



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

Administrative Circular  
CACE/333\*

19 January 2005

**To Administrations of Member States of the ITU and Radiocommunication Sector Members  
participating in the work of SWG1 of the Working Party  
of the Regulatory/Procedural Group**

**Subject:** First meeting of Sub-Working Group 1 (SWG1) of the Working Party of the  
Regulatory/Procedural Group

## **Introduction**

By means of this letter we wish to announce that a meeting of SWG1 of the Working Party of the Regulatory/Procedural Group will take place in the ITU Headquarters in Geneva from 7 to 9 March 2005.

Services directly connected with meeting activities, such as delegate registration, document distribution, etc. will be located in the vicinity of the meeting room. The opening session will take place at 09:30 hours and registration of delegates will start at 08:30 hours on the opening day.

## **Programme of the meeting**

The subject of discussion will be the draft regulatory text for the new Regional Agreement and draft revision of the Stockholm Agreement (ST-61) and the Geneva Agreement (GE-89). The draft agenda of SWG 1 meeting is contained in Annex 1.

SWG1 will conduct its work in English.

## **Contributions**

SWG 1 will normally work by correspondence and for that purpose the Secretariat established an E-mail reflector (rrpg-wprpg-agreements@itu.int). Contributions to the SWG 1 should be forwarded to the above address.

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\* English only.

Place des Nations  
CH-1211 Geneva 20  
Switzerland

Telephone +41 22 730 51 11  
Telefax Gr3: +41 22 733 72 56  
Gr4: +41 22 730 65 00

Telex 421 000 uit ch  
Telegram ITU GENEVE

E-mail: [itumail@itu.int](mailto:itumail@itu.int)  
<http://www.itu.int/>

## **Participation**

In order to make the necessary arrangements, it is advised that the intended participation of your representative(s) be advised no later than one month before the opening of the meeting by means of the annexed registration form (Annex 2) (to be photocopied as required).

Valery Timofeev  
Director, Radiocommunication Bureau

## **Annexes:**

- 1 Draft agenda
- 2 Registration form

### Distribution:

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

**Draft agenda for the first meeting of the SWG1  
of Working Party of the Regulatory/Procedural Group in preparation for the  
RRC-06 and associated conferences**

**(Geneva, 7-9 March 2005)**

**Documents**

- |     |  |                       |
|-----|--|-----------------------|
| 1   | Opening remarks  |                       |
| 2   | Approval of the draft agenda   |                       |
| 3   | Terms of reference of the Rapporteur Group   | WPRPG/12 (§ 3.3)      |
| 4   | Consideration of contributions to the meeting  |                       |
| 4.1 | Regulatory and procedural aspects relating to the RRC-06 Agreement                           | WPRPG/12<br>(Annex 4) |
| 4.2 | Regulatory and procedural aspects relating to the revision of the ST-61 and GE-89 Agreements |                       |
| 5   | Elements for the Report by the Rapporteur Group  |                       |
| 6   | Any other business   |                       |

Jean CHARTIER  
Chairman, Rapporteur Group  
SWG1/WPRPG

ANNEX 2



Registration Form
Sub-Working Group 1 of the
Working Party of the Regulatory/Procedural Group
Geneva, Switzerland, 7-9 March 2005

Radiocommunication Bureau

I wish to participate in

SWG1/WPRPG
7-9/3

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

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 Place des Nations CH-1211 Geneva 20 Switzerland Telephone: +41 22 730 5802 Telefax: +41 22 730 6600 Email: linda.kocher@itu.int