



Radiocommunication Bureau

(Direct Fax N°. +41 22 730 57 85)

Circular Letter
4/LCCE/84
9/LCCE/83

12 July 2004

To Administrations of Members States of the ITU and Radiocommunication Sector Members participating in the work of Working Party 4-9S of Radiocommunication Study Groups 4 and 9

Subject: Meeting of Working Party 4-9S (Frequency sharing between the fixed-satellite service and the fixed service)

Introduction

By means of this Circular Letter, we wish to announce that a meeting of ITU-R Working Party 4-9S will take place in the ITU Headquarters in Geneva from 4 to 11 October 2004.

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 4 October 2004.

A joint meeting of Study Groups 4 and 9 will take place in the ITU Headquarters in Geneva on 12 October 2004 (at 09:00 hours).

Programme of the meeting

A draft agenda for the meeting is contained in Annex 1. The Questions assigned may be found on: <http://www.itu.int/ITU-R/publications/download.asp?product=que04&lang=e> and <http://www.itu.int/ITU-R/publications/download.asp?product=que09&lang=e>. The Working Party will conduct its 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 (12 October 2004).

Contributions

Contributions in response to the work of Working Party 4-9S 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/rsg4/rjwp4-9s/index.asp> and distributed to participants at the opening of the meeting.

One copy of each contribution should be sent to the Radiocommunication Bureau for processing. Contributions should also be sent to the Chairman of the relevant Working Party and to the Chairmen and Vice-Chairmen of Study Groups 4 and 9. The pertinent addresses can be found on: <http://www.itu.int/ITU-R/study-groups/rsg4/rjwp4-9s/index.asp>. Participants are encouraged to submit contributions by electronic mail to:

elizabeth.mostyn@itu.int

The Secretariat cannot guarantee that documents received after the 7-day limit can be made available for the opening of the meeting. 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). For hotel accommodation see <http://www.itu.int/travel/>.

V. Timofeev
Director, Radiocommunication Bureau

Annexes: 2

Distribution:

- Administrations of Member States and Radiocommunication Sector Members participating in the work of Radiocommunication Working Party 4-9S of Radiocommunication Study Groups 4 and 9
- ITU-R Associates participating in the work of Radiocommunication Study Groups 4 and 9
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups 4 and 9
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX 1

Draft agenda for the opening session of the meeting of Working Party 4-9S

(Geneva, 4–11 October 2004)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Chairman's Report of the February 2004 meeting ([Doc. 4-9S/22](#))
- 4** Presentation of input documents
- 5** Structure of work and attribution of documents
- 6** Any other business

W. RUMMLER
Chairman, Working Party 4-9S

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:

☐ 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 ☐ English ☐ French ☐ Spanish

Date: Signature:

For BR Secretariat use only

Approved (if applicable)

Personal Section

Meeting Section

Pigeonhole

To be returned duly completed to the Radiocommunication Bureau

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