



Radiocommunication Bureau

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Circular Letter
4/LCCE/82

17 December 2003

**To Member States of the ITU and Radiocommunication Sector Members
participating in the work of Working Parties 4A and 4B
of Radiocommunication Study Group 4**

Subject: Meetings of Working Parties 4A and 4B

Working Party 4A: Efficient orbit/spectrum utilization

Working Party 4B: Systems, performance, availability and maintenance of FSS,
satellite news gathering and outside broadcast via satellite

Introduction

By means of this Circular Letter, we wish to announce that a meeting of ITU-R Working Parties 4A and 4B will take place in the ITU Headquarters in Geneva from 14 to 29 April 2004, (see the table below).

Working Party 4A	14-23 April 2004	Opening at 9:30 hours on 14 April
Working Party 4B	22-29 April 2004	Opening at 9:30 hours on 22 April

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 these meetings is contained in Annex 1. The Questions assigned may be found on: <http://www.itu.int/ITU-R/publications/download.asp?product=que04&lang=e>. The Working Parties will conduct their work in English.

Contributions in response to the work of Working Parties 4A and 4B 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/rsg4/index.asp> and distributed to participants at the opening of the meeting.

One copy of each contribution should be sent to the Radiocommunication Bureau for processing. Contributions should also be sent to the Chairmen of the relevant Working Party and to the Chairman and Vice-Chairmen of Study Group 4. The pertinent addresses can be found on <http://www.itu.int/ITU-R/study-groups/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).

V. Timofeev
Director, Radiocommunication Bureau

Annexes: 2

Distribution:

- Administrations of Member States and Radiocommunication Sector Members participating in the work of Radiocommunication Working Parties 4A, and 4B of Radiocommunication Study Group 4
- Chairman and Vice-Chairmen of Radiocommunication Study Group 4
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX 1

DRAFT AGENDAS

Draft agenda for the meeting of Working Party 4A

(Geneva, 14-23 April 2004)

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Results of the RA-03, WRC-03 and CPM06-1
- 4 Review of liaison with other Working Parties and Task Groups
- 5 Review of possibilities for development of draft Recommendations
- 6 Adoption of work programme for the meeting
- 7 Establishment of Drafting Groups and attribution of documents
- 8 Appointment of Drafting Group Chairmen
- 9 Any other business

A.G. REED
Chairman, Working Party 4A

Draft agenda for the meeting of Working Party 4B

(Geneva, 22-29 April 2004)

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Results of the RA-03, WRC-03 and CPM06-1
- 4 Establishment of Drafting Groups
- 5 Introduction of documents
- 6 Drafting Group meetings
- 7 Approval of output documents
- 8 Any other business
- 9 Adjournment

D. WEINREICH
Chairman, Working Party 4B

ANNEX 2

Registration Form ITU-R Meetings Geneva, Switzerland, 14 April – 7 May 2004



Radiocommunication Bureau

I wish to participate in

WP 4A 14-23/04	TG 1/9 19-23/04	WP 6S 21-30/04	WP 4B 22-29/04	WP 6A 22-28/04	WP 6M 26-30/04

TG 6/9 26-30/04	WP 6P 27/04-03/05	WP 6E 29/04-05/05	WP 6Q 03-05/05	WP 6R 03-05/05	SG 6 06-07/05

Mr. Mrs. Ms. Miss:
(family name) (first name)

Accompanied by family member:
(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
- Scientific or Industrial Organizations
- UN, Specialized Agencies and the IAEA
- Regional and other International Organizations
- Regional Telecommunication Organizations
- Intergovernmental Organizations operating Satellite Systems
- Other Entities dealing with Telecommunication matters
- 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 French Spanish

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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