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| INTERNATIONAL TELECOMMUNICATION UNION | **IRG-IBB** |
| **INTERSECTOR RAPPORTEUR GROUPon Integrated Broadcast-Broadband** | WDx |
|  |
| **WG(s):** |  | Place, dd mmmm 201x |
| **Document** |
| **Source:** | IRG-IBB |
| **Title:** | LS on [subject of the communication] |
| **LIAISON STATEMENT** |
| **For action to:** | { Full name of groups (if any) | type "-" if none } |
| **For comment to:** | { Full name of groups (if any) | type "-" if none } |
| **For information to:** | { Full name of groups (if any) | type "-" if none } |
| **Approval:** | **IRG-IBB meeting (Place, last day of meeting)** |
| **Deadline:** | *if Action or Comment 🡪 put* date*; if info:* N/A |
| **Contact:** | Type here name of contactType here organization of contactType here country of contact | Tel: +…Fax:E-mail:  |
| **Contact:** | [if only one contact, delete this row] | Tel:Fax:E-mail:  |

[NOTE 1: replace the text in yellow highlight with the appropriate text; delete what is not relevant.]

[NOTE 2: For reply LSs start with an intro sentence like the following:]

ITU IRG-IBB thanks { name of group/s} for their LS on [subject of their LS] (our IRG-IBB-DOC#, your [original LS reference number]). etc…

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