

# INTERNATIONAL TELECOMMUNICATION UNION



*Radiocommunication Bureau*  
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**Circular Letter**  
**4/LCCE/104**

12 May 2011

**To Administrations of Member States of the ITU, Radiocommunication Sector Members,  
ITU-R Associates participating in the work of Radiocommunication  
Study Group 4 and ITU-R Academia**

**Subject: Meetings of Working Parties 4A, 4B and 4C**

- Working Party 4A: Efficient orbit/spectrum utilization for FSS and BSS
- Working Party 4B: Systems, air interfaces, performance and availability objectives for FSS, BSS and MSS, including IP-based applications and satellite news gathering
- Working Party 4C: Efficient orbit/spectrum utilization for MSS and RDSS

## **Introduction**

By means of this Circular Letter, we wish to announce that meetings of ITU-R Working Parties 4A, 4B and 4C will take place in the ITU Headquarters in Geneva from 14 to 28 September 2011 (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 4C	14-21 September 2011	Wednesday, 7 September 2011	14 September at 09:30 hours
Working Party 4B	19-23 September 2011	Monday, 12 September 2011	19 September at 09:30 hours
Working Party 4A	21-28 September 2011	Wednesday, 14 September 2011	21 September at 14:00 hours

## **Programme of the meetings of Working Parties**

Draft agendas for the meetings are contained in the Annex. The Questions assigned may be found on: <http://www.itu.int/ITU-R/go/que-rsg4/en>. The Working Parties will conduct their work in English.

## Contributions

Contributions in response to the work of Working Parties 4A, 4B and 4C 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/rsg4/en> (see “contributions” of the relevant Working Party).

**The deadline for reception of contributions is specified in the table above.** Submissions received later than these deadlines 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: [rsg4@itu.int](mailto:rsg4@itu.int). A copy of each contribution should also be sent to the Chairman of the relevant Working Party and to the Chairman and Vice-Chairmen of Study Group 4. The pertinent addresses can be found on:

[http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty\\_code=sg4](http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=sg4)  
[http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty\\_code=wp4A](http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=wp4A)  
[http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty\\_code=wp4B](http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=wp4B)  
[http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty\\_code=wp4C](http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=wp4C)

In agreement with the Chairmen of Working Parties 4A, 4B and 4C, the upcoming Working Party meetings will take further steps towards working in a fully electronic environment. **The meetings will therefore be completely paperless** (no paper copies of documents will be distributed).

Wireless LAN facilities will be available for use by delegates in the meeting rooms. Printers are available in the cyber café of the 2<sup>nd</sup> basement of the Tower building and on the 1<sup>st</sup> and 2<sup>nd</sup> floors of the Montbrillant building for delegates who wish to print documents. In addition, the Helpdesk Service ([helpdesk@itu.int](mailto:helpdesk@itu.int)) has prepared a limited number of laptops for those who do not have one.

## Participation/Visa requirements

Delegate/participant registration for the meetings 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 the focal point designated for all Study Group activities for his/her entity directly. The list of designated focal points (DFPs) is available on the **ITU-R Member Information and Delegate Registration** webpage at:

<http://www.itu.int/ITU-R/go/delegate-reg-info/en>

The Delegate Registration desk will open at 08:30 hours on the first day of each meeting at the entrance of the Montbrillant building. Please note that 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>.

François Rancy  
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 4
- ITU-R Associates participating in the work of Radiocommunication Study Group 4
- ITU-R Academia
- Chairman and Vice-Chairmen of Radiocommunication Study Group 4
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

## ANNEX

### **Draft agenda for the meeting of Working Party 4A**

(Geneva, 21-28 September 2011)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 4A ([Document 4A/514](#))
- 4** Review of liaison with other Working Parties
- 5** Reports from Correspondence Groups
- 6** Review of possibilities for development of draft Recommendations and Reports
- 7** Adoption of work program for the meeting
- 8** Establishment of Groups and attribution of documents
- 9** Appointment of Group Chairmen
- 10** Any other business

J. WENGRYNIUK  
Chairman, Working Party 4A

## **Draft agenda for the meeting of Working Party 4B**

(Geneva, 19-23 September 2011)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 4B ([Document 4B/172](#))
- 4** Attribution of documents
- 5** Establishment of Sub-Working Parties
- 6** Introduction of documents
- 7** Sub-Working Party meetings
- 8** Approval of output documents
- 9** Any other business

D. WEINREICH  
Chairman, Working Party 4B

## **Draft agenda for the meeting of Working Party 4C**

(Geneva, 14-21 September 2011)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 4C ([Document 4C/595](#))
- 4** Review of liaison with other Working Parties
- 5** Reports from Rapporteurs and Correspondence Groups
- 6** Review of possibilities for development of draft Recommendations and Reports
- 7** Adoption of work program for the meeting
- 8** Establishment of Sub-Working Groups and attribution of documents
- 9** Appointment of Sub-Working Group Chairmen
- 10** Any other business

A. VALLET  
Chairman, Working Party 4C

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