



Radiocommunication Bureau
(Direct Fax N°. +41 22 730 57 85)

Circular Letter
7/LCCE/40

23 June 2004

**To Administrations of Members States of the ITU and
Radiocommunication Sector Members participating in the work
of Working Parties 7A, 7B, 7C and 7D of Radiocommunication Study Group 7**

Subject: Meetings of Working Parties 7A, 7B, 7C and 7D

Working Party 7A Time signals and frequency standard emissions
Working Party 7B Space radio systems
Working Party 7C Earth-exploration satellite systems and meteorological elements
Working Party 7D Radio astronomy

Introduction

By means of this Circular Letter, we wish to announce that meetings of ITU-R Working Parties 7A, 7B, 7C and 7D will take place in the ITU Headquarters in Geneva from 27 September to 1 October 2004 (see the table below).

SG 7 Steering Group	27 September 2004	Meeting at 08:00 hours
Working Party 7B	27 September - 1 October 2004	Opening at 09:30 hours on 27 September
Working Party 7C	27 September - 1 October 2004	Opening at 09:30 hours on 27 September
Working Party 7D	27 September - 1 October 2004	Opening at 09:30 hours on 27 September
Working Party 7A	28 September - 1 October 2004	Opening at 09:30 hours on 28 September
Joint Meeting of Working Parties 7A, 7B, 7C and 7D	1 October 2004	Meeting at 15:30 hours
SG 7 Steering Group	1 October 2004	Meeting at 14:00 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 opening session will take place at 09:30 hours and registration of delegates will start at 08:30 hours on 27 September 2004.

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=que07&lang=e>. The Working Parties will conduct their work in English.

Contributions

Contributions in response to the work of Working Parties 7A, 7B, 7C and 7D 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/rsg7/index.asp> (contributions) 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 7. 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:

elizabeth.mostyn@itu.int

As decided at the last meeting of the SG 7 Steering Group, the deadline for submitting contributions is Monday, 20 September 2004, at 17:00 hours Geneva time. Documents received after the deadline will be forwarded to the next meeting of the concerned Working Party.

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). 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 7A, 7B, 7C and 7D of Radiocommunication Study Group 7
- ITU-R Associates participating in the work of Radiocommunication Study Group 7
- Chairman and Vice-Chairmen of Radiocommunication Study Group 7
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX 1

Draft agenda for the meetings of Working Parties 7A*, 7B, 7C and 7D

(Geneva, 27 September – 1 October 2004)

- 1 Introduction by the Chairman
- 2 Approval of the agenda
- 3 Status of Questions assigned to the Working Party and related work
- 4 Chairman's progress Report
- 5 Work programme for the meeting
- 6 Introduction of input documents
- 7 Establishment of drafting groups and attribution of documents
- 8 Preparation of output documents
- 9 Discussion of the future work plan
- 10 Venue of the next meetings
- 11 Any other business

G. DE JONG
Chairman, WP 7A

S. TAYLOR
Chairman, WP 7B

E. MARELLI
Chairman, WP 7C

M. OHISHI
Chairman, WP 7D

* From 28 September to 1 October 2004.

ANNEX 2



Registration Form
ITU-R Meetings
Geneva, Switzerland, 6 September – 1 October 2004

Radiocommunication Bureau

I wish to participate in

Table with 6 columns: WP 8A (6-15/9), WP 8B (7-16/9), WP 8D (7-17/9), WP 9B (20-28/9), WP 9A (21-28/9), WP 9D (21-29/9)

Table with 6 columns: WP 9C (23-29/9), WP 7C (27/9-1/10), WP 7D (27/9-1/10), WP 7B (27/9-1/10), WP 7A (28/9-1/10), SG 9 (30/9-1/10)

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 English French Spanish

Date: Signature:

For BR Secretariat use only

Approved (if applicable), Personal Section, Meeting Section, Pigeonhole