



*Radiocommunication Bureau*

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Circular Letter

6/LCCE/50

8/LCCE/140

9/LCCE/90

9 November 2005

**To Administrations of Members of the ITU and other members of the  
Radiocommunication Sector participating in the work of Joint Task Group 6-8-9 of  
Radiocommunication Study Groups 6, 8 and 9**

**Subject: Fourth meeting of Joint Task Group 6-8-9 of Radiocommunication  
Study Groups 6, 8 and 9**

## **Introduction**

By means of this Circular Letter, we wish to announce that the fourth meeting of Joint Task Group 6-8-9 will take place in the ITU Headquarters in Geneva from 6 to 10 February 2006.

Services directly connected with meeting activities 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 begin at 08:30 hours, **in the Montbrillant building only**, on the opening day.

## **Programme of the meetings**

A draft agenda for the meeting is contained in Annex 1. The Joint Task Group will conduct its work in English.

## **Contributions**

Contributions in response to the work of Joint Task Group 6-8-9 are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-4, posted on <http://www.itu.int/md/meetingdoc.asp?lang=e&type=sfolders&parent=R03-6.8.9-C>. A limited number of paper copies will be available at the meeting.

One copy of each contribution should be sent to the Radiocommunication Bureau for processing. A copy should also be sent to the Chairman of the Joint Task Group and to the Chairman and Vice-Chairmen of Study Groups 6, 8 and 9. The pertinent addresses can be found on: <http://www.itu.int/ITU-R/study-groups/index.asp> (see Chairmen and Vice-Chairmen).

Participants are encouraged to submit contributions by electronic mail to:

[adrienne.bonnici@itu.int](mailto:adrienne.bonnici@itu.int)

**The deadline for submitting contributions is Monday, 30 January 2006 at 16:00 hours UTC.**

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.

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>.

Valery Timofeev  
Director, Radiocommunication Bureau

### **Annexes: 2**

#### Distribution:

- Administrations of Member States and Radiocommunication Sector Members participating in the work of Joint Task Group 6-8-9 of Radiocommunication Study Groups 6, 8 and 9
- ITU-R Associates participating in the work of Radiocommunication Study Groups 6, 8 and 9
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups 6, 8 and 9
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX 1

**Draft agenda for the fourth meeting of Joint Task Group 6-8-9**

(Geneva, 6 – 10 February 2006)

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Report on the third meeting ([Doc. 6-8-9/66](#))
- 4 Working arrangements for the meeting
- 5 Attribution and introduction of input documents
- 6 Any other business

M. DUPUIS  
Chairman, Joint Task Group 6-8-9

ANNEX 2

**Registration Form  
ITU-R Joint Task Group 6-8-9 Meeting  
Geneva, Switzerland, 6-10 February 2006**



**Radiocommunication Bureau**

I wish to participate in

<b>JTG 6-8-9</b> 6-10/2
<input checked="" type="checkbox"/>

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

*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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