# International Telecommunication Union



Radiocommunication Bureau (Direct Fax N°. +41 22 730 57 85)

Administrative Circular CACE/319

19 July 2004

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http://www.itu.int/

To Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of the Regulatory/Procedural Group (RPG) in preparation for the Regional Radiocommunication Conference (RRC-06) and the two short conferences associated with that conference

**Subject:** First meeting of the Working Party of the Regulatory/Procedural Group (RPG) in preparation for the RRC-06 and the associated short conferences

#### Introduction

Following the decisions of the first session of the Regional Radiocommunication Conference (Geneva, 2004) and in accordance with the schedule identified in "resolves 5 and 6" of Resolution PLEN/1, the Working Party of the Regulatory/Procedural Group (WP RPG) will hold its meeting in October/November 2004. The RPG itself will meet in the last quarter of 2005.

This letter is to announce the meeting of the Working Party, which will be held in Geneva, from 29 October to 3 November 2004 at the ITU headquarters. Delegate registration, document distribution and other related services will be located in the vicinity of the meeting room. The opening session will take place at 10:00 hours and registration of delegates will start at 08:30 hours on 29 October 2004.

#### Programme of the meeting

Contributions in response to the WP RPG draft agenda (Annex 1) are invited. See also RRC-04 Resolution PLEN/1 and Council Resolutions 1224, 1225 and 1226 that deal with the dates, durations, venues and agendas for the second session of the Regional Radiocommunication Conference and two associated short conferences (Annexes 2, 3, 4 and 5). The Working Group will conduct its work in English.

#### **Contributions**

These will be processed according to the provisions laid down in Resolution ITU-R 1-4, and distributed to participants at the opening of the meeting.

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One copy of each contribution should be sent to the Radiocommunication Bureau for processing. A copy should also be sent to the Chairman and Vice-Chairmen of the RPG. The pertinent addresses can be found on:

http://www.itu.int/ITU-R/study-groups/index.asp
(see Chairmen and Vice-Chairmen, RPG)

Participants are encouraged to submit contributions by electronic mail to:

#### virginia.fernandez@itu.int

The Secretariat cannot guarantee that documents received after the 7-day limit can be made available for the opening of the meeting and 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**

In order to make the necessary arrangements, it is requested that the intended participation of your representative(s) be advised not later than one month before the opening of the meeting, using the form as in Annex 6

Valery Timofeev Radiocommunication Bureau

#### Annexes: 6

#### Distribution:

- Administrations of Member States and Radiocommunication Sector Members
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups and Special Committee on Regulatory/Procedural Matters
- Chairman and Vice-Chairmen of the Conference Preparatory Meeting
- Chairman and Vice-Chairmen of the Regulatory/Procedural Group
- Chairman and Vice-Chairmen of the Radiocommunication Advisory Group
- Members of the Radio Regulations Board
- Secretary-General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

#### Annex 1

# Draft agenda for the first meeting of the Working Party of the Regulatory/Procedural Group of the Regional Radiocommunication Conference (RRC-06)

(Geneva, 29 October–3 November 2004)

1	Opening remarks
2	Approval of the draft agenda
3	Terms of reference of the WP RPG
4	Work programme and reporting
5	Consideration of contributions to the work of the WP RPG
6	First Report by the WP RPG
7	Any other business

F. RANCY Chairman, RPG and WP RPG

#### Annex 2

#### **Resolution PLEN/1**

http://www.itu.int/ITU-R/conferences/rrc/rrc-04/rapport final/docs/RRC04 RES PLEN 1 E.doc

### Annex 3

# **Resolution 1124 (C-04)**

http://www.itu.int/md/meetingdoc.asp?type=sitems&lang=e&parent=S04-CL-C-0083

#### Annex 4

# **Resolution 1125 (C-04)**

http://www.itu.int/md/meetingdoc.asp?type=sitems&lang=e&parent=S04-CL-C-0086

#### Annex 5

# **Resolution 1126 (C-04)**

http://www.itu.int/md/meetingdoc.asp?type=sitems&lang=e&parent=S04-CL-C-0087

#### Annex 6



# Registration Form Working Party of the Regulatory/Procedural Group Geneva, Switzerland, 29 October – 3 November 2004

#### Radiocommunication Bureau

I wish to participate in		WP RPC	G		
Mr. Mrs. Ms. Miss: (family name) (	first name)				
Accompanied by family r	nember(s):				
(family name)	first name)				
1. REPRESENT					
	tate:				
Head o	f Delegation (to be complete	Deputy	iber States only)	Delegate	
Name of Sector Me	mber:				
Recognized O	(to be completed by representatives of Member States only)  tor Member:  gnized Operating Agencies  Therefore Industrial Organizations  Therefore Industrial Organizations  Therefore Intergovernmental Organizations operating Satellite Systems  Specialized Agencies and the IAEA  Other Entities dealing with Telecommunication matters				
Scientific or Ir	ndustrial Organizations	Intergovern	nmental Organization	ns operating Satellite System	
UN, Specialize	ed Agencies and the IAEA	Other Entit	ties dealing with Tel	ecommunication matters	
Regional and o	other International Organizations	Associates			
2. OFFICIAL A	DDRESS				
Name of the Company:					
Street Address:					
City/State/Code/Country:					
Business tel.:		Fax:			
E-mail: In case of en	nergency:				
3. DOCUMENT	·s 🗸	English only			
Date:		Signature:			
166		R Secretariat use only	÷	D: 1.1	
Approved (if application	able) Personal Section	Meeting Se	ection	Pigeonhole	
To be returned duly comple	eted to the Radiocommunication Bureau	Place des Nations CH-1211 Geneva 20	Telephone: + Telefax: +41	-41 22 730 5802 22 730 6600	

Switzerland

Email: linda.kocher@itu.int