



Radiocommunication Bureau

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**Circular letter
1/LCCE/92**

24 February 2012

**To Administrations of Member States of the ITU, Radiocommunication Sector Members,
ITU-R Associates participating in the work of Radiocommunication Study Group 1
and ITU-R Academia**

Subject: Meetings of Working Parties 1A, 1B and 1C, Geneva, from 6 to 13 June 2012

WP 1A: Spectrum engineering techniques

WP 1B: Spectrum management methodologies and economic strategies

WP 1C: Spectrum monitoring

1 Introduction

By means of this Circular Letter, we wish to announce that the next meetings of ITU-R Working Parties 1A, 1B and 1C in conjunction with a meeting of Radiocommunication Study Group 1 (see Administrative Circular [CACE/561](#)) will take place in the ITU Headquarters in Geneva from 6-15 June 2012 (see the table below).

| Groups | Meeting dates | Deadline for contributions 16:00 hours UTC | Opening session (local time) |
|--|----------------------|---|--|
| Joint Meeting of Working Parties 1A, 1B and 1C | 6 June 2012 | – | 6 June 2012 at 0930 hours |
| Working Party 1C | 6-13 June 2012 | Wednesday, 30 May 2012 | 6 June 2012 at 1040 hours, or immediately following the Joint Meeting |
| Working Party 1A | 6-13 June 2012 | Wednesday, 30 May 2012 | 6 June 2012 at 1400 hours |
| Working Party 1B | 6-13 June 2012 | Wednesday, 30 May 2012 | 6 June 2012 at 1540 hours |
| Study Group 1 | 14-15 June 2012 | Thursday, 7 June 2012 | 14 June 2012 at 0930 hours |

2 Programme of the meetings

Draft agendas for the meetings are contained in the Annex. The Questions assigned may be found on <http://www.itu.int/publ/R-QUE-SG01/en>. The Working Parties will conduct their work in English.

3 Contributions

Contributions in response to the work of Working Parties 1A, 1B and 1C are invited*. These will be processed according to the provisions laid down in Resolution ITU-R 1-6.

The membership is encouraged to submit contributions (including revisions, addenda and corrigenda to contributions) in order for them to be received 12 calendar days prior to the start of the meeting. The deadline for reception of contributions is seven calendar days (1600 hours UTC) prior to the start of the meeting. **The deadline for reception of contributions for these meetings is specified in the table above.** Submissions received later than these deadlines cannot be accepted. Resolution ITU-R 1-6 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 of each contribution should also be sent to the Chairman 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=wp1A

http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=wp1B

http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=wp1C

http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=sg1

4 Documents

Contributions will be posted “as received” within one working day on a SG 1 webpage established for this purpose. The official versions will be posted on and posted on <http://www.itu.int/ITU-R/go/rsg1/en> (see “contributions” of the relevant Working Party) within 3 working days.

In agreement with the Chairmen of Working Parties 1A, 1B and 1C, the upcoming Working Party meetings will take further steps towards working in a fully electronic environment. **The meetings will therefore be completely paperless** (no paper copies of documents will be distributed). Wireless LAN facilities will be available for use by delegates in the meeting rooms. Printers are available in the cyber café of the 2nd basement of the Tower building and on the 1st and 2nd floors of the Montbrillant building for delegates who wish to print documents. In addition, the Helpdesk Service (helpdesk@itu.int) has prepared a limited number of laptops for those who do not have one.

* Contributors are urged to reduce the length of their contributions as much as possible. The recommended maximum length of an input document is 10 pages. Long documents should be structured as a small number of cover pages (preferably one) summarizing the document and an attachment containing the detailed information.

5 Participation/Visa requirements

Delegate/participant registration for the meetings will be carried out online via the ITU-R website. Member States, Sector Members, Associates and Academia were each requested to designate a focal point to be responsible for the handling of all registration requests for his/her administration/organization. Individuals wishing to attend should contact the focal point designated for all Study Group activities for his/her entity directly. The list of designated focal points (DFPs) is available on the **ITU-R Member Information and Delegate Registration** webpage at:

<http://www.itu.int/ITU-R/go/delegate-reg-info/en>

The Delegate Registration desk will open at 0830 hours on the first day of the meetings at the entrance of the Montbrillant building. Please note that the confirmation of registration sent to each delegate/participant by e-mail must be presented, together with photo identification, in order to receive a badge.

Information regarding hotel accommodation for meetings held in Geneva is available at <http://www.itu.int/travel/index.html>.

François Rancy
Director, Radiocommunication Bureau

Annex: 1

Distribution:

- Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of Radiocommunication Study Group 1
- ITU-R Associates participating in the work of Radiocommunication Study Group 1
- ITU-R Academia
- 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

Draft agenda for the 1st meeting of Working Party 1A

(Geneva, 6-13 June 2012)

- 1** Opening of the meeting
- 2** Adoption of the draft agenda
- 3** Results of RA-12, WRC-12 and CPM15-1
- 4** Report of the sixth meeting of Working Party 1A ([Document 1A/379](#))
- 5** Reports on the correspondence activities
 - Rapporteur Group on Power Line Telecommunication (PLT) systems
 - Rapporteur Group on the revision of the ITU Handbook on "Computer aided techniques for Spectrum Management"
 - Correspondence Group on Unwanted Emissions of Radars in the Out-of-Band Domain
- 6** Introduction and attribution of the documents
- 7** Establishment of Working Group(s) and/or Drafting Group(s) and appointment of Chairmen
- 8** Drafting of output documents
- 9** Preparation of draft Recommendations and other texts for the June 2012 meeting of Study Group 1
- 10** Liaison with other Groups
- 11** Discussion of the future work plan
- 12** Date and location of next meeting
- 13** Any other business
- 14** Closing remarks

R. GARCIA De SOUZA
Vice-Chairman, Study Group 1
Chairman, Working Party 1A

Draft agenda for the 1st meeting of Working Party 1B

(Geneva, 6-13 June 2012)

- 1** Opening of the meeting
- 2** Adoption of the draft agenda
- 3** Results of RA-12, WRC-12 and CPM15-1
- 4** Report of the sixth meeting of Working Party 1B ([Document 1B/307](#))
- 5** Report Reports on the correspondence activities:
 - Correspondence Group on the revision of the ITU Handbook on "National Spectrum Management"
 - Correspondence Group on narrow-band wireless home networking (NWHN)
- 6** Introduction and attribution of the documents
- 7** Establishment of Working Group(s) and/or Drafting Group(s) and appointment of Chairmen
- 8** Drafting of output documents
- 9** Preparation of draft Recommendations and other texts for the June 2012 meeting of Study Group 1
- 10** Liaison with other Groups
- 11** Discussion of the future work plan
- 12** Date and location of next meeting
- 13** Any other business
- 14** Closing remarks

S. PASTUKH
Chairman, Study Group 1
Chairman, Working Party 1B

Draft agenda for the 1st meeting of Working Party 1C

(Geneva, 6-13 June 2012)

- 1** Opening of the meeting
- 2** Adoption of the draft agenda
- 3** Results of RA-12, WRC-12 and CPM15-1
- 4** Report of the September 2010 meeting of Working Party 1C ([Document 1C/159](#))
- 5** Reports on the correspondence activities:
 - Correspondence Group on spectrum management and monitoring during major events
 - Correspondence Group on spectrum occupancy measurements
 - Correspondence Group on the review of Recommendations ITU-R SM.1598 and ITU-R SM.1600
- 6** Introduction and attribution of the documents
- 7** Establishment of Working Group(s) and/or Drafting Group(s) and appointment of Chairmen
- 8** Drafting of output documents
- 9** Preparation of draft Recommendations and other texts for the June 2012 meeting of Study Group 1
- 10** Liaison with other Groups
- 11** Discussion of the future work plan
- 12** Date and location of next meeting
- 13** Any other business
- 14** Closing remarks

R. TRAUTMANN
Vice-Chairman, Study Group 1
Vice-Chairman, Working Party 1C
