



*Radiocommunication Bureau*

(Direct Fax N°. +41 22 730 57 85)

Circular Letter  
4/LCCE/87

1st August 2005

**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 meetings of ITU-R Working Parties 4A and 4B will take place in the ITU Headquarters in Geneva from 1 – 16 November 2005, (see the table below). A meeting of Study Group 4 will take place in the ITU Headquarters in Geneva from 17 to 18 November 2005.

Working Party 4A	7 - 16 November 2005	Deadline for contributions: 2 November, 8 am Geneva time	Opening at 9:30 hours on 7 November
Working Party 4B	1 - 8 November 2005	Deadline for contributions: 27 October, 8 am Geneva time	Opening at 9:30 hours on 1 November

Services directly connected with meeting activities, such as delegate registration, document distribution, etc. will be located in the vicinity of the meeting rooms. The opening sessions will take place at 09:30 hours and registration of delegates will start at 08:30 hours on 1st November 2005.

**Programme of the meeting**

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=que04&lang=e>. The Working Parties will conduct their work in English.

## Contributions

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 and posted on <http://www.itu.int/ITU-R/publications/download.asp?product=que04&lang=e> (see “contributions” of the relevant Working Party). A limited number of paper copies will be available at the meetings.

The deadlines for submission of documents to the meetings are shown in the table above. Contributions received after the deadlines will be forwarded to the next meeting of the Working Party concerned. Resolution ITU R 1-4 provides that contributions which are not available to participants at the opening of the meeting shall not be considered.

Participants are requested to submit contributions by electronic mail to:

[beatriz.martinez-ronquillo@itu.int](mailto:beatriz.martinez-ronquillo@itu.int)

A copy should also be sent to the Chairmen of the relevant Working Parties 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>

## 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.

## 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). For hotel accommodation see <http://www.itu.int/travel/>.

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
- ITU-R Associates participating in the work 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 opening plenary session of the meeting of Working Party 4A**

(Geneva, 7 - 16 November 2005)

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

A.G. REED  
Chairman, Working Party 4A

## **Draft agenda for the meeting of Working Party 4B**

(Geneva, 1 - 8 November 2005)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report from the Rapporteur Group Meeting
- 4** Establishment of Drafting Groups
- 5** Introduction of documents
- 6** Drafting Group meetings
- 7** Approval of output documents
- 8** Any other business

D. WEINREICH  
Chairman, Working Party 4B

# ANNEX 2

## Registration Form ITU-R Meetings

Geneva, Switzerland, 1 November - 2 December 2005



Radiocommunication Bureau

I wish to participate in

WP 4B 1-8/11	SG 7 7/11	WP 4A 7-16/11	WP 7A 8-11/11	WP 7D 8-11/11	WP 7B 8-14/11	WP 7C 8-14/11	WP 4-9S 14-21/11

SG 7 15/11	SG 4 17-18/11	SG 8 21-22/11	WP 9B 22-30/11	WP 9D 22-30/11	WP 9A 23-30/11	WP 9C 24-29/11	SG 9 1-2/12

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: .....

Recognized Operating Agencies

Regional Telecommunication Organizations

Scientific or Industrial Organizations

Intergovernmental Organizations operating Satellite Systems

UN, Specialized Agencies and the IAEA

Other Entities dealing with Telecommunication matters

Regional and other International Organizations

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

If yes, indicate one language only:

English

French

Spanish

Arabic

Chinese

Russian

*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

Place des Nations  
CH-1211 Geneva 20  
Switzerland

Telephone: +41 22 730 5802  
Telefax: +41 22 730 6600  
Email: linda.kocher@itu.int