



# INTERNATIONAL TELECOMMUNICATION UNION

*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).

<b>Groups</b>	<b>Meeting Dates</b>	<b>Deadline for contributions 16:00 hours UTC</b>	<b>Opening Session</b>
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](mailto: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-br/cgi-bin/htsh/compass/cvc_wptg_list.sh)

[http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty\\_code=7](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