



Radiocommunication Bureau
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Circular Letter
4/LCCE/96

10 June 2008

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

Subject: Meetings of Working Parties 4A, 4B and 4C

- Working Party 4A: Efficient orbit/spectrum utilization for FSS and BSS
- Working Party 4B: Systems, air interfaces, performance and availability objectives for FSS, BSS and MSS, including IP-based applications and satellite news gathering
- Working Party 4C: Efficient orbit/spectrum utilization for MSS and RDSS*

Introduction

By means of this Circular Letter, we wish to announce that meetings of ITU-R Working Parties 4A, 4B and 4C will take place in the ITU Headquarters in Geneva from 24 September to 15 October 2008 (see the table below).

Groups	Meeting dates	Deadline for contributions 16:00 hours UTC	Opening session
Working Party 4B	24 September - 1 October 2008	Wednesday, 17 September 2008	24 September at 09:30 hours
Working Party 4C	29 September - 8 October 2008	Monday, 22 September 2008	29 September at 09:30 hours
Working Party 4A	6-15 October 2008	Monday, 29 September 2008	6 October at 09:30 hours

Services directly connected with meeting activities, such as delegate registration, document distribution, etc. will be located in the vicinity of the meeting rooms. Registration of delegates will start at 08:30 hours, **in the Montbrillant building (all delegates should enter the building exclusively through this entrance) on the opening days.**

* WP 4C will also deal with the performance issues related to RDSS

Programme of the meetings

Draft agendas for the meetings are contained in Annex 1. The Questions assigned may be found on: <http://www.itu.int/ITU-R/go/que-rsg4/en>. The Working Parties will conduct their work in English.

Contributions

Contributions in response to the work of Working Parties 4A, 4B and 4C are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-5 and posted on <http://www.itu.int/ITU-R/go/rsg4/en> (see “contributions” of the relevant Working Party) and a limited number of paper copies will be available at the meetings. **The deadline for submission of contributions is specified in the table above.** Submissions received later than these deadlines cannot be accepted. Resolution ITU-R 1-5 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:

rsg4@itu.int

A copy of each contribution should also be sent to the Chairman 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/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=4

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, 4B and 4C 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 agenda for the meeting of Working Party 4A

(Geneva, 6-15 October 2008)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 4A ([Document 4A/60](#))
- 4** Review of liaison with other Working Parties
- 5** Reports from Rapporteurs and Correspondence Groups
- 6** Review of possibilities for development of draft Recommendations
- 7** Adoption of Work Program for the meeting
- 8** Establishment of Groups and attribution of documents
- 9** Appointment of Group Chairmen
- 10** Any other business

J. WENGRYNIUK
Chairman, Working Party 4A

Draft agenda for the meeting of Working Party 4B

(Geneva, 24 September - 1 October 2008)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 4B ([Document 4B/28](#))
- 4** Attribution of Documents
- 5** Establishment of Sub-Working Parties
- 6** Introduction of documents
- 7** Sub-Working Party meetings
- 8** Approval of output documents
- 9** Any other business

D. WEINREICH
Chairman, Working Party 4B

Draft agenda for the meeting of Working Party 4C

(Geneva, 29 September – 8 October 2008)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 4C ([Document 4C/66](#))
- 4** Review of liaison with other Working Parties
- 5** Reports from Rapporteurs and Correspondence Groups
- 6** Review of possibilities for development of draft Recommendations
- 7** Adoption of Work Program for the meeting
- 8** Establishment of Sub-Working Groups and attribution of documents
- 9** Appointment of Sub-Working Group Chairmen
- 10** Any other business

A. VALLET
Chairman, Working Party 4C

Annex 2

ITU-R Block Meetings

Geneva, Switzerland, 24 September – 11 November 2008



REGISTRATION FORM

WP 4B 24/9-1/10	WP 4C 29/9-8/10	WP 4A 6-15/10	SG 4 16-17/10	WP 6C 20-24/10	WP 6B 23-29/10	WP 6A 24-31/10

WP 5C 27/10-5/11	WP 5A 28/10-6/11	WP 5B 29/10-7/11	SG 6 3-4/11	JTG 5-6 4-10/11	SG 5 10-11/11

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

Language required:

☐

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

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