



INTERNATIONAL TELECOMMUNICATION UNION

Radiocommunication Bureau

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**Circular Letter
4/LCCE/106**

6 June 2012

**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

1 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 12 to 27 September 2012 (see the table below).

Groups	Meeting dates	Deadline for contributions 16:00 hours UTC	Opening session
Working Party 4C	12 – 18 September 2012	Wednesday, 5 September 2012	Wednesday, 12 September 2012 at 0930 hours
Working Party 4B	17 – 21 September 2012	Monday, 10 September 2012	Monday, 17 September 2012 at 0930 hours
Working Party 4A	19 – 27 September 2012	Wednesday, 12 September 2012	Wednesday, 19 September 2012 at 0930 hours

2 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.

3 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 1-6.

The membership is encouraged to submit contributions (including revisions, addenda and corrigenda to contributions) in order for them to be received 12 calendar days prior to the start of the meeting. The deadline for reception of contributions is seven calendar days (1600 hours UTC) prior to the start of the meeting. **The deadline for reception of contributions for these meetings are specified in the table above.** Submissions received later than these deadlines cannot be accepted. Resolution ITU-R 1-6 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. 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=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=wp4C

4 Documents

Contributions will be posted “as received” within one working day on a SG 4 webpage established for this purpose. The official versions will be posted on <http://www.itu.int/ITU-R/go/rsg4/en> (see “contributions” of the relevant Working Party) within 3 working days.

In agreement with the Chairmen of Working Parties 4A, 4B and 4C, **the upcoming Working Party meetings will be completely paperless.** Wireless LAN facilities will be available for use by delegates in the meeting rooms. Printers are available in the cyber café of the 2nd basement of the Tower building and on the 1st and 2nd floors of the Montbrillant building for delegates who wish to print documents. In addition, the Service Desk Service (ServiceDesk@itu.int) has prepared a limited number of laptops for those who do not have one.

5 Remote participation

In order to facilitate remote participation in ITU-R meetings an audio webcast of the Working Party plenary sessions will be provided through the ITU Internet Broadcasting Service (IBS).

Remote participants wishing to actively participate (e.g. to introduce a contribution) will need to register for the meeting beforehand and coordinate their active participation with the responsible Counsellor.

6 Participation/Visa requirements

Delegate/participant registration for the meetings will be carried out online via the ITU-R website. Member States, Sector Members, Associates and Academia were each 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 **General Information and Delegate Registration** webpage at:

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

The Delegate Registration desk will open at 0830 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, 19 - 27 September 2012)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 4A ([Document 4A/61](#))
- 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 Working Groups and attribution of documents
- 9** Appointment of Working Group Chairmen
- 10** Any other business

J. WENGRYNIUK
Chairman, Working Party 4A

Draft agenda for the meeting of Working Party 4B

(Geneva, 17 - 21 September 2012)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 4B ([Document 4B/28](#))
- 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, 12 – 18 September 2012)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 4C ([Document 4C/39](#))
- 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
