



Radiocommunication Bureau

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Administrative Circular
CACE/364*

31 August 2005

**To Administrations of Member States of the ITU and
Radiocommunication Sector Members participating in the
work of the Radiocommunication Study Groups and the Special Committee on
Regulatory/Procedural Matters**

**Subject: Second meeting of the Working Party of the Special Committee on
Regulatory/Procedural matters in preparation for the WRC-07**

Introduction

Following the WRC-03 decisions and in accordance with the work programme of the Conference Preparatory Meeting (CPM 06-1), established in July 2003 it was agreed, that the Working Party of the Special Committee (WP-SC) will hold two meetings, namely, in the second part of 2004 and in the second part of 2005. The first meeting was held in Geneva from 22 to 27 October 2004.

The second meeting will be held from 30 November to 5 December 2005 at the ITU premises. The delegate registration, document distribution and other related services will be located in the vicinity of the meeting rooms. The opening session will take place at 10:00 hours and registration of delegates will start at 08:30 hours on 30 November 2005.

Programme of the meeting

Contributions in response to the WP-SC draft agenda (Annex 1) are invited. 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 posted on <http://www.itu.int/md/meetingdoc.asp?lang=e&type=sfolders&parent=R03-SC.WP-C>. A limited number of paper copies will be available at the opening of the meeting.

* English only.

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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 Special Committee. The pertinent addresses can be found on:

<http://www.itu.int/ITU-R/study-groups/index.asp>
(See Chairmen and Vice-Chairmen, Special Committee.)

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.

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

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 2.

Valery Timofeev
Director, Radiocommunication Bureau

Annexes: 2

Distribution:

- Administrations of Member States and Radiocommunication Sector Members
- ITU-R Associates participating in the work of Radiocommunication Study Groups and Special Committee on Regulatory/Procedural Matters
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups and Special Committee on Regulatory/Procedural Matters
- Chairman and Vice-Chairmen of the Conference Preparatory Meeting
- 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 Special Committee on Regulatory/Procedural Matters

(Geneva, 30 November – 5 December 2005)

- 1 Opening remarks
- 2 Approval of the draft agenda
- 3 Adoption of work programme for the meeting
- 4 Consideration of the report of the first meeting of the WP-SC and contributions to the work of the WP-SC
- 5 Establishment of Working Groups and attribution of documents
- 6 Final report by the WP-SC to the Special Committee
- 7 Any other business

F. RANCY

Chairman, Special Committee and WP-SC

ANNEX 2

Registration Form

ITU-R Working Party of the Special Committee
Geneva, Switzerland, 30 November – 5 December 2005



Radiocommunication Bureau

I wish to participate in

WP SC 30/11 – 5/12
✓

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:

- | | |
|---|--|
| <input type="checkbox"/> Recognized Operating Agencies | <input type="checkbox"/> Regional Telecommunication Organizations |
| <input type="checkbox"/> Scientific or Industrial Organizations | <input type="checkbox"/> Intergovernmental Organizations operating Satellite Systems |
| <input type="checkbox"/> UN, Specialized Agencies and the IAEA | <input type="checkbox"/> Other Entities dealing with Telecommunication matters |
| <input type="checkbox"/> Regional and other International Organizations | <input type="checkbox"/> 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

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