



Radiocommunication Bureau

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**Circular Letter
7/LCCE/49**

25 November 2008

**To Administrations of Member States of the ITU,
Radiocommunication Sector Members and ITU-R Associates
participating in the work of Radiocommunication Study Group 7**

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

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 7B, 7C and 7D will take place in the ITU Headquarters in Geneva from 16 to 20 February 2009 (see the table below).

Groups	Meeting Dates	Deadline for contributions 16:00 hours UTC	Opening Session
Working Party 7B	16 – 20 February 2009	Monday, 9 February 2009	16 February at 09:30 hours
Working Party 7C	16 – 20 February 2009	Monday, 9 February 2009	16 February at 11:00 hours
Working Party 7D	16 – 20 February 2009	Monday, 9 February 2009	16 February at 14:00 hours

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/publ/R-QUE-SG07/en> . The Working Parties will conduct their work in English.

Contributions

Contributions in response to the work of Working Parties 7B, 7C and 7D 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/rsg7/en> (see “contributions” of the relevant Working Party). **The deadline for submission of contributions is specified in the table above.** Submissions received later than this deadline 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: 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-br/cgi-bin/htsh/compass/cvc_wptg_list.sh

http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=7

Participation/Visa requirements

Delegate/participant registration for the meeting will be carried out online via the ITU-R website. Each Member State/Sector Member/Associate was requested to designate a focal point to be responsible for the handling of all registration requests for his/her administration/organization. Individuals wishing to attend should contact directly the focal point designated for all Study Group activities for his/her entity. The list of designated focal points (DFPs) is available on the **ITU-R Delegate Registration and Information** webpage at <http://www.itu.int/ITU-R/go/delegate-reg-info/en>.

The Delegate Registration desk will be opened at 08:30 hours on the first day of the meeting at the entrance of the Montbrillant building. Please note that, at this time, the confirmation of registration sent to each delegate/participant by e-mail must be presented, together with photo identification, in order to receive a badge.

Information regarding hotel accommodation for meetings held in Geneva is available at <http://www.itu.int/travel/index.html>.

Delegates/participants are reminded that citizens of some countries are required to obtain a visa in order to enter and spend time in Switzerland. For further information see (<http://www.itu.int/ITU-R/go/delegate-reg-info/en>).

V. Timofeev
Director, Radiocommunication Bureau

Annex: 1

Distribution:

- Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work 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 7B, 7C and 7D

(Geneva, 16 – 20 February 2009)

- 1** Introduction by the Chairman
- 2** Approval of the agenda
- 3** Chairman's progress Report
- 4** Status of Questions assigned to the Working Party and related work
- 5** Work programme for the meeting
- 6** Introduction of input documents
- 7** Establishment of working 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

B. KAUFMAN
Chairman, WP 7B

E. MARELLI
Chairman, WP 7C

M. OHISHI
Chairman, WP 7D