



Radiocommunication Bureau

(Direct Fax N°. +41 22 730 57 85)

Administrative Circular
CA/149

2 June 2005

To Administrations of Member States of the ITU and Radiocommunication Sector Members

Subject: Thirteenth meeting of the Radiocommunication Advisory Group,
Geneva, 31 October - 4 November 2005

1. I would like to invite you to attend the thirteenth meeting of the Radiocommunication Advisory Group (RAG) to be held at ITU headquarters in Geneva from 31 October to 4 November 2005, inclusive. As stated in Article 11A of the ITU Convention, the RAG is open to representatives of administrations of Member States and representatives of Radiocommunication Sector Members and to Chairmen of the Study Groups and other groups. Its principal duties are, inter alia, to review priorities, programmes, operations, financial matters and strategies related to Radiocommunication Assemblies, Study Groups and the preparation of radiocommunication conferences, and any specific matters as directed by a conference of the Union, a Radiocommunication Assembly or the Council. The RAG recommends measures to foster cooperation and coordination with other standards bodies, with the Telecommunication Standardization Sector, the Telecommunication Development Sector and the General Secretariat.
2. The draft agenda of the meeting has been established in consultation with the Chairman of RAG, and is contained in **Annex 1**.
3. I would like to take this opportunity to invite contributions related to the respective agenda items, bearing in mind the fact that this could be the last meeting of RAG before the next Plenipotentiary Conference (PP-06).
4. Contributions should be submitted to the Director of the Radiocommunication Bureau (BR), preferably in electronic form, at the brrag@itu.int address, which will accelerate their availability through the web. In accordance with Resolution ITU-R 1-4, such contributions must be received by the BR ***no later than 22 August 2005***, with a view to their translation. Contributions received by the Director after that date will be published, in the original language only, and shall be distributed at the beginning of the meeting. A copy of each contribution should also be sent to the RAG Chairman and Vice-Chairmen at the addresses given in **Annex 2**.

With a view to settling any questions that might arise concerning contributions, the submitter's name, fax and telephone numbers and e-mail address should be mentioned on the cover page of all contributions.

5. The meeting will open at 1000 hours on 31 October 2005 and registration will be possible as of 0830 hours. Detailed information concerning the meeting rooms will be displayed on screens at the entrances to ITU headquarters. The meeting will complete its work at 1700 hours on 4 November 2005.
6. The cost of travel and accommodation in Geneva for participants is the responsibility of the administration/organization concerned. A number of hotels in Geneva and the surrounding area have agreed to offer preferential rates to delegates participating in ITU conferences and meetings. Information on the list of these hotels, as well as on the procedure to follow for the reservation of hotels, is available from the ITU website (see <http://www.itu.int/travel/index.html>). Bookings must be made by delegates in their own name, without going through a travel agent or airline company. Bookings should be sent by post or fax directly to the hotel using the form attached (**Annex 3**).
7. In order to enable the BR to make the necessary arrangements concerning the documentation and organization of the meeting, I should be grateful if you would send me the list of your participants, by letter or fax (Fax No.: +41 22 730 6600), as soon as possible, but **no later than 21 October 2005**. The registration form found in **Annex 4** should be duly completed (one per participant) and submitted with the list.
8. I would like to 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. Any such request must specify the name and functions of the individual(s) for whom the visa(s) is/are requested and be accompanied by a copy of the registration form approved for the ITU conference or meeting in question.
9. The Bureau remains at your disposal for any questions concerning this Administrative Circular (contact person in the Radiocommunication Bureau: Mr Fabio Leite, telephone: +41 22 730 5940, email: fabio.leite@itu.int).

V. Timofeev
Director, Radiocommunication Bureau

Annexes: 4

Distribution:

- Administrations of Member States of the ITU
- Radiocommunication Sector Members
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups and the Special Committee on Regulatory/Procedural Matters
- Chairman and Vice-Chairmen of the Radiocommunication Advisory Group
- 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

(to Administrative Circular CA/149)

Draft agenda for the thirteenth meeting of the Radiocommunication Advisory Group

Geneva, 31 October - 4 November 2005

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Decisions of Council-05 relevant to RAG (to be elaborated upon in separate sub-items)
- 4 Study Group activities
 - 4.1 Study Group structure (including progress report from the convenor of the RAG correspondence group on the review of the ITU structure)
 - 4.2 Working methods of the ITU-R Study Groups, including progress report from the convenor of the RAG correspondence group on the implementation of Resolution ITU-R 44 (updating of certain maintained CCIR/ITU-R Recommendations) and from the convenor of the RAG correspondence group on EDH).
 - 4.3 ITU-R patent policy; other patent, copyright and trade-mark issues
 - 4.4 Liaison and collaboration with ITU-T and ITU-D Sectors and with other Organizations
- 5 Preparations for RA-07 and WRC-07 and other related issues
- 6 Preparations for RRC-06 and other related issues
- 7 ITU-R strategic, operational and financial planning
 - 7.1 Consideration of the ITU-R contribution to the draft Strategic Plan for 2008-2011
 - 7.2 Consideration of the ITU-R contribution to the draft Financial Plan for 2008-2011
 - 7.3 Draft Operational Plan for 2006-2009
- 8 Date of next meeting
- 9 Any other business

B.A. Gracie
Chairman, Radiocommunication Advisory Group

ANNEX 2

(to Administrative Circular CA/149)

**Name and address of the Chairman and Vice-Chairmen of the
Radiocommunication Advisory Group**

Chairman

Mr. B.A. GRACIE

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ANNEX 3

(to Administrative Circular CA/149)

Ce formulaire de confirmation est à **adresser directement à l'hôtel** de votre choix
This confirmation form should be sent directly to the hotel of your choice
Dirija directamente este formulario de confirmación **al hotel** de su elección



UNION INTERNATIONALE DES TELECOMMUNICATIONS
INTERNATIONAL TELECOMMUNICATION UNION
UNIÓN INTERNACIONAL DE TELECOMUNICACIONES



Confirmation de la réservation faite le à l'hôtel
Confirmation of the reservation made on to hotel
Confirmación de la reserva efectuada el al hotel

au prix préférentiel offert à l'UIT / at ITU preferential tariff / al precio preferencial ofrecido a la UIT

----- chambre simple/double du heure d'arrivée au
single/double room from time of arrival to
habitación individual/doble del hora de llegada al

Nom / *Name* / Apellido -----

Prénom / *First name* / Nombre -----

Adresse / *Address* / Dirección -----

Tel : ----- Fax : -----

Carte de crédit en garantie de la réservation
Credit card to guarantee this reservation AX / VISA / DINERS / EC -----
Tarjeta de crédito que garantiza la reserva autre / *other* / otras

Nº ----- validité/*validity*/validez -----

Date/*Date*/Fecha ----- Signature/*Signature*/Firma -----

