



Radiocommunication Bureau
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Circular Letter
8/LCCE/147

17 March 2006

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

Subject: Meeting of Working Party 8D

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

Introduction

By means of this Circular Letter, we wish to announce that a meeting of ITU-R Working Party 8D will take place in the ITU Headquarters in Geneva from 28-29 June 2006.

Group	Meeting dates	Deadline for contributions 16:00 hours UTC	Opening session
Working Party 8D	28-29 June 2006	Wednesday, 21 June 2006	28 June 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. 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 day.

Programme of the meetings

A draft agenda for the meeting is contained in Annex 1. The Questions assigned may be found on: <http://www.itu.int/ITU-R/publications/download.asp?product=que08&wp=WP8D&lang=e>.

The Working Party will conduct its work in English.

Contributions

Contributions in response to the work of Working Party 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/md/meetingdoc.asp?lang=e&type=sfolders&parent=R03-WP8D-C> and 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: 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 Party 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 20th meeting of Working Party 8D

Geneva, 28-29 June 2006,

NOTE – The work of this meeting is limited to studies associated with finalizing the CPM text on WRC-07 Agenda Item 1.4. Other work topics will be addressed at the 11-15 September 2006 meeting of Working Party 8D.

- 1 Opening remarks
- 2 Adoption of the draft agenda
- 3 Report on relevant elements of the 19th meeting of Working Party 8D ([Doc. 8D/353](#))
- 4 Report from the Coordinator of the Agenda Item 1.4 Correspondence Group
- 5 Working structure and document attribution
- 6 Consideration of input documents
- 7 Any other business

T. MIZUIKE
Chairman, Working Party 8D

ANNEX 2



Registration Form ITU-R Working Party 8D Meeting Geneva, Switzerland, 28-29 June 2006

Radiocommunication Bureau

I wish to participate in

WP 8D 28-29/6
✓

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

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

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