



Radiocommunication Bureau

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**Circular letter
1/LCCE/90**

4 February 2011

**To Administrations of Member States of the ITU, Radiocommunication Sector
Members and ITU-R Associates participating in the work of
Radiocommunication Study Group 1**

Subject: Meetings of Working Parties 1A, 1B and 1C, Geneva, from 25 May to 1 June 2011

WP 1A: Spectrum engineering techniques

WP 1B: Spectrum management methodologies and economic strategies

WP 1C: Spectrum monitoring

Introduction

By means of this Circular Letter, we wish to announce that the next meetings of ITU-R Working Parties 1A, 1B and 1C in conjunction with a meeting of Radiocommunication Study Group 1 (see Administrative Circular [CACE/525](#)) will take place in the ITU Headquarters in Geneva from 25 May to 1 June 2011 (see the table below).

Groups	Meeting dates	Deadline for contributions 16:00 hours UTC	Opening session (local time)
Joint Meeting of Working Parties 1A, 1B and 1C	25 May 2011	–	25 May 2011, at 9:30 hours
Working Party 1C	25 May – 1 June	Wednesday, 18 May 2011	25 May 2011 at 10:45 hours, or immediately following the Joint Meeting
Working Party 1A	25 May – 1 June	Wednesday, 18 May 2011	25 May 2011 at 14:00 hours
Working Party 1B	25 May – 1 June	Wednesday, 18 May 2011	25 May 2011 at 15:30 hours

An ITU Forum on technical compatibility between Power Line Telecommunication systems (PLT) and Radiocommunication services is planned to be organized on 27 May 2011 (see Administrative Circular [CA/195](#) of 1 February 2011), in conjunction with the meeting of Working Party 1A.

Programme of the meetings

Draft agendas for the meetings of Working Parties 1A, 1B and 1C are contained in the Annex. The Questions assigned may be found on <http://www.itu.int/publ/R-QUE-SG01/en>. The Working Parties will conduct their work in English.

Contributions

Contributions in response to the work of Working Parties 1A, 1B and 1C 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/rsg1/en> (see “contributions” of each relevant Working Party).

The deadline for reception of contributions by the Radiocommunication Bureau is specified in the table above. Submissions received later than these deadlines 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.

Participants are requested to submit contributions by electronic mail to:

rsg1@itu.int

A copy should also be sent to the Chairmen of the relevant Working Parties and to the Chairman and Vice-Chairmen of Study Group 1. The pertinent addresses can be found on:

http://www-br/cgi-bin/htsh/compass/cvc_wptg_list.sh
http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=sg1

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 the meetings at the entrance of the Montbrillant building. Please note that 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.

* Contributors are urged to reduce the length of their contributions as much as possible. The recommended maximum length of an input document is 10 pages. Long documents should be structured as a small number of cover pages (preferably one) summarizing the document and an attachment containing the detailed information.

Information regarding hotel accommodation for meetings held in Geneva is available at <http://www.itu.int/travel/index.html>.

François Rancy
Director, Radiocommunication Bureau

Annex: 1

Distribution:

- Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of Radiocommunication Study Group 1
- ITU-R Associates participating in the work of Radiocommunication Study Group 1
- Chairman and Vice-Chairmen of Radiocommunication Study Group 1
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

Annex

Draft agenda for the sixth meeting of Working Party 1A

(Geneva, 25 May to 1 June 2011)

- 1** Opening of the meeting
- 2** Adoption of the draft agenda
- 3** Report of the fifth meeting of Working Party 1A (Document [1A/311](#))
- 4** Reports on the correspondence activities
 - Rapporteur Group on Power Line Telecommunication systems (PLT)
 - Correspondence Group on the revision of Annex 8 to Rec. ITU-R SM.1541-2 (Out-of-band limits for primary radar systems)
- 5** Introduction and attribution of the documents
- 6** Establishment of Working Group(s) and/or Drafting Group(s) and appointment of Chairmen
- 7** Drafting of output documents
- 8** Preparation of draft Recommendations and other texts for the June 2011 meeting of Study Group 1
- 9** Liaison with other Groups
- 10** Discussion of the future work plan
- 11** Date and location of next meeting
- 12** Any other business
- 13** Closing remarks

R. GARCIA De SOUZA
Chairman, Working Party 1A

Draft agenda for the sixth meeting of Working Party 1B

(Geneva, 25 May to 1 June 2011)

- 1** Opening of the meeting
- 2** Adoption of the draft agenda
- 3** Report of the fifth meeting of Working Party 1B (Document [1B/267](#))
- 4** Report Reports on the correspondence activities:
 - Correspondence Group on the working document towards a preliminary draft new Report ITU-R SM.[WRC-12-AI-1.2]
- 5** Introduction and attribution of the documents
- 6** Establishment of Working Group(s) and/or Drafting Group(s) and appointment of Chairmen
- 7** Drafting of output documents
- 8** Preparation of draft Recommendations and other texts for the June 2011 meeting of Study Group 1
- 9** Liaison with other Groups
- 10** Discussion of the future work plan
- 11** Date and location of next meeting
- 12** Any other business
- 13** Closing remarks

S. PASTUKH
Chairman, Working Party 1B

Draft agenda for the meeting of Working Party 1C

(Geneva, 25 May to 1 June 2011)

- 1** Opening of the meeting
- 2** Adoption of the draft agenda
- 3** Report of the September 2010 meeting of Working Party 1C (Document [1C/122](#))
- 4** Reports on the correspondence activities:
 - Correspondence Group on radar measurements (Question ITU-R 230/1)
 - Correspondence Group on spectrum occupancy measurements
 - Correspondence Group on ITU-R Recommendations and Reports developed by WP 1C
- 5** Introduction and attribution of the documents
- 6** Establishment of Working Group(s) and/or Drafting Group(s) and appointment of Chairmen
- 7** Drafting of output documents
- 8** Preparation of draft Recommendations and other texts for the June 2011 meeting of Study Group 1
- 9** Liaison with other Groups
- 10** Discussion of the future work plan
- 11** Date and location of next meeting
- 12** Any other business
- 13** Closing remarks

J. VERDUIJN
Chairman, Working Party 1C
