



Radiocommunication Bureau

(Direct Fax N°: +41 22 730 57 85)

Administrative Circular
CA/150

22 July 2005

**To ITU Member States of Region 1 and to the Islamic Republic of Iran
and to Radiocommunication Sector Members from these Member States**

Subject: Meeting of the Working Party of the Intersessional Planning Group (WPIPG), Geneva, 28-29 September 2005, in respect of the second session of the Regional Radiocommunication Conference for the planning of the digital terrestrial broadcasting service in parts of Regions 1 and 3 in the frequency bands 174-230 MHz and 470-862 MHz (RRC-06)

1 At its first meeting (Geneva, 4-8 July 2005), the Intersessional Planning Group (IPG) decided to create a Working Party (WPIPG), to review the results of the follow-up actions decided by the IPG, and convene a meeting on 28 and 29 September 2005. The meeting will be held in English only, with no interpretation and no translation of the documents.

2 The draft agenda of the meeting of the Working Party, as proposed by the IPG, is contained in **Annex 1** to this Administrative Circular.

3 Contributions should be submitted to the Director of the Radiocommunication Bureau (BR), preferably in electronic form, using the brmail@itu.int address, which will accelerate their availability on the web. Contributions received by the Director at the close of business on 21 September 2005, will be posted on the web and will be distributed at the beginning of the meeting. The Secretariat will make all possible efforts to process the other delayed contributions (i.e., documents received after 21 September 2005) and to make them available for the opening day; however, it cannot guarantee their availability at the opening of the meeting. You may wish to note that Resolution ITU-R 1-4 stipulates that contributions that are not available to participants at the opening of the meeting shall not be considered.

With a view to settling any questions that might arise concerning contributions, the submitter's name, fax and telephone numbers and e-mail address should be mentioned on the cover page of all contributions.

4 In order to enable the BR to make the necessary arrangements concerning the documentation and organization of the meeting, I should be grateful if you would send me the list of your participants, by letter or fax (Fax No.: +41 22 730 6600), as soon as possible, but **no later than 31 August 2005**. The registration form found in **Annex 2** should be duly completed (one per participant) and submitted with the list. Given the current renovation of the CICG, the meeting of

the Working Party of the IPG will be held in Room B of the ITU Headquarters (ITU Tower, second basement), which has a capacity of 240 seats. This would imply that each Member State will be provided with a maximum of 3 seats per delegation.

5 The cost of travel and accommodation in Geneva for participants is the responsibility of the administration/organization concerned. A number of hotels in Geneva and the surrounding area have agreed to offer preferential rates to delegates participating in ITU conferences and meetings. Information on the list of these hotels, as well as on the procedure to follow for the reservation of hotels, is available from the ITU website (see <http://www.itu.int/travel/index.html>).

6 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 the name and function of the participant, his/her date of birth, passport number as well as the date of issuance and expiration. The letter must be accompanied by a photocopy of the participant's 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 (fax number +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.

7 You may wish to note that the second meeting of the IPG will be held in Geneva, from 20 to 24 February 2006. Appropriate information will be communicated in due time.

8 The Bureau remains at your disposal for any questions concerning this Administrative Circular (contact person in the Radiocommunication Bureau: Mr Trajco Gavrilov, telephone: +41 22 730 5325, email: gavrilov@itu.int).

Valery Timofeev
Director, Radiocommunication Bureau

Annexes: 1) Draft agenda
2) Registration form (English/French/Spanish only)

Distribution:

- Administrations of Member States of the ITU
- Radiocommunication Sector Members
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups and the Special Committee on Regulatory/Procedural Matters
- Chairman and Vice-Chairmen of the Radiocommunication Advisory Group
- Chairman and Vice-Chairmen of the Conference Preparatory Meeting
- Members of the Radio Regulations Board
- Secretary-General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX 1 TO ADMINISTRATIVE CIRCULAR CA/150

**Draft agenda for the meeting of the
Working Party of the Intersessional Planning Group (WPIPG)**

(Geneva, 28 and 29 September 2005)

1. Review of the results of the additional planning exercises performed by the PXT on the basis of the suggestions from the first meeting of the IPG (Document IPG-1/51 refers)
2. Consideration of the progress report of the PXT regarding the principle of equitable access to the spectrum contained in paragraph 5.1.2 and the associated provisions in paragraph 5.1.8.1 of the RRC-04 report (Document IPG-1/51 refers)
3. Consideration of any follow-up actions resulting from the conclusions on items 1 and 2 above
4. Any other business

K. Arasteh
Chairman, IPG

ANNEX 2 TO ADMINISTRATIVE CIRCULAR CA/150



Registration Form

**Meeting of the Working Party of the
Intersessional Planning Group (WPIPG)/RRC-06
Geneva, Switzerland, 28 and 29 September 2005**

Radiocommunication Bureau

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:

- | | |
|---|--|
| <input type="checkbox"/> Recognized Operating Agencies | <input type="checkbox"/> Regional Telecommunication Organizations |
| <input type="checkbox"/> Scientific or Industrial Organizations | <input type="checkbox"/> Intergovernmental Organizations operating Satellite Systems |
| <input type="checkbox"/> UN, Specialized Agencies and the IAEA | <input type="checkbox"/> Other Entities dealing with Telecommunication matters |
| <input type="checkbox"/> Regional and other International Organizations | |

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

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

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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