



# INTERNATIONAL TELECOMMUNICATION UNION

*Radiocommunication Bureau*  
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**Circular Letter**  
**5/LCCE/15**

14 August 2009

**To Administrations of Member States of the ITU,  
Radiocommunication Sector Members and ITU-R Associates  
participating in the work of Radiocommunication Study Group 5**

**Subject:** Meetings of Working Parties 5A, 5B and 5C

- WP 5A: Land mobile service excluding IMT; amateur and amateur-satellite service
- WP 5B: Maritime mobile service including Global Maritime Distress and Safety System (GMDSS); aeronautical mobile service and radiodetermination service
- WP 5C: Fixed wireless systems; HF and other systems below 30 MHz in the fixed and land mobile services

## Introduction

By means of this Circular Letter, we wish to announce that meetings of ITU-R Working Parties 5A, 5B and 5C in conjunction with a meeting of Radiocommunication Study Group 5 (see Administrative Circular [CACE/488](#)) will take place in the ITU Headquarters in Geneva from 23 November to 4 December 2009 (see the table below).

Groups	Meeting dates	Deadline for contributions 16:00 hours UTC	Opening session
Working Party 5A	23 November – 2 December 2009	Monday, 16 November 2009	23 November at 11:00 hours
Working Party 5C	23 November – 3 December 2009	Monday, 16 November 2009	23 November at 14:00 hours
Working Party 5B	23 November – 4 December 2009	Monday, 16 November 2009	23 November at 09:30 hours

## **Programme of the meetings**

Draft agendas for these meetings are contained in Annex 1. The Questions assigned may be found on: <http://www.itu.int/publ/R-QUE-SG05/en>. The Working Parties will conduct their work in English.

## **Contributions**

Contributions in response to the work of Working Parties 5A, 5B and 5C 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/rsg5/en> (see “contributions” of each relevant Working Party). **The deadline for submission 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: [rsg5@itu.int](mailto:rsg5@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 5. The pertinent addresses can be found on:

[http://www-br/cgi-bin/htsh/compass/cvc\\_wptg\\_list.sh](http://www-br/cgi-bin/htsh/compass/cvc_wptg_list.sh)

[http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty\\_code=sg5](http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=sg5)

## **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) and detailed information regarding visa requirements is available on the **ITU-R Delegate Registration and Member Information** 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>.

Valery Timofeev  
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 5
- ITU-R Associates participating in the work of Radiocommunication Study Group 5
- Chairman and Vice-Chairmen of Radiocommunication Study Group 5
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

## **Annex 1**

### **Draft agenda for the 4<sup>th</sup> meeting of Working Party 5A**

(Geneva, 23 November – 2 December 2009)

- 1** Opening remarks
- 2** Adoption of the draft agenda
- 3** Report on the 3<sup>rd</sup> meeting of Working Party 5A (Document [5A/305](#))
- 4** Report from Correspondence Groups
- 5** Working structure and document assignment
- 6** Any other business

J. COSTA  
Chairman, Working Party 5A

## **Draft agenda for the 4<sup>th</sup> meeting of Working Party 5B**

(Geneva, 23 November – 4 December 2009)

- 1** Opening of the meeting
- 2** Approval of the agenda
- 3** Report on the 3<sup>rd</sup> meeting of Working Party 5B (Document 5B/296)
- 4** Consideration of input documents
- 5** Establishment of Working Groups and attribution of input documents
- 6** Reports from Rapporteurs and Correspondence Groups:
  - Radar Unwanted Emissions
  - WP 6A
  - IEC-TC80 on test standards for GMDSS equipment
  - IALA
  - ISO
- 7** Any other business

J. METTROP  
Chairman, Working Party 5B

## **Draft agenda for the 4<sup>th</sup> meeting of Working Party 5C**

(Geneva, 23 November – 3 December 2009)

- 1** Opening remarks
- 2** Adoption of the draft agenda
- 3** Report on the 3<sup>rd</sup> meeting of Working Parties 5C (Document 5C/217)
- 4** Reports from Rapporteurs and Correspondence Groups
- 5** Working structure and document assignment
- 6** Any other business

C. GLASS  
Chairman, Working Party 5C