



Radiocommunication Bureau

(Direct Fax N°. +41 22 730 57 85)

Circular Letter
4/LCCE/85
9/LCCE/86

20 January 2005

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 2 to 10 May 2005.

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 2 May 2005.

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.

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.

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 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, 2–10 May 2005)

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Chairman's Report of the October 2004 meeting ([Doc. 4-9S/44](#))
- 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 Working Party 4-9S Meeting Geneva, Switzerland, 2 - 10 May 2005

Radiocommunication Bureau

I wish to participate in

WP 4-9S 2-10/5

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

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

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