



Radiocommunication Bureau

(Direct Fax N°. +41 22 730 57 85)

Circular Letter
1/LCCE/63

16 August 2004

**To Administrations of Members of the ITU and other members of the
Radiocommunication Sector participating in the work of Task Group 1/8 of
Radiocommunication Study Group 1**

Subject: Fourth meeting of Task Group 1/8 of Radiocommunication Study Group 1

Introduction

By means of this Circular Letter, we wish to announce that the fourth meeting of Task Group 1/8 will take place in the ITU Headquarters in Geneva from 4 to 10 November 2004.

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 meetings

A draft agenda for the meeting is contained in Annex 1. The Questions assigned may be found on: <http://www.itu.int/ITU-R/publications/download.asp?product=que01&lang=e>. The Task Group will conduct its work in English.

Contributions

Contributions in response to the work of Task Group 1/8 are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-4, posted on <http://www.itu.int/ITU-R/study-groups/rsg1/index.asp> and distributed to participants at the opening of the meeting.

Contributions should be sent to the Radiocommunication Bureau for processing. A copy should also be sent to the Chairman of the Task Group and to the Chairman and Vice-Chairmen of Study Group 1. The pertinent addresses can be found on:

<http://www.itu.int/ITU-R/study-groups/rsg1/index.asp>.

Participants are encouraged to submit contributions by electronic mail to:

renata.zecha@itu.int

The Secretariat cannot guarantee that documents received after the 7-day limit can be made available for the opening of the meeting and submissions received later than 12:00 hours (Geneva time) on the working day preceding the opening of the meeting cannot be accepted. Resolution ITU R 1-4 provides that contributions which are not available to participants at the opening of the meeting shall not be considered.

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. Any such request must specify the name and functions of the individual(s) for whom the visa(s) is/are requested and be accompanied by a copy of the approved registration form approved for the ITU conference or meeting in question.

Participation

The intended participation of your representative(s) should 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).

Valery Timofeev
Director, Radiocommunication Bureau

Annexes: 2

Distribution:

- Administrations of Members of the ITU and other members of the Radiocommunication Sector participating in the work of Task Group 1/8 of Radiocommunication Study Group 1
- ITU-R Associates participating in the work of Radiocommunication Study Group 1
- Chairman and Vice-Chairmen of Radiocommunication Study Group 1
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX 1
(English only)

Draft agenda for the fourth meeting of Task Group 1/8

(Geneva, 4-10 November 2004)

- 1 Approval of the draft agenda
- 2 Administrative issues
- 3 Objectives of the fourth meeting
- 4 Drafting group structure
- 5 Chairman's report (Doc. 1-8/162)
- 6 Introduction and attribution of input documents to the Drafting Groups
- 7 Work programme, arrangements, and meetings schedule
- 8 Review and approval of output documents
- 9 Liaison with other Groups
- 10 Dates and venue of the fifth meeting, and its objectives
- 11 Any other business

S. HANNA
Chairman, Task Group 1/8

ANNEX 2



Registration Form ITU-R Task Group 1/8 Meeting Geneva, Switzerland, 4-10 November 2004

Radiocommunication Bureau

I wish to participate in

Task Group 1/8
✓

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

English only

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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