Circular Letter   22 May 2013
7/LCCE/61

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-R Academia

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

- **WP 7A: Time signals and frequency standard emissions**
- **WP 7B: Space radiocommunication applications**
- **WP 7C: Remote sensing systems**
- **WP 7D: Radio astronomy**

1   Introduction

By means of this Circular Letter, we wish to announce that the meetings of ITU-R Working Parties 7A, 7B, 7C and 7D will take place in the ITU Headquarters in Geneva from 11 to 17 September 2013 (See the table below):

Groups	Meeting dates	Deadline for contributions 1600 hours UTC	Opening session
Working Party 7A	11-17 September 2013	Wednesday, 4 September	11 September at 14:00 hours
Working Party 7B	11-17 September 2013	Wednesday, 4 September	11 September at 09:30 hours
Working Party 7C	11-17 September 2013	Wednesday, 4 September	11 September at 11:00 hours
Working Party 7D	11-17 September 2013	Wednesday, 4 September	11 September at 14:00 hours

2   Programme of the meetings

A draft agenda for these meetings is contained in the Annex. The Questions assigned may be found on: http://www.itu.int/pub/R-QUE-SG07/en.

The Working Parties will conduct their work in English.

3   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 1-6.

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 deadlines 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: 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/go/rsg7/ch

http://www.itu.int/go/rwp7a/ch

http://www.itu.int/go/rwp7b/ch

http://www.itu.int/go/rwp7c/ch

http://www.itu.int/go/rwp7d/ch

4   Documents

Contributions will be posted "as received" within one working day on the Working Party webpages established for this purpose. The official versions will be posted on http://www.itu.int/ITU-R/go/rsg7/en (see "contributions" of the relevant Working Party) within 3 working days.

In agreement with the Chairmen of Working Parties 7A, 7B, 7C and 7D **the 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 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 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 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:

<p align="center">www.itu.int/en/ITU-R/information/events.</p>

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-R Academia
– 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

Draft agenda for the meetings of Working Parties 7A, 7B, 7C and 7D

(Geneva, 11 – 17 September 2013)

1   Introduction by the Chairman

2   Approval of the agenda

3   Chairman's progress Report

4   Status of Questions assigned to the Working Party and related work

5   Work programme for the meeting

6   Introduction of input documents

7   Establishment of working groups and attribution of documents

8   Preparation of output documents

9   Discussion of the future work plan

10   Venue of the next meetings

11   Any other business

R. BEARD	B. KAUFMAN	E. MARELLI	A. TZOUMIS
Chairman, WP 7A	Chairman, WP 7B	Chairman, WP 7C	Chairman, WP 7D

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