



*Radiocommunication Bureau*

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Circular Letter  
8/LCCE/142

29 November 2005

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

**Subject: Meetings of Working Parties 8A and 8B**

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

**Introduction**

By means of this Circular Letter, we wish to announce that meetings of ITU-R Working Parties 8A and 8B will take place in the ITU Headquarters in Geneva from 21 – 31 March 2006 (see the table below).

<b>Groups</b>	<b>Meeting dates</b>	<b>Deadline for contributions 16:00 hours UTC</b>	<b>Opening session</b>
Working Party 8A	21-30 March 2006	Tuesday 14 March 2006	21 March at 10:00 hours
Working Party 8B	22-31 March 2006	Wednesday 15 March 2006	22 March 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, **in the Montbrillant building (all delegates should enter the building exclusively through this entrance)**, on the opening days.

## **Programme of the meetings**

A draft agenda for these meetings is contained in Annex 1. Note that joint meetings of Working Parties 8A and 8B will be scheduled during this period to address Agenda item 1.13 matters, commencing on 22 March 2006. The Questions assigned may be found at:

<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 and 8B 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 the relevant Working Party) and a limited number of paper copies will be available at the meetings. **The deadlines for submission of contributions are specified in the table above.** Submissions received later than these deadlines cannot be accepted.

Participants are encouraged to submit contributions by electronic mail to:

[rsg8@itu.int](mailto: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 at:

<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 and 8B 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 18<sup>th</sup> meeting of Working Party 8A**

(Geneva, 21 – 30 March 2006)

- 1 Opening remarks
- 2 Adoption of the draft agenda
- 3 Report of the 17<sup>th</sup> meeting of Working Party 8A ([Doc. 8A/277](#))
- 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 18<sup>th</sup> meeting of Working Party 8B**

(Geneva, 22 – 31 March 2006)

- 1** Opening remarks
- 2** Adoption of the draft agenda
- 3** Report of the 17<sup>th</sup> meeting of Working Party 8B ([Doc. 8B/300](#))
- 4** Report from Correspondence Groups
- 5** Working structure and document assignment
- 6** Any other business

T. EWERS  
Chairman, Working Party 8B



ANNEX 2
Registration Form
ITU-R Meetings
Geneva, Switzerland, 6-31 March 2006

Radiocommunication Bureau

I wish to participate in

Table with 6 columns: 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)

Table with 7 columns: 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

Table with 4 columns: Approved (if applicable), Personal Section, Meeting Section, Pigeonhole

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