

Radiocommunication Bureau

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Circular Letter
9/LCCE/95

9 June 2006

To Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of Radiocommunication Working Party 9C of Study Group 9

Subject: Meeting of Working Party 9C

WP 9C: Systems below 30 MHz (HF and others)

Introduction

By means of this Circular Letter, we wish to announce that a meeting of ITU-R Working Party 9C will take place in the ITU Headquarters in Geneva from 7 to 13 September 2006.

Group	Meeting date	Deadline for contributions 16:00 hours UTC	Opening session
Working Party 9C	7-13 September 2006	Thursday, 31st August 2006	09:30 hours on 7 September

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 day.

Programme of the meetings

A draft agenda for the meeting is contained in Annex 1 which indicates that the work will be limited to studies associated with WRC-07 Agenda item 1.13.

The Working Party will conduct its work in English.

Contributions

Contributions in response to the work of Working Party 9C are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-4 and posted on <http://www.itu.int/md/R03-WP9C-C/en> and limited number of paper copies will be available at the meeting. **The deadline for submission of contributions is shown in the table above.** Submissions received after the deadline 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.

Participants are encouraged to submit contributions by electronic mail to: rsg9@itu.int. A copy should also be sent to the Chairman of the Working Party 9C and to the Chairman and Vice-Chairmen of Study Group 9. The pertinent addresses can be found on:

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

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 Member States and Radiocommunication Sector Members participating in the work of Radiocommunication Working Party 9C of Radiocommunication Study Group 9
- ITU-R Associates participating in the work of Radiocommunication Study Group 9
- Chairman and Vice-Chairmen of Radiocommunication Study Group 9
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX 1

Draft agenda for the meeting of Working Party 9C

(Geneva, 7-13 September 2006)

NOTE – The work of this meeting is limited to studies associated with finalizing the CPM text on WRC-07 Agenda item 1.13.

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Chairman's Report of the June 2006 meeting
- 4** Report on the meeting of Study Group 9
- 5** Report on CPM preparation on Agenda item 1.13
- 6** Presentation of input documents
- 7** Establishment of Sub-Working Groups and assignment of documents
- 8** Any other business

N.M. SERINKEN
Chairman, Working Party 9C

ANNEX 2



Registration Form ITU-R Meetings Geneva, Switzerland, 25 August - 21 September 2006

Radiocommunication Bureau

I wish to participate in

WP 4-9S 25/8-1/9	WP 7B 28-31/8	WP 7D 28-31/8	WP 4B 28/8-1/9	WP 7C 28/8-1/9	WP 7A 29/8-1/9	SG 9 4-5/9	WP 4A 4-13/9	JSG 4&9 5/9

WP 8B 5-13/9	WP 8A 6-14/9	WP 9C 7-13/9	WP 6E 11-15/9	WP 8D 11-15/9	TG 1/9 11-15/9	SG 4 14-15/9	SG 6 18-19/9	SG 8 20-21/9

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

☐ Regional Telecommunication Organizations

☐ Scientific or Industrial Organizations

☐ Intergovernmental Organizations operating Satellite Systems

☐ UN, Specialized Agencies and the IAEA

☐ Other Entities dealing with Telecommunication matters

☐ Regional and other International Organizations

☐ 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

If yes, indicate one language only:

☐ English

☐ French

☐ Spanish

☐ Arabic

☐ Chinese

☐ 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

To be returned duly completed to the Radiocommunication Bureau

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