



Radiocommunication Bureau

(Direct Fax N°. +41 22 730 57 85)

Circular Letter
9/LCCE/96

8 February 2007

**To Administrations of Member States of the ITU and
Radiocommunication Sector Members participating in the work
of Radiocommunication Working Parties 9A, 9B, 9C and 9D of Study Group 9**

Subject: Meetings of Working Parties 9A, 9B, 9C and 9D in conjunction with a meeting of Radiocommunication Study Group 9

WP 9A	Performance and availability, interference objectives and analysis, effects of propagation and terminology
WP 9B	Radio-frequency channel arrangements, radio system characteristics, interconnection, maintenance and various applications
WP 9C	Systems below 30 MHz (HF and others)
WP 9D	Sharing with other services (except for the fixed-satellite service)
SG 9	Fixed service

Introduction

By means of this Circular Letter, we wish to announce that meetings of ITU-R Working Parties 9A, 9B, 9C and 9D in conjunction with Study Group 9 (see CACE/415) will take place in the ITU Headquarters in Geneva from 8 to 16 May 2007, (see the table below).

Groups	Meeting dates	Deadline for contributions 16:00 hours UTC	Opening session
Working Party 9A	10-14 May 2007	Thursday, 3 May 2007	10 May at 09:30 hours
Working Party 9B	8-16 May 2007	Tuesday, 1 May 2007	8 May at 09:30 hours
Working Party 9C	14-16 May 2007	Monday, 7 May 2007	14 May at 09:30 hours
Working Party 9D	8-16 May 2007	Tuesday, 1 May 2007	8 May at 14:00 hours
Study Group 9	17-18 May 2007	Thursday, 10 May 2007	17 May 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 rooms. The opening sessions will take place as indicated in the table above and the registration of delegates will start at 08:30 hours, **in the Montbrillant building only (all delegates should enter the building exclusively through this entrance)**, on the opening days.

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-rsg9/en> . The Working Parties will conduct their work in English.

Contributions

Contributions in response to the work of Working Parties 9A, 9B, 9C and 9D 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/go/rsg9/en> (see “contributions” of the relevant Working Party). A limited number of paper copies will be available at the meetings. **The deadline for submission of contributions is specified 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 meeting shall not be considered.

Participants are requested to submit contributions by electronic mail to:

rsg9@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 Group 9. The pertinent addresses can be found on:

http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=9

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 Parties 9A, 9B, 9C and 9D of Radiocommunication Study Group 9
- ITU-R Associates participating in the work of Radiocommunication Study Group 9
- Chairman and Vice-Chairmen of Radiocommunication Study Group 9
- 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 9A

(Geneva, 10-14 May 2007)

- 1** Opening remarks
- 2** Approval of the draft agenda
- 3** Chairman's Report of the Kobé meeting, June 2006 ([Doc. 9A/60](#))
- 4** Report on the meetings of RAG-07 and CPM-07
- 5** Review of Questions assigned and their categorization
- 6** Introduction of other input documents
- 7** Establishment of Sub-Working Groups and assignment of documents
- 8** Any other business

L. SOUSSI
Chairman, Working Party 9A

Draft agenda for the meeting of Working Party 9B

(Geneva, 8 – 16 May 2007)

- 1** Opening remarks
- 2** Approval of the draft agenda
- 3** Chairman's Report of the Kobé meeting, June 2006 ([Doc. 9B/203](#))
- 4** Report on the meetings of RAG-07 and CPM-07
- 5** Report of Correspondence Groups (CG)
 - 5.1** CG on high altitude platform stations (Resolutions 122, 145 and 734 (HAPS))
- 6** Review of Questions assigned and their categorization
- 7** Liaison with other fora
- 8** Introduction of other input documents
- 9** Establishment of Sub-Working Parties and assignment of documents
- 10** Any other business

A. HASHIMOTO
Chairman, Working Party 9B

Draft agenda for the meeting of Working Party 9C

(Geneva, 14 – 16 May 2007)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Chairman's report of the September 2006 meeting ([Doc. 9C/144](#))
- 4** Report on the meetings of RAG-07 and CPM-07
- 5** Report of Correspondence Groups (CG)
 - 5.1** CG on development of an HF tutorial supplement for the adaptive HF Handbook
- 6** Review of Questions assigned and their categorization
- 7** Liaison from other fora
- 8** Presentation of other input documents
- 9** Establishment of Sub-Working Groups and assignment of documents
- 10** Any other business

N. M. SERINKEN
Chairman, Working Party 9C

Draft agenda for the meeting of Working Party 9D

(Geneva, 8 – 16 May 2007)

- 1** Opening remarks
- 2** Approval of the draft agenda
- 3** Chairman's Report of the Kobé meeting, June 2006 ([Doc. 9D/219](#))
- 4** Report on the meetings of RAG-07 and CPM-07
- 5** Report of Correspondence Groups (CG)
 - 5.1** CG on improvements to Recommendation ITU-R F.758
- 6** Review of Questions assigned and their categorization
- 7** Working structure and attribution of documents
- 8** Any other business

K. MEDLEY
Chairman, Working Party 9D



ANNEX 2
Registration Form
ITU-R Meetings
Geneva, Switzerland, 16 April – 8 June 2007

Radiocommunication Bureau

I wish to participate in

Table with 10 columns and 2 rows of meeting sessions including WP 3J, WP 3M, WP 3K, WP 3L, WP 6A, WP 6M, WP 6S, SG 3, WP 6E, WP 6J, WP 6Q, SG 6, WP 9B, WP 9D, WP 9A, WP 9C, SG 9, WP 4-9S, WP 4A, WP 4B.

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 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