# INTERNATIONAL TELECOMMUNICATION UNION



Radiocommunication Bureau

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Circular Letter CCV/LCCE/1

20 March 2012

To participants in the work of the Radiocommunication Coordination Committee for Vocabulary and Rapporteurs of Radiocommunication Study Groups

Subject: Meeting of the Radiocommunication Coordination Committee for Vocabulary Geneva, 27 June 2012

#### 1 Introduction

By means of this Circular Letter, we wish to announce that a meeting of the ITU-R Coordination Committee for Vocabulary (CCV) will take place in the ITU Headquarters in Geneva on 27 June 2012, following the meeting of the Radiocommunication Advisory Group (RAG). The meeting of the CCV will start at 1400 hours in Room M, ITU Montbrillant building.

# **2** Programme of the meeting

The draft agenda for the meeting of the CCV is contained in the Annex. The CCV will conduct its work in English.

#### 3 Documents

Documents will be posted on http://www.itu.int/md/R12-CCV-C/en.

In agreement with the Chairman of the CCV, the upcoming CCV meeting will take further steps towards working in a fully electronic environment. **The meeting will therefore be completely paperless** (no paper copies of documents will be distributed). Wireless LAN facilities will be available for use by delegates in the meeting room. Printers are available in the cyber café of the 2<sup>nd</sup> basement of the Tower building and on the 1<sup>st</sup> and 2<sup>nd</sup> floors of the Montbrillant building for delegates who wish to print documents. In addition, the Service desk (servicedesk@itu.int) has prepared a limited number of laptops for those who do not have one.

# 4 Participation/Visa requirements

Delegate/participant registration for the meeting will be carried out online via the ITU-R website. Member States and Sector Members were requested to designate a focal point to be responsible for the handling of all registration requests for his/her administration/organization. Individuals wishing to attend should contact the focal point designated for all Study Group activities for his/her entity directly. The list of designated focal points (DFPs) is available on the ITU-R Member Information and Delegate Registration webpage at:

## http://www.itu.int/ITU-R/go/delegate-reg-info/en

The Delegate Registration desk will open at 0830 hours on the day of the meeting at the entrance of the Montbrillant building. Please note that the confirmation of registration sent to each delegate/participant by e-mail must be presented, together with photo identification, in order to receive a badge.

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

François Rancy
Director, Radiocommunication Bureau

#### Annex: 1

#### **Distribution**:

- Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of the Radiocommunication Coordination Committee for Vocabulary
- Chairman and Vice-Chairmen of the Radiocommunication Coordination Committee for Vocabulary
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

### **ANNEX**

# Draft agenda for the meeting of the Radiocommunication Coordination Committee for Vocabulary

(Geneva, 27 June 2012 at 1400 hours)

(Room M, ITU Montbrillant)

- 1 Approval of the agenda
- 2 Summary record of the CCV/2-10 conference call meeting (Document CCV/34)
- 3 Liaison statements from Radiocommunication Study Groups
- 4 ITU-R
  - **4.1** Study Groups vocabulary work
  - **4.2** ITU-R on-line radiocommunication vocabulary database Follow-up
- 5 Next CCV meeting
- **6** Any other business

I. HOBALLAH Chairman, CCV