



Radiocommunication Bureau (BR)

Administrative Circular
CACE/761

15 December 2015

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

Subject: **Meeting of Radiocommunication Study Group 7 (Science services),
Geneva, 4 April 2016**

1 Introduction

By means of this Administrative Circular, I wish to announce that a meeting of ITU-R Study Group 7 will take place in Geneva on 4 April 2016, following the meetings of Working Parties 7A, 7B, 7C and 7D (see Circular Letter [7/LCCE/69](#)).

The Study Group meeting will be held in the ITU Headquarters, Geneva. The opening session will take place at 0930 hours.

Group	Meeting dates	Deadline for contributions 1600 hours UTC	Opening session
Study Group 7	4 April 2016	Monday, 28 March 2016	Monday, 4 April 2016 at 0930 hours

2 Programme of meeting

The draft agenda for the meeting of Study Group 7 is contained in the Annex. The Questions assigned to Study Group 7 can be found on:

<http://www.itu.int/ITU-R/go/que-rsg7/en>

2.1 Adoption of draft Recommendations and Questions at the Study Group meeting (§ A2.6.2.2.2 of Resolution ITU-R 1-7)

No Recommendations or Questions are proposed for adoption by the Study Group at its meeting in accordance with § A2.6.2.2.2 of Resolution ITU-R 1-7.

2.2 Adoption of draft Recommendations and Questions by a Study Group by correspondence (§ A2.6.2.2.3 of Resolution ITU-R 1-7)

No Recommendations or Questions are proposed for adoption by a Study Group by correspondence (§ A2.6.2.2.3 of Resolution ITU-R 1-7).

3 Contributions

Contributions in response to the work of Study Group 7 are processed according to the provisions laid down in Resolution ITU-R 1-7.

The deadline for reception of contributions (including Revisions, Addenda and Corrigenda to contributions) is 7 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.** Contributions received later than this deadline cannot be accepted. Resolution ITU-R 1-7 provides that contributions which are not available to participants at the opening of the meeting cannot be considered.

Participants are requested to submit contributions by electronic mail to:

rsg7@itu.int

A copy should also be sent to the Chairman and Vice-Chairmen of Study Group 7. The pertinent addresses can be found on:

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

4 Documents

Contributions will be posted “as received” within one working day on the webpage established for this purpose: <http://www.itu.int/md/R15-SG07.AR-C/en>.

The official versions will be posted on <http://www.itu.int/md/R15-SG07-C/en> within 3 working days.

In accordance with Resolution 167 (Rev. Busan, 2014), **the Study Group 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 and first floors of the Montbrillant building for delegates who wish to print documents. In addition, the Service Desk (servicedesk@itu.int) has prepared a limited number of laptops for those who do not have one.

5 Remote participation

In order to follow the proceedings of ITU-R meetings remotely an audio webcast of the Study Group Plenary meetings in all languages will be provided through the ITU Internet Broadcasting Service (IBS). Participants do not need to register for the meeting to use the webcast facility, however, an ITU [TIES account](#) is required to access the webcast.

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 contact directly 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 Group 7
- ITU-R Associates participating in the work of Radiocommunication Study Group 7
- ITU Academia
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups and Special Committee on Regulatory/Procedural Matters
- Chairman and Vice-Chairmen of the Conference Preparatory Meeting
- Members of the Radio Regulations Board
- Secretary-General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

Annex

Draft agenda for the meetings of Radiocommunication Study Group 7

(Geneva, 4 April 2016)

- 1** Opening remarks
 - 1.1** Director, BR
 - 1.2** Chairman
- 2** Approval of the agenda
- 3** Appointment of Rapporteur
- 4** Appointment of Chairmen of Working Parties
- 5** Summary Report of actions taken during the meeting of Study Group 7 on 26 May 2015 (Document [7/129](#))
- 6** Results of CPM 19-1
- 7** Preparation for RA-19 and WRC-19
- 8** Status of Questions, Recommendations, Reports and Handbooks (Document [7/1](#))
- 9** Consideration of future work programme and discussion on a tentative meeting schedule
- 10** Any other business

J. ZUZEK
Chairman, Study Group 7