



*Radiocommunication Bureau*  
(Direct Fax N°. +41 22 730 57 85)

Administrative Circular  
CA/152

6 October 2005

**To ITU Member States of Region 1 and to the Islamic Republic of Iran  
and to Radiocommunication Sector Members from these Member States**

**Subject:** Second meeting of the Intersessional Planning Group (IPG), Geneva, 20-24 February 2006, in respect of the second session of the Regional Radiocommunication Conference for the planning of the digital terrestrial broadcasting service in parts of Regions 1 and 3 in the frequency bands 174–230 MHz and 470–862 MHz (RRC-06)

1. In accordance with the indications in Resolution COM5/1, the IPG will hold its second meeting in Geneva from 20-24 February 2006. The draft agenda of the second IPG meeting is contained in **Attachment 1** to this Administrative Circular. Registration will commence at 0830 hours and the meeting will commence at 0930 hours on the opening day. The meeting will be conducted in the five official languages of the Union that are used within the planning area.

2. Contributions should be submitted to the Director of the Radiocommunication Bureau (BR), preferably in electronic form, at the [ripg-rrc04-06@itu.int](mailto:ripg-rrc04-06@itu.int) address, which will accelerate their availability through the web. According to Annex 1 of Resolution COM5/1, the deadline for submission of contributions to IPG shall be in accordance with the time limits in Resolution ITU-R 1-4, which means that such contributions must be received by the BR ***no later than 20 November 2005***, with a view to their translation in the five working languages that are used in the planning area. Contributions received by the Director after that date, but prior to 13 February 2006, will be published in the original language only and shall be distributed at the beginning of the meeting. The Secretariat will make all possible efforts to process the other delayed contributions (i.e., documents received after 13 February 2006) and to make them available for the opening day; however, it cannot guarantee their availability at the opening of the meeting. You may wish to note that Resolution ITU-R 1-4 stipulates that contributions that are not available to participants at the opening of the meeting shall not be considered.

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.

3. 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 20 January 2006**. The registration form found in **Attachment 2** should be duly completed (one per participant) and submitted with the list.

4. 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>).

5. In recognition of the special needs of the Least Developed Countries (LDC) from the planning area, the ITU will offer one fellowship per LDC country, covering economy return air-ticket and a daily allowance intended to cover meals and incidental expenses. Accommodation will be arranged and paid by the ITU. Participants eligible for fellowships are requested to complete the form attached (see **Attachment 3**) and to submit it before **6 January 2006**.

6. 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 the name and function of the participant, his/her date of birth, passport number as well as the date of issuance and expiration. The letter must be accompanied by a photocopy of the participant's 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 (fax number +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.

7. The Bureau remains at your disposal for any questions concerning this Administrative Circular (contact person in the Radiocommunication Bureau: Mr Trajco Gavrilov, telephone: +41 22 730 5325, email: [gavrilov@itu.int](mailto:gavrilov@itu.int)).

Valery Timofeev  
Director, Radiocommunication Bureau

**Attachments:** 1 Draft agenda  
2 Registration form (English, French and Spanish only)  
3 Fellowships form (English, French and Spanish only)

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

ATTACHMENT 1 TO ADMINISTRATIVE CIRCULAR CA/152

**Draft agenda  
for the second meeting of the Intersessional Planning Group (IPG)**

(Geneva, 20 – 24 February 2006)

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Review of the status of the intersessional activities (report from the Director, BR)
- 4 Consideration of the IPG Steering Group activities (report from the Chairman IPG)
- 5 Consideration of the contributions to IPG
- 6 Working arrangements, establishment of IPG working groups
- 7 Review of the results related to the production of the draft plan (report from the Planning Exercise Team)
- 8 Review of available results of the ITU-R studies as requested by RRC-04
- 9 Liaison statements from the RPG, if any
- 10 Actions to be taken prior to the second session of the RRC:
  - 10.1 by administrations
  - 10.2 by the PXT
  - 10.3 by the Radiocommunication Bureau
  - 10.4 by the IPG Steering Group
- 11 Recommended actions to be considered by the second session of the RRC
  - 11.1 Subdivision of the planning area
  - 11.2 Treatment of submissions related to the ST61 Plan, the GE89 Plan and the MIFR received by the Bureau after 31 October 2005
  - 11.3 Any other issues related to the second session of the RRC
- 12 Consideration and approval of the Report of the second IPG meeting
- 13 Any other business

K. Arasteh  
Chairman, IPG







ATTACHMENT 3 TO ADMINISTRATIVE CIRCULAR CA/152

DEUXIEME REUNION DU GROUPE DE PLANIFICATION INTERSESSIONS (GPI)

(Genève, 20-24 février 2006)

SECOND MEETING OF THE INTERSESSIONAL PLANNING GROUP (IPG)

(Geneva, 20-24 February 2006)

SEGUNDA REUNIÓN DEL GRUPO DE PLANIFICACIÓN ENTRE REUNIONES (GPER)

(Ginebra, 20-24 de febrero de 2006)



**Demande de bourse - Request for a fellowship - Solicitud de beca**

Les candidatures féminines sont encouragées - *Women candidates are encouraged* - Las candidaturas femeninas serán bien acogidas

1. Pays <i>Country</i> País _____		
2. Nom de l'Administration <i>Name of the Administration</i> Nombre de la Administración _____		
3. M / Mme <i>Mr. / Ms.</i> Sr. / Sra. _____	(nom, <i>family name</i> , apellidos)	(prénom, <i>given name</i> , nombre)
4. Titre et responsabilités principales <i>Title and major responsibilities</i> Título y responsabilidades principales _____		
5. Adresse professionnelle <i>Professional Address</i> Dirección de la empresa _____		
Tel.: _____	Fax: _____	E-Mail: _____
6. Lieu et date de naissance <i>Place and date of birth</i> Lugar y fecha de nacimiento _____		
7. INFORMATION PASSEPORT / <i>PASSPORT INFORMATION</i> / DATOS DEL PASAPORTE:		
Nationalité <i>Nationality</i> Nacionalidad _____	Numéro de passeport <i>Passport number</i> Número de pasaporte _____	
Date de délivrance <i>Date of issue</i> Fecha de expedición _____	A (lieu) <i>In (place)</i> En (lugar) _____	Valide jusqu'au (date) <i>Valid until (date)</i> Fecha de vencimiento _____

CONDITIONS D'OBTENTION	CONDITIONS	CONDICIONES
1. Une bourse par pays éligible.	1. <i>One fellowship per eligible country.</i>	1. Una beca por país seleccionado
2. Un billet d'avion aller/retour en classe ECO par l'itinéraire le plus direct/économique.	2. <i>One return airticket ECO class, by the most direct/economical route.</i>	2. Un billete de avión de ida y vuelta en clase económica, por el itinerario más directo y económico.
3. Une indemnité journalière pour couvrir logement, repas et les petits frais.	3. <i>A daily allowance to cover accommodation, meals and incidental expenses</i>	3. Dietas destinadas a cubrir los gastos de alojamiento.
4. Présence obligatoire des boursiers dès le premier jour jusqu'à la fin de la réunion.	4. <i>It is imperative that fellows be present on the first day and throughout the entire meeting.</i>	4. Es imperativo que los becarios estén presentes desde el primer día y durante la duración completa de la reunión.

8. Signature du candidat à la bourse <i>Signature of fellowship candidate</i> Firma del candidato a la beca _____	Date <i>Date</i> Fecha _____
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9. AFIN DE VALIDER CETTE DEMANDE DE BOURSE, LE NOM ET LA SIGNATURE DU FONCTIONNAIRE CHARGE D'AUTHTENTIFIER LA DEMANDE DU CANDIDAT DOIVENT ETRE MENTIONNES CI-DESSOUS AVEC LE CACHET OFFICIEL.  
*TO VALIDATE FELLOWSHIP REQUEST, NAME AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING FELLOWSHIP CANDIDATE MUST BE COMPLETED BELOW, WITH OFFICIAL STAMP.*

LA PRESENTE SOLICITUD DE BECA DEBERÁ CERTIFICARSE CON EL NOMBRE, CARGO, FIRMA Y SELLO OFICIAL DEL FUNCIONARIO ENCARGADO DE AUTENTICAR LA CANDIDATURA.

Nom et titre/*Name and title*/Apellidos y cargo \_\_\_\_\_

Signature/*Firma* \_\_\_\_\_ Date/*Fecha* \_\_\_\_\_

Prière de retourner ce formulaire dûment rempli avant le 6 janvier 2006 à:  
*Please return this form duly completed before 6 January 2006 to:*  
Sírvasе devolver este formulario antes del 6 de enero de 2006 a:

Service des bourses, UIT  
Place des Nations  
CH - 1211 GENEVE 20, SUISSE  
Tel.: +41 22 730 5488 - Fax: +41 22 730 5778  
E-Mail: [marijana.lee@itu.int](mailto:marijana.lee@itu.int)