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| INTERNATIONAL TELECOMMUNICATION UNION | sigleITU |

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

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| Circular Letter**CR/330** | 1 December 2011 |

**To Administrations of Member States of ITU**

**Subject**: Closure of ITU/BR offices during public holidays in Geneva

**To the Director-General**

Dear Sir/Madam,

Paragraph 2 of the Rule of Procedure concerning the receivability of forms of notice sets out arrangements for the receipt of notices at the ITU/BR offices in Geneva. In accordance with this provision the Bureau hereby informs you that public holidays will result in the closure of its offices as follows:

• from Monday, 26 December 2011 to Monday, 2 January 2012, inclusive;

• from Friday, 6 April 2012 to Monday, 9 April 2012, inclusive.

 Yours faithfully,

 François Rancy
 Director, Radiocommunication Bureau

Distribution:

– Administrations of Member States of ITU

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