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| INTERNATIONAL TELECOMMUNICATION UNION | | | **IRG-IBB** | |
| **INTERSECTOR RAPPORTEUR GROUP on Integrated Broadcast-Broadband** | | | WDx | |
|  | |
| **WG(s):** |  | | Place, dd mmmm 201x | |
| **Document** | | | | |
| **Source:** | IRG-IBB | | | |
| **Title:** | LS on [subject of the communication] | | | |
| **LIAISON STATEMENT** | | | | |
| **For action to:** | | { Full name of groups (if any) | type "-" if none } | | |
| **For comment to:** | | { Full name of groups (if any) | type "-" if none } | | |
| **For information to:** | | { Full name of groups (if any) | type "-" if none } | | |
| **Approval:** | | **IRG-IBB meeting (Place, last day of meeting)** | | |
| **Deadline:** | | *if Action or Comment 🡪 put* date*; if info:* N/A | | |
| **Contact:** | Type here name of contact Type here organization of contact Type here country of contact | | | Tel: +… Fax: E-mail: |
| **Contact:** | [if only one contact, delete this row] | | | Tel: Fax: E-mail: |

[NOTE 1: replace the text in yellow highlight with the appropriate text; delete what is not relevant.]

[NOTE 2: For reply LSs start with an intro sentence like the following:]

ITU IRG-IBB thanks { name of group/s} for their LS on [subject of their LS] (our IRG-IBB-DOC#, your [original LS reference number]). etc…

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