



Radiocommunication Bureau

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Circular Letter
8/LCCE/136

9 June 2005

**To Administrations of Member States of the ITU
and Radiocommunication Sector Members participating in the
work of Working Parties 8A, 8B and 8D of Radiocommunication Study Group 8**

Subject: Meetings of Working Parties 8A, 8B and 8D

WP 8A: Land mobile service excluding IMT-2000; amateur and amateur-satellite service

WP 8B: Maritime mobile service including Global Maritime Distress and Safety System (GMDSS); aeronautical mobile service and radiodetermination service

WP 8D: All mobile satellite services and radiodetermination satellite service

Introduction

By means of this Circular Letter, we wish to announce that meetings of ITU-R Working Parties 8A, 8B and 8D will take place in the ITU Headquarters in Geneva from 20-28 September 2005 (see the table below).

Groups	Meeting dates	Deadline for contributions 12:00 hours Geneva time	Opening session
Working Party 8A	22-28 September 2005	15 September 2005	22 September at 10:00 hours
Working Party 8B	20-27 September 2005	13 September 2005	20 September at 10:00 hours
Working Party 8D	21-27 September 2005	14 September 2005	21 September at 10:00 hours

Services directly connected with meeting activities, such as delegate registration, document distribution, etc. will be located in the vicinity of the meeting room. Registration of delegates will start at 08:30 hours on the opening days.

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/md/meetingdoc.asp?type=sitems&lang=e&parent=R03-SG08-C-0001>. The Working Parties will conduct their work in English.

Contributions

Contributions in response to the work of Working Parties 8A, 8B, and 8D 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/rsg8/index.asp> (see “contributions” of each relevant Working Party) and a limited number of paper copies will be available at the meetings. As agreed at the last meetings of these Working Parties, the deadline for submission of documents to these meetings is 7 days before the start of each meeting. These deadlines are specified in the table above. Submissions received later than these deadlines cannot be accepted. Resolution ITU R 1-4 provides that contributions which are not available to participants at the opening of the meeting shall not be considered.

Participants are encouraged to submit contributions by electronic mail to: rsg8@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 8. 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>.

Valery Timofeev
Director, Radiocommunication Bureau

Annexes: 2

Distribution:

- Administrations of Members of the ITU and other members of the Radiocommunication Sector participating in the work of Working Parties 8A, 8B and 8D of Radiocommunication Study Group 8
- ITU-R Associates participating in the work of Radiocommunication Study Group 8
- Chairman and Vice-Chairmen of Radiocommunication Study Group 8
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX 1

Draft agenda for the 17th meeting of Working Party 8A

(Geneva, 22-28 September 2005)

- 1 Opening remarks
- 2 Adoption of the draft agenda
- 3 Report on the 16th meeting of Working Party 8A ([Doc. 8A/202](#))
- 4 Report from Correspondence Groups
- 5 Work programme of the meeting
- 6 Any other business

J. COSTA
Chairman, Working Party 8A

Draft agenda for the 17th meeting of Working Party 8B

(Geneva, 20-27 September 2005)

- 1 Opening remarks
- 2 Adoption of the draft agenda
- 3 Report on the 16th meeting of Working Party 8B ([Doc. 8B/182](#))
- 4 Report from Correspondence Groups
- 5 Working structure and document assignment
- 6 Any other business

T. EWERS
Chairman, Working Party 8B

Draft agenda for the 18th meeting of Working Party 8D

(Geneva, 21-27 September 2005)

- 1 Opening remarks
- 2 Adoption of the draft agenda
- 3 Report on the 17th meeting of Working Party 8D ([Doc. 8D/205](#))
- 4 Reports from Rapporteurs and Correspondence Groups
- 5 Working structure and document distribution
- 6 Consideration of input documents
- 7 Any other business

T. MIZUIKE
Chairman, Working Party 8D

ANNEX 2



Registration Form
ITU-R Meetings
Geneva, Switzerland, 20 - 28 September 2005

Radiocommunication Bureau

I wish to participate in

WP 8B 20-27/09	WP 8D 21-27/09	WP 8A 22-28/09

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:

- | | |
|---|--|
| <input type="checkbox"/> Recognized Operating Agencies | <input type="checkbox"/> Regional Telecommunication Organizations |
| <input type="checkbox"/> Scientific or Industrial Organizations | <input type="checkbox"/> Intergovernmental Organizations operating Satellite Systems |
| <input type="checkbox"/> UN, Specialized Agencies and the IAEA | <input type="checkbox"/> Other Entities dealing with Telecommunication matters |
| <input type="checkbox"/> Regional and other International Organizations | <input type="checkbox"/> 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 Place des Nations Telephone: +41 22 730 5802
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 Email: linda.kocher@itu.int