



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

Circular Letter
7/LCCE/44

17 May 2006

**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 radiocommunication applications
Working Party 7C Remote sensing systems
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 28 August to 1 September 2006 (see the table below).

Groups	Meeting Dates	Deadline for contributions 16:00 hours UTC	Opening Session
Working Party 7A	29 August – 1 September 2006	Tuesday, 22 August 2006	29 August at 09:30 hours
Working Party 7B	28-31 August 2006	Monday, 21 August 2006	28 August at 09:30 hours
Working Party 7C	28 August – 1 September	Monday, 21 August 2006	28 August at 11:00 hours
Working Party 7D	28 – 31 August 2006	Monday, 21 August 2006	28 August 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 opening session will take place at 09:30 hours and registration of delegates will start at 08:30 hours, **in the Montbrillant building only**, on 28 August (Working Parties 7B, 7C and 7D) and on 29 August 2006 (Working Party 7A).

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 and posted on <http://www.itu.int/ITU-R/study-groups/index.asp?link=rsg7&lang=en> (see “contributions” of the relevant Working Party). 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 this deadline cannot be accepted.

Participants are encouraged to submit contributions by electronic mail to:

rsg7@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 7. The pertinent addresses can be found on:

<http://www.itu.int/ITU-R/study-groups/index.asp> (see Chairmen and Vice-Chairmen).

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 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, 28 August – 1 September 2006)

- 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

R. BEARD
Chairman, WP 7A

S. TAYLOR
Chairman, WP 7B

E. MARELLI
Chairman, WP 7C

M. OHISHI
Chairman, WP 7D



ANNEX 2
Registration Form
ITU-R Meetings
Geneva, Switzerland, 25 August - 21 September 2006

Radiocommunication Bureau

I wish to participate in

Table with 9 columns and 2 rows of meeting sessions including WP 4-9S, WP 7B, WP 7D, WP 4B, WP 7C, WP 7A, SG 9, WP 4A, JSG 4&9, WP 8B, WP 8A, WP 9C, WP 6E, WP 8D, TG 1/9, SG 4, SG 6, SG 8.

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, Scientific or Industrial Organizations, UN, Specialized Agencies and the IAEA, Regional and other International Organizations, Regional Telecommunication Organizations, Intergovernmental Organizations operating Satellite Systems, Other Entities dealing with Telecommunication matters, 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