

# INTERNATIONAL TELECOMMUNICATION UNION



*Radiocommunication Bureau*  
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**Circular Letter**  
**7/LCCE/55**

17 May 2011

**To Administrations of Member States of the ITU, Radiocommunication  
Sector Members, ITU-R Associates participating in the work of  
Radiocommunication Study Group 7 and ITU-R Academia**

**Subject:** Meetings of Working Parties 7A, 7B, 7C and 7D

Working Party 7A: Time signals and frequency standard emissions

Working Party 7B: Space radiocommunication applications

Working Party 7C: Remote sensing systems

Working Party 7D: Radio astronomy

## **Introduction**

By means of this Circular Letter, we wish to announce that meetings of ITU-R Working Parties 7A, 7B, 7C and 7D will take place in the ITU Headquarters in Geneva from 26 to 30 September 2011 (see the table below). On Thursday, 29 September 2011 there will be a joint meeting of Working Parties 7A, 7B, 7C and 7D.

<b>Groups</b>	<b>Meeting dates</b>	<b>Deadline for contributions 16:00 hours UTC</b>	<b>Opening session</b>
Working Party 7A	26 September 2011	Monday, 19 September 2011	26 September at 14:00 hours
Working Party 7B	26 September 2011	Monday, 19 September 2011	26 September at 09:30 hours
Working Party 7C	26 September 2011	Monday, 19 September 2011	26 September at 11:00 hours
Working Party 7D	26 September 2011	Monday, 19 September 2011	26 September at 14:00 hours
Joint meeting of Working Parties 7A, 7B, 7C and 7D	29 September 2011	Monday, 22 September 2011	29 September at 15:45 hours

## 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/publ/R-QUE-SG07/en>. The Working Parties will conduct their work in English.

## Contributions

Contributions in response to the work of Working Parties 7A, 7B, 7C and 7D 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/rsg7/en> (see “contributions” of the relevant Working Party).

**The deadline for reception of contributions is specified in the table above.** Submissions received later than this 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.

Wireless LAN facilities are provided in all meeting rooms and an Internet cafe facility is also provided.

Participants will need to bring their laptops (equipped with a WLAN-card) with them to the meeting because **this will be a completely paperless meeting** (no paper copies of documents will be distributed).

Participants are requested to submit contributions by electronic mail to: [rsg7@itu.int](mailto:rsg7@itu.int). A copy of each contribution should also be sent to the Chairmen of the relevant Working Parties and to the Chairman and Vice-Chairmen of Study Group 7. The pertinent addresses can be found on:

[http://www-br/cgi-bin/htsh/compass/cvc\\_wptg\\_list.sh](http://www-br/cgi-bin/htsh/compass/cvc_wptg_list.sh)

[http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty\\_code=sg7](http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=sg7)

## Participation/Visa requirements

Delegate/participant registration for the meetings will be carried out online via the ITU-R website. Each Member State/Sector Member/Associate was 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) and detailed information regarding visa requirements 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 08:30 hours on the first day of each meeting at the entrance of the Montbrillant building. Please note that, at this time, 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

**Annexes:** 2

**Distribution:**

- Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of Radiocommunication Study Group 7
- ITU-R Associates participating in the work of Radiocommunication Study Group 7
- ITU-R Academia
- Chairman and Vice-Chairmen of Radiocommunication Study Group 7
- 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 7A, 7B, 7C and 7D**

(Geneva, 26-30 September 2011)

- 1** Introduction by the Chairman
- 2** Approval of the agenda
- 3** Chairman's progress Report
- 4** Status of Questions assigned to the Working Party and related work
- 5** Work programme for the meeting
- 6** Introduction of input documents
- 7** Establishment of working groups and attribution of documents
- 8** Preparation of output documents
- 9** Discussion of the future work plan
- 10** Venue of the next meetings
- 11** Any other business

**R. BEARD**  
Chairman, WP 7A

**B. KAUFMAN**  
Chairman, WP 7B

**E. MARELLI**  
Chairman, WP 7C

**A. TZOUMIS**  
Chairman, WP 7D

## ANNEX 2

### **Draft agenda for the joint meeting of Working Parties 7A, 7B, 7C and 7D**

(Geneva, 29 September 2011)

- 1** Introduction by the Chairman
- 2** Approval of the agenda
- 3** Review of ITU-R Resolutions
- 4** Progress of the studies requested by WRC Resolutions and Recommendations except those related to WRC-12 agenda items
- 5** Any other business

Vincent Meens  
Chairman, Study Group 7

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