



*Radiocommunication Bureau*

(Direct Fax N°. +41 22 730 57 85)

Circular Letter  
1/LCCE/62

7 July 2004

**To Administrations of Members of the ITU and other members of the Radiocommunication Sector participating in the work of Working Parties 1A, 1B and 1C of Radiocommunication Study Group 1**

**Subject: Meetings of Working Parties 1A, 1B and 1C in conjunction with a meeting of Radiocommunication Study Group 1**

WP 1A: Spectrum engineering techniques

WP 1B: Spectrum management methodologies and economic strategies

WP 1C: Spectrum monitoring

**Introduction**

By means of this Circular Letter, we wish to announce that meetings of ITU-R Working Parties 1A, 1B and 1C will take place in the ITU Headquarters in Geneva from 11-15 October 2004 (see the table below).

Joint Meeting of Working Parties 1A, 1B and 1C	11 October 2004	Opening at 09:30 hours
Working Party 1A	11-15 October 2004	Opening at 10:45 hours
Working Party 1B	11-15 October 2004	Opening at 10:45 hours
Working Party 1C	11-15 October 2004	Opening at 10:45 hours

Services directly connected with meeting activities, such as delegate registration, document distribution, etc. will be located in the vicinity of the meeting room. The opening session will take place at 09:30 hours and registration of delegates will start at 08:30 hours on the opening days.

Radiocommunication Study Group 1 will meet on 18 and 19 October 2004 (see Administrative Circular CACE/320).

**Programme of the meetings**

A draft agenda for these meetings is contained in Annex 1. The Questions assigned may be found on: <http://www.itu.int/ITU-R/publications/download.asp?product=que01&lang=e>. The Working Parties will conduct their work in English.

## **Contributions**

Contributions in response to the work of Working Parties 1A, 1B, 1C are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-4, posted on <http://www.itu.int/ITU-R/study-groups/rsg1/index.asp> and distributed to participants at the opening of the meeting.

Contributions should be sent to the Radiocommunication Bureau for processing. A copy should also be sent to the Chairmen of the relevant Working Party and to the Chairman and Vice-Chairmen of Study Group 1. The pertinent addresses can be found on:

<http://www.itu.int/ITU-R/study-groups/rsg1/index.asp>.

Participants are encouraged to submit contributions by electronic mail to:

[renata.zecha@itu.int](mailto:renata.zecha@itu.int)

The Secretariat cannot guarantee that documents received after the 7-day limit can be made available for the opening of the meeting and submissions received later than 12:00 hours (Geneva time) on the working day preceding the opening of the meeting cannot be accepted. 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. Any such request must specify the name and functions of the individual(s) for whom the visa(s) is/are requested and be accompanied by a copy of the approved registration form approved for the ITU conference or meeting in question.

## **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).

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 Parties 1A, 1B and 1C of Radiocommunication Study Group 1
- ITU-R Associates participating in the work of Radiocommunication Study Group 1
- Chairman and Vice-Chairmen of Radiocommunication Study Group 1
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

## ANNEX 1

### **Draft agenda for the meetings of Working Parties 1A, 1B and 1C**

(Geneva, 11–15 October 2004)

- 1** Introduction by the Chairman
- 2** Approval of the draft agenda
- 3** Work programme for the next study period
- 4** Chairman's Report to the Working Party
- 5** Working Party's structure
- 6** Introduction and attribution of the documents
- 7** Appointment of Chairmen/Coordinators for Drafting Groups
- 8** Drafting of output documents
- 9** Preparation of Recommendations and other texts for the Study Group 1 meeting (18-19 October 2004)
  - 9.1** Review of the ITU-R Questions attributed to WPs
  - 9.2** Review of the relevant ITU-R Recommendations on SM series
- 10** Liaison with other Groups
- 11** Any other business

R. HAINES  
Chairman, WP 1A

B. CHAUDHURI  
Chairman, WP 1B

J. VERDUIJN  
Chairman, WP 1C

# ANNEX 2

## Registration Form ITU-R Meetings

Geneva, Switzerland, 4 October – 5 November 2004



Radiocommunication Bureau

I wish to participate in

WP 4-9S 4-11/10	WP 4B 4-11/10	WP 1A 11-15/10	WP 1B 11-15/10	WP 1C 11-15/10	SGs 4 & 9 12/10			WP 4A 13-21/10	SG 1 18-19/10		
					E	F	S		E	F	S
WP 3J 18-27/10	WP 3K 18-27/10	WP 3M 18-27/10	SG 4 22/10			WP 3L 25-27/10	WP 6Q 25-27/10	WP 6M 25-28/10	TG 6/9 26-29/10		
			E	F	S						
WP 6E 26/10-3/11	SG 3 28-29/10		WP 6P 28/10-2/11	WP 6S 28/10-2/11	WP 6A 1-3/11	WP 6R 1-3/11	SG 6 4-5/11				
	E	F	S				E	F	S		

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 | <input type="checkbox"/> 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     English       French       Spanish

Date: ..... Signature: .....

For BR Secretariat use only			
Approved (if applicable)	Personal Section	Meeting Section	Pigeonhole
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To be returned duly completed to the Radiocommunication Bureau      Place des Nations CH-1211 Geneva 20 Switzerland      Telephone: +41 22 7305802 Telefax: +41 22 7306600 Email: linda.kocher@itu.int