

*Radiocommunication Bureau**(Direct Fax N°. +41 22 730 57 85)*Circular Letter  
1/LCCE/81

31 January 2008

**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:**

**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 meetings of Study Group 1 (see CACE/446) and its CISPR Liaison Rapporteur Group, will take place in the ITU Headquarters in Geneva from 18-24 June 2008 (see the table below).

<b>Groups</b>	<b>Meeting dates</b>	<b>Deadline for contributions 16:00 hours UTC</b>	<b>Opening session</b>
Joint meeting of WPs 1A, 1B and 1C	18 June 2008		18 June at 09:30 hours
Working Party 1C	18-24 June 2008	Wednesday, 11 June 2008	18 June at 10:45 hours*
Working Party 1B	18-24 June 2008	Wednesday, 11 June 2008	18 June at 14:00 hours
Working Party 1A	18-24 June 2008	Wednesday, 11 June 2008	18 June at 15:45 hours
CISPR Liaison Rapporteur Group of SG 1	25 June 2008	Not applicable	25 June at 9:00 hours
Study Group 1	26-27 June 2008	Thursday, 19 June 2008	26 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. 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 1-5, 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 (26-27 June 2008).

### **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 1-5 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.** Submissions received later than the deadline 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 encouraged to submit contributions by electronic mail to:

[rsg1@itu.int](mailto:rsg1@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 1. The pertinent addresses can be found on:

[http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty\\_code=1](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/>

We wish to draw your attention to a message that we have received from the Permanent Mission of Switzerland to the United Nations Office in Geneva, recalling that from 7 to 29 June 2008 the Republic and Canton of Geneva will be participating as a host site for the European Football Championship (UEFA EURO 2008), jointly organized by Switzerland and Austria.

Three matches will take place at Geneva's La Praille stadium, on 7, 11 and 15 June 2008.

This of course means that throughout the month of June 2008 Geneva will be receiving an influx of teams and supporters from all parts of Europe, as well as large numbers of media representatives. Hotel rooms will thus be at a premium, while demands on the airport, rail and road infrastructures will be very high. Those coming to Geneva around this time are therefore strongly urged to make their reservations as early as possible.

The competent authorities will be making appropriate security and logistical arrangements commensurate with the exceptional nature of the event.

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, 18-24 June 2008)

- 1** Introduction by the Chairman
- 2** Approval of the draft agenda
- 3** Chairman's Report to the Working Party
- 4** Report from the 2007 meeting of Study Group 1
- 5** Results of the Radiocommunication Assembly 2007 (RA-07) and the World Radiocommunication Conference 2007 (WRC-07)
- 6** Decisions of the first session of the Conference Preparatory Meeting for WRC-11 (CPM11-1) related to allocation of ITU-R preparatory work for WRC-11 and WRC-15
- 7** Report from the various Rapporteurs and Contact Persons
- 8** Introduction and attribution of the documents
- 9** Appointment of Chairmen/Coordinators for Drafting Groups
- 10** Drafting of output documents
- 11** Preparation of draft Recommendations and other texts for the Study Group 1 meeting (26-27 June 2008)
  - 11.1** Review of the ITU-R Questions attributed to WPs
  - 11.2** Review of the relevant ITU-R Recommendations
  - 11.3** Review of the relevant ITU-R Reports
  - 11.4** Review of the relevant ITU-R Resolutions
- 12** Liaison with other Groups
- 13** Discussion of the future work plan
- 14** Any other business
- 15** Date and location of next meeting
- 16** Closing remarks

X. ZHOU  
Acting Chairman, WP 1A

S. PASTUKH  
Acting Chairman, WP 1B

J. VERDUIJN  
Chairman, WP 1C



ITU-R Block Meetings  
Geneva, Switzerland, 18 – 27 June 2008

## REGISTRATION FORM

WP 1A 18-24/6	WP 1B 18-24/6	WP 1C 18-24/6	SG 1 26-27/6

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

Language required:

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

