



Radiocommunication Bureau

(Direct Fax N°. +41 22 730 57 85)

Administrative Circular
CA/181

17 April 2009

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

**Subject: ITU Meeting on WRC-11 preparations (in collaboration with ATU)
(14-16 September 2009)**

1 Introduction

The ITU Radiocommunication Bureau, in collaboration with Africa Telecommunication Union (ATU), has the pleasure to invite your Administration to attend the ITU Meeting on WRC-11 preparations.

The meeting will be chaired by Mr. Aboubakar Zourmba (Rep. of Cameroon) and will take place in Geneva from 14-16 September 2009.

In addition to the information relating to the Bureau's and regional preparations for WRC-11, this meeting will allow the African Group to present any of its preliminary views with respect to WRC-11 Agenda items. It will also provide participants the opportunity to exchange information and views on the preliminary draft common proposals and positions of other regional groups and those of some organizations.

In order to start considering the preparation for this meeting, a preliminary programme is proposed in **Annex 1**.

2 Participation/Visa requirements

Participant registration for this meeting will be carried out via the online registration system (EDRS) and will begin on 31 July 2009. The related registration form may be found on the meeting website at: <http://www.itu.int/ITU-R/go/wrc-11-regional-atu-09>.

For queries or additional information, participants may contact the Delegate Registration Unit at ITU-RRegistration@itu.int.

We would like to remind participants that citizens of some countries are required to obtain a visa in order to enter and spend time in Switzerland. **The visa must be requested at least three (3) weeks prior to the opening of the meeting** and obtained from the office (embassy or consulate) representing Switzerland in the respective country of origin. In cases where there is no such office in the country, the visa should be obtained from the office that is closest to the country of departure.

The Registration desk will open at 08:00 hours on the opening day of the Information Meeting at the entrance of the Montbrillant building. Please note that the confirmation of registration sent to each participant by e-mail must be presented, together with photo identification, in order to receive a badge.

3 Accommodation

Information regarding hotel accommodation for meetings held in Geneva is available at <http://www.itu.int/travel/index.html>.

4 Fellowships

In recognition of the difficulty faced by the low income countries, the ITU will offer one fellowship per eligible country in Africa, with priority given to requests from the Least Developed Countries (LDCs). Fellowship requests should be submitted before **31 July 2009** using the form attached as **Annex 2**. Accommodation will be arranged and paid for by the ITU.

Yours faithfully,



Valery Timofeev
Director, Radiocommunication Bureau

Annexes: 2

Distribution:

- Administrations of Member States of the ITU
- Radiocommunication Sector Members
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups and 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

	<p align="center">ITU Meeting on WRC-11 Preparations (in collaboration with ATU)</p> <p align="center">(Geneva, 14-16 September 2009)</p>	
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Preliminary Programme

	Day 1 (14.09.09)	Day 2 (15.09.09)	Day 3 (16.09.09) ³
0900 – 1200	1000 Opening WRC process overview CPM-11 Process	Panel-1 discussions ²	Organization of the African Group towards WRC-11 and establishment of draft preliminary views
	Presentation by the regional groups ¹ (APT-APG)	Panel-2 discussions ²	Closing session
1200 – 1400	Lunch Break		
1400 – 1700	Presentation by the regional groups ¹ (ASMG, CITELE)	Panel-3 discussions ²	
	Presentation by the regional groups ¹ (RCC, CEPT-CPG)	Closing session	

¹ Including information on their organization and a brief review of their discussions and initial positions on WRC-11 Agenda items.

² Review of WRC-11 Agenda items grouped by topics and including presentation of preliminary views from Regional Groups and other organizations (e.g., ICAO, IMO, WMO, etc.).

³ For ATU only.

ANNEX 2

	Information Meeting on WRC-11 Preparations for African Countries Geneva, 14-16 September 2009	
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Please return to:

ITU/BDT
Geneva (Switzerland)

E-mail : bdtfellowships@itu.int

Tel: +41 22 730 5487

Fax: +41 22 730 5778

Request for fellowship to be submitted before 31 July 2009

Participation of women is encouraged

Country _____
Name of the Administration or Organization _____
Mr. / Ms. _____ (family name) _____ (given name)
Title _____
Address _____ _____
Tel.: _____ Fax: _____ E-Mail: _____
PASSPORT INFORMATION :
Date of birth _____
Nationality _____ Passport number _____
Date of issue _____ In (place) _____ Valid until (date) _____
CONDITIONS OF FELLOWSHIP
1. A round trip airticket in economy class from country of origin to venue by the most direct and economical itinerary 2. Accommodation is booked and pre-paid by ITU 3. A daily allowance to cover meals and misc. expenses will be paid to the fellow 4. Imperative that fellows be present from the first day to the end of the meeting
Signature of fellowship candidate _____ Date _____
TO VALIDATE FELLOWSHIP REQUEST, NAME, TITLE AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.
Signature _____ Date _____
