



*Radiocommunication Bureau*

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**Administrative Circular  
CACE/452**

23 July 2008

**To Administrations of Member States of the ITU and  
Radiocommunication Sector Members participating in the  
work of the Radiocommunication Study Groups and the Special Committee on  
Regulatory/Procedural Matters**

**Subject: First meeting of the Working Party of the Special Committee on regulatory/procedural matters in preparation for the WRC-11, Geneva, 25-28 November 2008**

**1 Introduction**

Following the WRC-07 decisions and in accordance with the work programme of the Conference Preparatory Meeting for WRC-11 (CPM-11), which was established at the first session of CPM-11 (CPM11-1) on 19 and 20 November 2007 (see [Administrative Circular CA/171](#) of 20 December 2007), the Special Committee has created a Working Party of the Special Committee (SC-WP) chaired by Mr. M. Ghazal (Lebanon) (see Annex 12 to CA/171).

By means of this Administrative Circular, we wish to announce that the first meeting of the SC-WP will take place in Geneva from **25 to 28 November 2008**.

Group	Meeting dates	Deadline for contributions	Opening session
SC-WP	25-28 November 2008	Tuesday, 18 November 2008 at 16:00 hours UTC	Tuesday, 25 November 2008 at 10:00 hours

The SC-WP meeting will be held in the ITU Headquarters, Geneva. Services directly connected with the meeting (document distribution, etc.) will be located in the vicinity of the meeting room. Registration of delegates will start at 08:30 hours **in the Montbrillant building only (all delegates should enter the building exclusively through this entrance)** on the opening day. The opening session will take place at 10:00 hours.

## 2 Programme of the meeting

A draft agenda for this first meeting of the WP-SC is provided in Annex 1. The rules governing the Special Committee are described in [Resolution ITU-R 38-3](#). Further information regarding the list of items identified by CPM11-1 for primary consideration by the Special Committee for WRC-11 can be found in Annex 8 to CA/171. The Working Group will conduct its work in English without interpretation.

## 3 Contributions

Contributions in response to the work of the SC-WP are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-5 and posted on:

<http://www.itu.int/ITU-R/go/rscwp/en>

(see “contributions” under the “Documents” section). A limited number of paper copies will be available at the meetings. **The deadline for submission of contributions is shown in the table above.** Submissions received later than the deadline cannot be accepted. Resolution ITU-R 1-5 provides that contributions which are not available to participants at the opening of the meeting shall not be considered.

Participants are encouraged to submit contributions by electronic mail to:

[rsc@itu.int](mailto:rsc@itu.int)

A copy should also be sent to the Chairman and to the Chairman and Vice-Chairmen of the Special Committee. The pertinent addresses can be found on:

[http://www.itu.int/cgi-bin/htsh/compass/cvc\\_sc\\_list.sh](http://www.itu.int/cgi-bin/htsh/compass/cvc_sc_list.sh)

## 4 Visa requirements

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 your name and function, date of birth, passport number as well as the date of issuance and expiration. The letter must be accompanied by a photocopy of your 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. The fax number is +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.

## **5 Participation**

In order to make the necessary arrangements, it is requested that the intended participation of your representative(s) be advised not later than one month before the opening of the meeting, by means of the annexed form (Annex 2) (to be photocopied as required). For hotel accommodation see: <http://www.itu.int/travel>.

Valery Timofeev  
Director, Radiocommunication Bureau

### **Annexes: 2**

#### 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
- 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 Working Party of the Special Committee on regulatory/procedural matters**

(Geneva, 25-28 November 2008)

- 1** Opening remarks
- 2** Approval of the draft agenda
- 3** Terms of Reference of the WP-SC
- 4** Work programme and reports
- 5** Consideration of contributions and organization of the work
- 6** Consideration of output documents
- 7** Any other business

**M. GHAZAL**

Chairman, Special Committee and WP-SC

## Annex 2

Working Party of the Special Committee  
Geneva, 25-28 November 2008



# REGISTRATION FORM

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: .....

- |   |  |
|---|--|
| <input type="checkbox"/> Recognized Operating Agencies                  | <input type="checkbox"/> Regional Telecommunication Organizations                    |
| <input type="checkbox"/> Scientific or Industrial Organizations         | <input type="checkbox"/> Intergovernmental Organizations operating Satellite Systems |
| <input type="checkbox"/> UN, Specialized Agencies and the IAEA          | <input type="checkbox"/> Other Entities dealing with Telecommunication matters       |
| <input type="checkbox"/> Regional and other International Organizations | <input type="checkbox"/> 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

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