



*Radiocommunication Bureau*  
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Circular Letter  
6/LCCE/59

18 February 2008

**To Administrations of Member States of the ITU  
and Radiocommunication Sector Members participating in the work of  
Working Parties 6D, 6G and 6X of Radiocommunication Study Group 6**

**Subject: Meetings of Working Parties 6D, 6G and 6X in conjunction with a meeting of Radiocommunication Study Group 6**

- WP 6D: Broadcasting delivery, excluding the RF system and spectrum aspects of the BSS
- WP 6G: Generation of broadcasting services, including technologies for content signal creation, production and quality control
- WP 6X: Access to broadcasting services, including converged services, multimedia, interactivity and service requirements

**Introduction**

By means of this Circular Letter, we wish to announce that meetings of ITU-R Working Parties 6D, 6G and 6X will take place in the ITU Headquarters in Geneva from 13-23 May 2008 (see the table below).

<b>Groups</b>	<b>Meeting dates</b>	<b>Deadline for contributions 16:00 hours UTC</b>	<b>Opening session</b>
Working Party 6D	13-19 May 2008	Tuesday, 6 May 2008	13 May at 14:00 hours
Working Party 6G	19-23 May 2008	Monday, 12 May 2008	19 May at 09:30 hours
Working Party 6X	15-21 May 2008	Thursday, 8 May 2008	15 May at 09:30 hours
Study Group 6	26-27 May 2008	Monday, 19 May 2008	26 May at 09:30 hours

Services directly connected with meeting activities, such as delegate registration, document distribution, etc. will be located in the vicinity of the meeting room. Registration of delegates will start at 08:30 hours **in the Montbrillant building (all delegates should enter the building exclusively through this entrance)**, on the opening days.

### **Programme of the meetings**

Draft agendas for these meetings are contained in Annex 1. The Questions assigned may be found on: <http://www.itu.int/publ/R-QUE-SG06/en>. The Working Parties will conduct their work in English.

### **Contributions**

Contributions in response to the work of Working Parties 6D, 6G and 6X 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/rsg6/en> (see “contributions” of each relevant Working Party) and a limited number of paper copies will be available at the meetings. **The deadline for submission of contributions 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 encouraged to submit contributions by electronic mail to: [rsg6@itu.int](mailto:rsg6@itu.int). A copy should also be sent to the Chairman of the relevant Working Party and to the Chairman and Vice-Chairmen of Study Group 6. The pertinent addresses can be found on:

[http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty\\_code=6](http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=6)

### **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 Members of the ITU and other members of the Radiocommunication Sector participating in the work of Working Parties 6D, 6G and 6X of Radiocommunication Study Group 6
- ITU-R Associates participating in the work of Radiocommunication Study Group 6
- Chairman and Vice-Chairmen of Radiocommunication Study Group 6
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

## ANNEX 1

### **Draft agenda for the 1<sup>st</sup> meeting of Working Party 6D**

(Geneva 13-19 May 2008)

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Results of RA-07, WRC-07 and CPM11-1
- 4 Report on the meeting of Working Party 6E ([Document 6E/487](#))
- 5 Reports of the Rapporteurs (if any)
- 6 Establishment of sub-working parties and attribution of documents
- 7 Any other business

L. OLSON  
Acting Chairman, Working Party 6D

## **Draft agenda for the 1<sup>st</sup> meeting of Working Party 6G**

(Geneva 19-23 May 2008)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Results of RA-07, WRC-07 and CPM11-1
- 4** Report on the meeting of Working Party 6J ([6J/132](#)) and Working Party 6Q ([6Q/215](#))
- 5** Reports of the Rapporteurs and Correspondence Groups
- 6** Establishment of sub-working parties and attribution of documents
- 7** Liaison arrangements with Standards and other organizations
- 8** Any other business

D. WOOD  
Acting Chairman, Working Party 6G

## **Draft agenda for the 1<sup>st</sup> meeting of Working Party 6X**

(Geneva 15-21 May 2008)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Results of RA-07, WRC-07 and CPM11-1
- 4** Report on the meeting of Working Party 6A ([6A/159](#)) and Working Party 6M ([6M/183](#))
- 5** Reports of the Rapporteurs and Correspondence Groups
- 6** Establishment of sub-working groups and attribution of documents
- 7** Consideration of output documents
- 8** Any other business

**Y. NISHIDA**  
Acting Chairman, Working Party 6X

ANNEX 2

ITU-R Block Meetings  
Geneva, Switzerland, 13 May – 3 June 2008



REGISTRATION FORM

<b>WP 6D</b> 13-19/5	<b>WP 6X</b> 15-21/5	<b>WP 6G</b> 19-23/5	<b>SG 6</b> 26-27/5	<b>JTG 5-6</b> 28/5-3/6

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
- Scientific or Industrial Organizations
- UN, Specialized Agencies and the IAEA
- Regional and other International Organizations
- Regional Telecommunication Organizations
- Intergovernmental Organizations operating Satellite Systems
- Other Entities dealing with Telecommunication matters
- 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

- Language required:
- English
  - Arabic
  - French
  - Chinese
  - Spanish
  - Russian

(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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To be returned duly completed to the Radiocommunication Bureau

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