

**Radiocommunication Bureau (BR)**

Administrative Circular

6 August 2013

4/LCCE/113**5/LCCE/43****6/LCCE/85****7/LCCE/63**

**To Administrations of Member States of the ITU, Radiocommunication Sector Members,
ITU-R Associates participating in the work of Radiocommunication Study Groups 4, 5, 6 and 7
and ITU-R Academia**

Subject: Meeting of Joint Task Group 4-5-6-7 – WRC-15 agenda items 1.1 and 1.2

1 Introduction

By means of this Circular Letter, we wish to announce that the meeting of ITU-R Joint Task Group 4-5-6-7 will take place in the CICG building and the ITU Headquarters in Geneva from 17 to 25 October 2013 (see the table below).

Group	Meeting date	Deadline for contributions 16:00 hours UTC	Opening session
Joint Task Group 4-5-6-7	17–25 October 2013	Thursday, 10 October 2013	Thursday, 17 October 2013 at 0930 hours

2 Programme of the meeting of Joint Task Group 4-5-6-7

A draft agenda for the meeting is contained in the Annex. The Joint Task Group will conduct their work in English.

3 Contributions

Contributions in response to the work of Joint Task Group 4-5-6-7 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 this meeting is specified in the table above.** Submissions received later than this deadline 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: rjtg4567@itu.int. A copy should also be sent to the Chairman and Vice-Chairmen of the Joint Task Group and to the Chairmen and Vice-Chairmen of Study Groups 4, 5, 6 and 7. The pertinent addresses can be found on:

<http://itu.int/go/rjtg4-5-6-7/ch>

<http://itu.int/go/rsg4/ch>

<http://itu.int/go/rsg5/ch>

<http://itu.int/go/rsg6/ch>

<http://itu.int/go/rsg7/ch>

4 Documents

Contributions will be posted “as received” within one working day on a JTG 4-5-6-7 webpage established for this purpose. The official versions will be posted on <http://www.itu.int/md/R12-JTG4567-C/en> within 3 working days.

In agreement with the Chairman of the Joint Task Group **the meeting 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 ground floor and first floor of the Montbrillant building for delegates who wish to print documents. In addition, a limited number of laptops are available for those who do not have one. Please enquire at the Service Desk (servicedesk@itu.int) for further information.

5 Remote participation

In order to facilitate remote participation in ITU-R meetings an audio webcast of the plenary sessions of Joint Task Group 4-5-6-7 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 in advance for the meeting (see section 6) and coordinate their active participation at least one month prior to the meeting with the responsible Counsellor.

Further information regarding remote participation can be found at:

www.itu.int/ITU-R/go/rsg-remote/

6 Participation/Visa requirements/Accommodation

Advance registration to ITU-R events is mandatory and carried out exclusively online through Designated Focal Points (DFPs). Each ITU-R Member has been requested to designate a DFP responsible for the handling of all registration formalities, including visa support requests that should also be submitted by the DFP during the on-line registration process. Individuals wishing to be registered to an ITU-R event should directly contact the DFP for their entity. The list of ITU-R DFPs (TIES protected) as well as detailed information on event registration, visa support requirements, hotel accommodation, etc. can be found at:

www.itu.int/en/ITU-R/information/events

François Rancy
Director

Annex: 1

Distribution:

- Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of Radiocommunication Study Groups 4, 5, 6 and 7
- ITU-R Associates participating in the work of Radiocommunication Study Groups 4, 5, 6 and 7
- ITU-R Academia
- Chairman and Vice-Chairmen of Radiocommunication Study Groups 4, 5, 6 and 7
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX

Draft agenda for the meeting of Joint Task Group 4-5-6-7

(Geneva, 17–25 October 2013)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Joint Task Group 4-5-6-7
- 4** Introduction and assignment of input documents
- 5** Consideration of future work programme and schedule of meetings
- 6** Any other business

Martin Fenton
Chairman, Joint Task Group 4-5-6-7
