



Radiocommunication Bureau

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Circular Letter
1/LCCE/79

31 January 2007

**To Administrations of Member States of the ITU and Radiocommunication Sector Members
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 in conjunction with Study Group 1 (See CACE/413), will take place in the ITU Headquarters in Geneva from 11-15 June 2007 (see the table below).

Groups	Meeting dates	Deadline for contributions 16:00 hours UTC	Opening session
Joint meeting of WPs 1A, 1B and 1C	11 June 2007		11 June at 09:30 hours
Working Party 1B	11-15 June 2007	Monday, 4 June 2007	11 June at 10:45 hours*
Working Party 1C	11-15 June 2007	Monday, 4 June 2007	11 June at 14:00 hours
Working Party 1A	11-15 June 2007	Monday, 4 June 2007	11 June at 15:45 hours
Study Group 1	18-19 June 2007	Monday, 11 June 2007	18 June at 09:30 hours

* or earlier, immediately following the Joint meeting of WPs 1A, 1B and 1C

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 session, comprising a joint meeting of the three Working Parties, will take place at 09:30 hours and 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 day.

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/pub/R-QUE-SG01/en>. The Working Parties will conduct their work in English. It should be noted that, in accordance with § 2.25 of Resolution ITU-R 1-4, it is possible for draft Recommendations prepared during the Working Party meetings to be submitted directly to the Study Group meeting to be held immediately thereafter (18-19 June 2007).

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 and posted on:

<http://www.itu.int/ITU-R/go/rsg1/en>

(see “contributions” of each relevant Working Party). A limited number of paper copies will be available at the meetings. **The deadline for submission of contributions is shown in the table above.** Documents received after the deadline will be forwarded to the next meeting of the Working Party. 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:

rsg1@itu.int

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/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=1

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 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 June 2007)

- 1** Introduction by the Chairman
- 2** Approval of the draft agenda
- 3** Chairman's Report to the Working Party
- 4** Introduction and attribution of the documents
- 5** Appointment of Chairmen/Coordinators for Drafting Groups
- 6** Drafting of output documents
- 7** Preparation of draft Recommendations and other texts for the Study Group 1 meeting (18-19 June 2007)
 - 7.1** Review of the ITU-R Questions attributed to WPs
 - 7.2** Review of the relevant ITU-R Recommendations
- 8** Liaison with other Groups
- 9** Any other business

J. WANG
Chairman, WP 1A

B. CHAUDHURI
Chairman, WP 1B

J. VERDUIJN
Chairman, WP 1C

ANNEX 2



Registration Form
ITU-R Meetings
Geneva, Switzerland, 11 – 26 June 2007

Radiocommunication Bureau

I wish to participate in

Table with 8 columns: WP 1A, WP 1B, WP 1C, SG 1, WP 8A, WP 8B, WP 8D, SG 8. Each column contains a date range and an empty box for selection.

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