of Sub-Working Groups and attribution of documents
- 6** Liaison arrangements with standards and other organizations
- 7** Any other business

**D. WOOD**  
Chairman, Working Party 6C

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