



INTERNATIONAL TELECOMMUNICATION UNION

Radiocommunication Bureau

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Circular Letter
7/LCCE/47

29 November 2007

**To Administrations of Members States of the ITU and
Radiocommunication Sector Members participating in the work
of Working Parties 7A, 7B, 7C and 7D of Radiocommunication Study Group 7**

Subject: Meetings of Working Parties 7A, 7B, 7C and 7D

Working Party 7A Time signals and frequency standard emissions
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 7A, 7B, 7C and 7D will take place in the ITU Headquarters in Geneva from 31 March to 4 April 2008 (see the table below).

Groups	Meeting Dates	Deadline for contributions 16:00 hours UTC	Opening Session
Joint Meeting of Working Parties 7A, 7B, 7C and 7D	31 March 2008		31 March at 10:30 hours
Working Party 7A	31 March – 4 April 2008	Monday, 24 March 2008	31 March at 15:40 hours
Working Party 7B	31 March – 4 April 2008	Monday, 24 March 2008	31 March at 15:40 hours
Working Party 7C	31 March – 4 April 2008	Monday, 24 March 2008	31 March at 14:00 hours
Working Party 7D	31 March – 4 April 2008	Monday, 24 March 2008	31 March at 14:00 hours

Services directly connected with meeting activities, such as delegate registration, document distribution, etc. will be located in the vicinity of the meeting room. The Joint Meeting of Working Parties 7A, 7B, 7C and 7D will take place at 10:30 hours and registration of delegates will start at 08:30 hours, **in the Montbrillant building only**, on 31 March 2008.

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/ITU-R/index.asp?category=study-groups&link=rsg7&lang=en>. The Working Parties will conduct their work in English.

Contributions

Contributions in response to the work of Working Parties 7A, 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/index.asp?category=study-groups&link=rsg7&lang=en> (see “contributions” of the relevant Working Party). A limited number of paper copies will be available at the meetings. **The deadline for submission of contributions is specified in the table above.** Submissions received later than this deadline cannot be accepted.

Participants are encouraged to submit contributions by electronic mail to:

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.itu.int/ITU-R/study-groups/index.asp> (see Chairmen and Vice-Chairmen).

Visa requirements

We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Switzerland. The visa must be requested and obtained from the office (embassy or consulate) representing Switzerland in your country or, if there is no such office in your country, from the one that is closest to the country of departure. If problems are encountered, the Union can, at the official request of the administration or company you represent, approach the competent Swiss authorities in order to facilitate delivery of the visa.

Visa requests should be made via an official covering letter from the administration or company you represent. This letter must specify your name and function, date of birth, passport number as well as the date of issuance and expiration. The letter must be accompanied by a photocopy of your passport and completed registration form and must be sent by fax to the ITU-R Document and Meetings Unit, Office V.434, Attention: Mrs. L. Kocher. The fax number is +41 22 730 6600. Please note that the Union needs at least one week to process all papers required for the delivery of a visa.

Participation

The intended participation of your representative(s) should be advised not later than one month before the opening of the meeting, by means of the annexed form (Annex 2) (to be photocopied as required). For hotel accommodation, see: <http://www.itu.int/travel>.

V. Timofeev
Director, Radiocommunication Bureau

Annexes: 2

Distribution:

- Administrations of Member States and Radiocommunication Sector Members participating in the work of Radiocommunication Working Parties 7A, 7B, 7C and 7D 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 7A, 7B, 7C and 7D

(Geneva, 31 March – 4 April 2008)

- 1** Introduction by the Chairman
- 2** Approval of the agenda
- 3** Results of the Radiocommunication Assembly 2007 (RA-07) and the World Radiocommunication Conference 2007 (WRC-07)
- 4** Decisions of the Conference Preparatory Meeting (CPM11-1) for the World Radiocommunication Conference 2011 (WRC-11) related to allocation of ITU-R preparatory work for WRC-11 and for the World Radiocommunication Conference 2015 (WRC-15)
- 5** Chairman's progress Report
- 6** Status of Questions assigned to the Working Party and related work
- 7** Work programme for the meeting
- 8** Introduction of input documents
- 9** Establishment of drafting groups and attribution of documents
- 10** Preparation of output documents
- 11** Discussion of the future work plan
- 12** Venue of the next meetings
- 13** Any other business

R. BEARD
Chairman, WP 7A

B. KAUFMAN
Chairman, WP 7B

E. MARELLI
Chairman, WP 7C

M. OHISHI
Chairman, WP 7D

