



Radiocommunication Bureau

(Direct Fax N°. +41 22 730 57 85)

Circular Letter
6/LCCE/51

2 December 2005

To Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of Radiocommunication Working Parties 6A, 6E, 6J¹, 6M, 6Q, 6S, Task Group 6/9 of Study Group 6

Subject: Meetings of Working Parties 6A, 6E, 6J, 6M, 6Q, 6S and Task Group 6/9 in conjunction with a meeting of Radiocommunication Study Group 6

- WP 6A: Programme assembling and formatting
- WP 6E: Terrestrial delivery
- WP6J: Programme production, archiving and international exchange
- WP 6M: Interactive and multimedia broadcasting
- WP 6Q: Performance assessment and quality control
- WP 6S: Satellite delivery
- TG 6/9: Large screen digital imagery
- SG 6: Broadcasting services

Introduction

By means of this Circular Letter, we wish to announce that meetings of ITU-R Working Parties 6A, 6E, 6J, 6M, 6Q, 6S and Task Group 6/9 in conjunction with Study Group 6 will take place in the ITU Headquarters in Geneva from 6 to 24 March 2006, (see the table below).

¹ Formerly Working Parties 6P and 6R.

Groups	Meeting dates	Deadline for contributions 16:00 hours UTC	Opening session
Working Party 6A	17-22 March 2006	Friday, 10 March 2006	17 March at 09:30 hours
Working Party 6E	13-21 March 2006	Monday, 6 March 2006	13 March at 09:30 hours
Working Party 6J	9-15 March 2006	Thursday, 2 March 2006	9 March at 09:30 hours
Working Party 6M	10-16 March 2006	Friday 3, March 2006	10 March at 09:30 hours
Working Party 6Q	20-22 March 2006	Monday 13, March 2006	20 March at 09:30 hours
Working Party 6S	14-22 March 2006	Tuesday 7, March 2006	14 March at 09:30 hours
Task Group 6/9	6-9 March 2006	Monday 27, February 2006	6 March at 09:30 hours
Study Group 6	23-24 March 2006	Thursday, 16 March 2006	23 March 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 room. The registration of delegates will start at 08:30 hours, **in the Montbrillant building only (all delegates should enter the building exclusively through this entrance)** on the opening day.

Programme of the meetings

Draft agendas for these meetings are contained in Annex 1. The Questions assigned may be found on: <http://www.itu.int/ITU-R/publications/download.asp?product=que06&lang=e>. The Working Parties and Task Group will conduct their work in English.

It should be noted that, in accordance with § 2.25 of Resolution ITU-R 1-4, it is possible for draft Recommendations prepared during the Working Party and Task Group meetings to be submitted directly to the Study Group meeting to be held immediately thereafter (23-24 March 2006).

Contributions

Contributions in response to the work of the above mentioned groups 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/rsg6/index.asp> (see “contributions” of each relevant Working Party and Task Group) and a limited number of paper copies will be available at the meetings. The deadline for submission of documents to these meetings is shown in the table above. Documents received after the deadline will be forwarded to the next meeting of the Working Party or Task Group.

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 Task Group and to the Chairman and Vice-Chairmen of Study Group 6. 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:

beatriz.martinez-ronquillo@itu.int

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 Radiocommunication Working Parties 6A, 6E, 6J, 6M, 6Q, 6S, Task Group 6/9 and Radiocommunication Study Group 6
- ITU-R Associates participating in the work of Radiocommunication Study Group 6
- Chairman and Vice-Chairmen of Radiocommunication Study Group 6
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX 1

Draft agenda for the sixth meeting of Working Party 6A

(Geneva, 17-22 March 2006)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Progress of the work
 - 3.1** Reports of the Rapporteurs
 - Specification and usage of metadata information within SG 6
 - Metadata activities within SMPTE
- 4** Organization of the work
 - 4.1** Presentation and review of input documents
 - 4.2** Status and review of Questions, Recommendations and Reports
 - 4.3** Establishment of Drafting Groups and assignment of documents
- 5** Contributions to be sent to the next meeting of Study Group 6
 - Draft new or revised Recommendations to be approved according to § 10 of Resolution ITU-R 1-4 by:
 - Adoption by Study Group by correspondence (§ 10.2.3) and approval procedure (§ 10.3 or § 10.4)
 - Compliance with Annex 1 of Resolution ITU-R 1-4 (if required)
 - Draft new or revised Recommendations to be approved according to Resolution ITU-R 45-1
 - Compliance with Annex 1 of Resolution ITU-R 1-4 (if required)
 - Other contributions
- 6** Any other business

J. JOHANN
Chairman, Working Party 6A

Draft agenda for the sixth meeting of Working Party 6E

(Geneva, 13-21 March 2006)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Reports of the meetings of Study Group 6 and its Steering Committee
- 4** Status and review of Questions, Recommendations, Opinions, Resolutions and Decisions
- 5** Update of status of Recommendations adopted at October 2005 Study Group 6 meeting
- 6** Reports of Rapporteurs
- 7** Introduction and attribution of input documents
- 8** Establishment of Drafting Groups
- 9** Consideration of output documents
- 10** Liaison with other Working Parties, etc.
- 11** Documents to be prepared for submission to the next meeting of Study Group 6
- 12** Program of future work
- 13** Future meetings
- 14** Other business

L. OLSON
Chairman, Working Party 6E

Draft agenda for the first meeting of Working Party 6J²

(Geneva, 9-15 March 2006)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Administrative matters
- 4** Reports of the meetings of:
 - 4.1** Study Group 6
 - 4.2** Study Group 6 Steering Committee
- 5** Update of status of Questions and Recommendations, Opinions, Resolutions and Decisions
- 6** Review and update of old Recommendations, formation of Drafting Group(s) as necessary
- 7** Reports of the Rapporteur Groups and Rapporteurs, introduction of corresponding input documents, formation of necessary Drafting Groups
- 8** Introduction and attribution of other input documents and establishment of any other Drafting Groups
- 9** Consideration of output documents and documents to be submitted to Study Group 6
- 10** Liaison with other Working Parties, organisations, etc.
- 11** Program of future work
- 12** Future meetings
- 13** Other business
- 14** Closure of the meeting

S. LIENG, P. ZACCARIAN, V. STEPANIAN
Co-Chairmen, Working Party 6J

² Formerly Working Parties 6P and 6R.

Draft agenda for the sixth meeting of Working Party 6M

(Geneva, 10-16 March 2006)

- 1** Introduction
- 2** Approval of the agenda
- 3** Report of the last meeting
- 4** Matters arising
- 5** Presentation of contributions
- 6** Appointment of Drafting Groups
- 7** Reports from Rapporteurs:
 - Rights Management in a Digital Broadcast Environment
 - Harmonisation of Procedural Content Format for Interactive TV applications - Update
 - Protection of Privacy of end users in Interactive Broadcast systems
 - Systems for broadcasting of multimedia and data applications for mobile reception
 - Implementation of the Terrestrial Return Channel for Interactive Services - Deployment scenarios and planning considerations
 - Diagrammatic representation
- 8** Approval of output documents
- 9** Any other business
- 10** Date of next meeting

B. ALDOUS
Chairman, Working Party 6M

Draft agenda for the sixth meeting of Working Party 6Q

(Geneva, 20-22 March 2006)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Review of the Chairman's Report of the fifth meeting of Working Party 6Q
- 4** Report by the Chairman of Study Group 6
- 5** Review of texts, Questions and Recommendations
- 6** Review of Tasks initiated at the fifth meeting of Working Party 6Q including liaisons with external groups
- 7** Introduction of input documents
- 8** Definition of Drafting Groups and attribution of input documents
- 9** Review of output documents including liaison statements
- 10** Report to Study Group 6
- 11** Plan for future work
- 12** Next meeting
- 13** Any other business

V. A. BARONCINI
Chairman, Working Party 6Q

Draft agenda for the fifth meeting of Working Party 6S

(Geneva, 14-22 March 2006)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Update on meetings of SG 6 and on relevant ITU activities
- 4** Status of Questions, Recommendations and Reports since the last meeting of WP 6S
- 5** Consideration of the reports of the Rapporteur Groups
 - RG-9 HDTV BSS at 17 and 21 GHz (Mr. H. Nakagawa)
- 6** WRC-07 preparatory studies allocated to WP 6S per Administrative Circular CA/128
- 7** Completion of work on preliminary draft Recommendations and draft Reports from the last meeting
- 8** Consideration of contributions for the meeting and organization of work
- 9** Any other business
- 10** Next meeting

C. DOSCH
Chairman, Working Party 6S

Draft agenda for the sixth meeting of Task Group 6/9

(Geneva, 6-9 March 2006)

- 1** Introduction
- 2** Approval of the agenda
- 3** Consideration of Question ITU-R 15-1/6
- 4** Programme of work for the meeting:
 - 4.1** Objective of the works
 - 4.2** Schedule of the works
 - 4.3** Recommendations to be developed
 - 4.4** Co-operation with other ITU and non-ITU bodies
- 5** Consideration of contributions
- 6** Approval of documents to be submitted to SG 6
- 7** Programme of work in the forthcoming months
- 8** Date and venue of next meeting
- 9** Any other business

J. FLAHERTY
Chairman, Task Group 6/9

ANNEX 2

Registration Form ITU-R Meetings Geneva, Switzerland, 6-31 March 2006



Radiocommunication Bureau

I wish to participate in

TG 6/9 6-9/3	WP 6J 9-15/3	WP 6M 10-16/3	WP 6E 13-21/3	WP 4-9S 14-21/3	WP 6S 14-22/3

WP 4B 15-21/3	WP 6A 17-22/3	WP 6Q 20-22/3	WP 8A 21-30/3	WP 4A 22-31/3	WP 8B 22-31/3	SG 6 23-24/3

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

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