Guidelines for the working methods of the Radiocommunication Assembly, the Radiocommunication Study Groups and related groups

**2024**

TABLE OF CONTENTS

***Page***

[1 Background 3](#_Toc158718644)

[2 Meeting arrangements 3](#_Toc158718645)

[2.1 Meetings 3](#_Toc158718646)

[2.1.1 Radiocommunication Assembly 3](#_Toc158718647)

[2.1.2 Conference Preparatory Meeting (CPM) 3](#_Toc158718648)

[2.1.3 Study Groups Chairs and Vice-Chairs (CVC) 3](#_Toc158718649)

[2.1.4 Study Groups, the Coordination Committee for Vocabulary (CCV),   
their subordinate Groups (Working Parties (WP), Task Groups (TG),   
Joint Working Parties (JWP), Joint Task Groups (JTG),   
Rapporteur Groups (RG), Joint Rapporteur Groups (JRG),   
Correspondence Groups (CG)) and Rapporteurs) 4](#_Toc158718650)

[2.2 Participation at meetings 4](#_Toc158718651)

[2.2.1 Fellowship policy 4](#_Toc158718652)

[2.3 Calendar of meetings 5](#_Toc158718653)

[2.4 Announcement of meetings 5](#_Toc158718654)

[2.4.1 Radiocommunication Assembly 5](#_Toc158718655)

[2.4.2 Meeting sessions of the CPM 5](#_Toc158718656)

[2.4.3 Study Group meetings 5](#_Toc158718657)

[2.4.4 Subordinate Groups (WPs, TGs, etc.) 5](#_Toc158718658)

[2.5 Arrangements for meetings held at ITU in Geneva 6](#_Toc158718659)

[2.5.1 Registration of participants 6](#_Toc158718660)

[2.5.2 Document availability at meetings 6](#_Toc158718661)

[2.5.3 Simultaneous interpretation in official languages of the Union 6](#_Toc158718662)

[2.6 Arrangements for meetings held outside Geneva 6](#_Toc158718663)

[2.7 e-Meetings 7](#_Toc158718664)

[2.8 Participation of Vice-Chairs in the meetings of RAG and   
Study Groups 7](#_Toc158718665)

[3 Documentation 7](#_Toc158718666)

[3.1 Submission of contributions to meetings 7](#_Toc158718667)

[3.2 Preparation of document contributions 7](#_Toc158718668)

[3.3 Deadlines for submission of contributions 7](#_Toc158718669)

[3.4 Electronic posting of documents 8](#_Toc158718670)

[3.5 Documentation series 8](#_Toc158718671)

[3.5.1 Contribution documents 8](#_Toc158718672)

[3.5.2 Temporary documents (TEMP) 8](#_Toc158718673)

[3.5.3 Administrative documents (ADM) 9](#_Toc158718674)

[3.5.4 Information documents (INFO) 9](#_Toc158718675)

[3.5.5 Executive Report to the Study Group 9](#_Toc158718676)

[3.5.6 Chair’s Report to the next meeting of the Group 9](#_Toc158718677)

[3.5.7 Summary records of Study Group meetings 9](#_Toc158718678)

[3.5.8 Liaison statements 10](#_Toc158718679)

[3.5.9 Study Group/1000 document series 10](#_Toc158718680)

[3.5.10 “PLEN” document series 10](#_Toc158718681)

[3.5.11 Documents on the Group SharePoint sites 10](#_Toc158718682)

[4 Procedures related to Study Group meetings 10](#_Toc158718683)

[4.1 Consideration of draft Recommendations 10](#_Toc158718684)

[4.1.1 Adoption of draft Recommendations at a Study Group meeting 10](#_Toc158718685)

[4.1.2 Adoption of draft Recommendations by correspondence 11](#_Toc158718686)

[4.1.3 Decision on approval procedure 11](#_Toc158718687)

[4.1.4 Scope of Recommendation 11](#_Toc158718688)

[4.2 Treatment of Questions by a Study Group 11](#_Toc158718689)

[4.2.1 Guidelines for Study Group Questions 11](#_Toc158718690)

[4.2.2 Adoption, approval and suppression of Questions 11](#_Toc158718691)

[4.3 Approval of Handbooks 11](#_Toc158718692)

[4.4 Treatment of draft Resolutions, Decisions, Opinions and Reports   
by Study Groups 12](#_Toc158718693)

[4.5 Liaison Rapporteurs to the CCV 12](#_Toc158718694)

[4.6 Updating or deletion of Recommendations, Reports and Questions 12](#_Toc158718695)

[5 Approval of Recommendations 12](#_Toc158718696)

[5.1 Application of the procedure for simultaneous adoption and   
approval (PSAA) 12](#_Toc158718697)

[5.2 The procedure for the approval of Recommendations 12](#_Toc158718698)

[6 Coordination and cooperation among the three ITU Sectors on matters of mutual interest and liaison and collaboration of ITU-R with other organizations 13](#_Toc158718699)

[6.1 Coordination and cooperation among the three ITU Sectors   
on matters of mutual interest 13](#_Toc158718700)

[6.2 Liaison and collaboration with other organizations 13](#_Toc158718701)

[7 Webcast and interactive remote participation 13](#_Toc158718702)

[7.1 Webcast 13](#_Toc158718703)

[7.2 Interactive remote participation 13](#_Toc158718704)

[8 Captioning 13](#_Toc158718705)

[9 Policy on Intellectual Property Rights (IPR) 13](#_Toc158718706)

[10 Software copyright guidelines and form 14](#_Toc158718707)

# 1 Background

The working methods of the Radiocommunication Assembly (RA) and the Radiocommunication Study Groups (SGs) are contained in Resolution ITU-R 1[[1]](#footnote-1)\*. In turn, Resolution ITU-R 1 notes that the Director issues *Guidelines* on working methods which complement and are additional to this Resolution.

This edition of the Guidelines complements Resolution ITU-R 1-9 approved by RA-23.

# 2 Meeting arrangements

## 2.1 Meetings

### 2.1.1 Radiocommunication Assembly

Article 13 of the ITU Constitution and Article 8 of the ITU Convention describe the duties and functions of RAs. The working methods and structure as well as the role of each committee of the RAs are given in §§ A1.2 and A1.2.2 of Annex 1 of Resolution ITU-R 1.

### 2.1.2 Conference Preparatory Meeting (CPM)

As indicated in § A1.5 of Annex 1 of Resolution ITU-R 1, Resolution ITU-R 2 describes the duties and functions of the CPM, its Annex 1 details its working methods and its Annex 2 provides the Guidelines for the preparation of the CPM Report. Furthermore, § A1.10 of Annex 1 to Resolution ITU-R 2 stipulates that the other working arrangements of the CPM shall be in accordance with the relevant provisions of Resolution ITU-R 1.

Therefore, unless otherwise indicated, information provided in §§ 2.3, 2.4, 2.5, 2.6, 2.8, 3, 4.4, 7 and 8 also applies to the CPM.

### 2.1.3 Study Groups Chairs and Vice-Chairs (CVC)

Section A1.6.1.1 of Annex 1 of Resolution ITU-R 1 provides information on convening CVC meetings.

### 2.1.4 Study Groups, the Coordination Committee for Vocabulary (CCV), their subordinate Groups (Working Parties (WP), Task Groups (TG), Joint Working Parties (JWP), Joint Task Groups (JTG), Rapporteur Groups (RG), Joint Rapporteur Groups (JRG), Correspondence Groups (CG)) and Rapporteurs)

Articles 11 and 20 of the ITU Convention describe the duties, functions and organization of Radiocommunication SGs. The working methods for SGs and their subordinate Groups[[2]](#footnote-2)\*\* are described in § A1.3 of Annex 1 of Resolution ITU-R 1. In particular, § A1.3.1.8 and §§ A1.3.2.6 to A1.3.2.10 of Annex 1 describe in detail the difference between, and the provisions applying to Rapporteurs, Rapporteur Groups, Joint Rapporteur Groups and Correspondence Groups.

It should be noted that Rapporteur Groups, Joint Rapporteur Groups and Correspondence Groups are subject to limited budgetary and secretarial support.

## 2.2 Participation at meetings

Member States and Radiocommunication Sector Members are entitled to participate in the meetings referred to in Resolution ITU-R 1. Member States and Radiocommunication Sector Members have full rights of participation (see Article 3 of the Constitution), but with certain limitations on the involvement of Radiocommunication Sector Members in the adoption and/or approval of texts such as Resolutions, Recommendations, Reports, Handbooks, Opinions and Questions.

Associates are permitted to participate in the work of a selected SG (including its subordinate groups) without taking part in any decision-making or liaison activities of that SG; (see Nos. 241A and 248B of the ITU Convention).

Colleges, institutes, universities and their associated research establishments concerned with the development of telecommunications/ICT (referred to as “Academia”) may participate in the WPs of the SGs within the Radiocommunication Sector. The admission of academia to participate in the work of the Union is detailed in Resolution 169 (Rev. Bucharest, 2022).

The Director may, in consultation with the Chair of the SG concerned, invite an organization which does not participate in the Radiocommunication Sector to send representatives to take part in the study of a specific matter in the SG concerned or its subordinate Groups; (see No. 248A of the ITU Convention; see also § 6 of these *Guidelines*. Experts and Observers are defined in Nos. 1001 and 1002 of the Annex to the ITU Convention).

### 2.2.1 Fellowship policy

Section А1.3.2.1*quinquies* of Annex 1 of Resolution ITU-R 1 instructs the ITU to provide necessary support that would encourage, facilitate and enable broader participation in the work of SGs and WPs, particularly for persons originating from developing countries. In accordance with Resolution 213 (Dubai, 2018) and the ITU fellowships policy the Bureau will consider applications requesting a fellowship and may grant one partial or full fellowship per eligible Member State, subject to availability of funds.

The decision criteria to grant a fellowship include:

− applicants must come from countries classified by the UN as developing countries (LDC, SIDS, LLDC) and countries with economy in transition;

− available ITU budget;

− active participation of the applicant;

− applicants that have contribution(s) to present at the upcoming meeting;

− equitable distribution among countries and regions; and

− gender balance.

For some regional ITU-R events, fellowships may only be offered to delegates representing Member States of a specific region.

Furthermore, it is expected that Chairs and Vice-Chairs of SGs or subordinate Groups, having assumed their duties, will receive from their Member State or Sector Member the support necessary to perform their duties throughout the period until the next RA, as specified in § А1.3.2.1*quater* of Annex 2 of Resolution ITU-R 1.

## 2.3 Calendar of meetings

Meetings of SGs and their subordinate Groups are scheduled in accordance with the plan of meetings prepared by the Director in consultation with SGs Chairs. This plan is developed with due consideration of the ITU-R Operational Plan and the budget allocated to SG meetings. An up-to-date calendar of meetings is maintained on the ITU-R website at: <http://www.itu.int/en/events/Pages/Calendar-Events.aspx?sector=ITU-R>.

## 2.4 Announcement of meetings

### 2.4.1 Radiocommunication Assembly

Accompanied by an invitation from the Secretary-General, an RA is announced by Administrative Circular (CACE) well in advance of the event (e.g. at least six months). The circular is sent to all Member States and Radiocommunication Sector Members and contains, *inter alia*, information on expected documentation, a provisional committee structure, and contributions and arrangements for participation.

### 2.4.2 Meeting sessions of the CPM

The meeting sessions of the CPM are announced by Administrative Circular (CA), at least four months beforehand for the first session, and at least six months beforehand for the second session. The Circulars are sent to all Member States and Radiocommunication Sector Members.

### 2.4.3 Study Group meetings

SG meetings are announced by Administrative Circular (CACE) at least three months beforehand. The Circular is sent to all Member States, Radiocommunication Sector Members, ITU-R Associates (for the relevant SG) and ITU Academia.

### 2.4.4 Subordinate Groups (WPs, TGs, etc.)

Meetings of WPs, Joint WPs (JWPs), TGs, or Joint TGs (JTGs) are announced at least three months in advance by Circular Letter (LCCE) sent to Member States, Radiocommunication Sector Members, ITU-R Associates and ITU Academia. Their Delegates need to register if they intent to participate in the work of the concerned Group(s).

The announcement of meetings of several Groups related to one SG is normally consolidated in one Circular Letter, with separate Annexes providing particulars for the individual meetings.

Shorter notice and/or use of other means (e.g. mailing lists) to announce meetings may sometimes be necessary in cases of urgency (e.g. an urgent TG meeting or meetings of other subordinate groups such as RG, JRG or CG meetings).

## 2.5 Arrangements for meetings held at ITU in Geneva

General information for participants is contained in an information document (INFO) issued at the start of each meeting (or block of meetings).

### 2.5.1 Registration of participants

Registration for ITU-R SG activities is carried out exclusively on-line through the ITU-R Event Registration System, (see [www.itu.int/en/ITU-R/information/events](http://www.itu.int/en/ITU-R/information/events)). Participants must first complete an online registration form and submit their registration request for approval by the corresponding Designated Focal Point (DFP). Participants require an ITU account for this purpose and are strongly encouraged to register early, indicating their intention to attend the meeting in person or remotely.

The list of ITU-R DFPs (TIES protected) as well as detailed information on the event registration system, visa support requirements, hotel accommodation, etc. can be found at: <http://www.itu.int/en/ITU-R/information/events>.

For meetings in Geneva, visa support must be requested during the online registration process and may take up to 21 days. Further information is available at <https://www.itu.int/en/ITU-R/information/events/Pages/visa.aspx>.

### 2.5.2 Document availability at meetings

All contributions for ITU-R meetings (see § 3.5.1) are made available on the ITU-R website as soon as practicable after their receipt by the secretariat in Geneva (see §§ 3.1, 3.3 and 3.4).

“Temporary” (TEMP) documents (see § 3.5.2) are available in electronic form and can be accessed from the ITU-R website during the course of a meeting and until such time that the corresponding information is included in the Report or other output documents of the meeting and published on the website (e.g. Annexes to the Chair’s Report or Summary Record, see §§ 3.5.6 and 3.5.7).

Administrative (ADM) (see § 3.5.3) and Information (INFO) (see § 3.5.4) documents are available in electronic form.

Documents for SGs and their subordinate Groups can only be accessed by TIES registered users.

### 2.5.3 Simultaneous interpretation in official languages of the Union

Simultaneous interpretation in all the official languages of the Union is normally provided at all SG meetings, based on the announced participation.

In order to save resources and given the limited availability of interpreters, invitations to SGs meetings may request Administrations to indicate their need for interpretation of a specific official language.

## 2.6 Arrangements for meetings held outside Geneva

For meetings held outside Geneva, the provisions of § A1.3.1.11 of Annex 1 of Resolution ITU-R 1 apply.

## 2.7 e-Meetings

Study Groups and/or their subordinate Groups may decide to organise their meetings in a fully virtual format, if this is required by exceptional circumstances and with the agreement of the membership, as indicated in § A1.3.1.6*bis* of Annex 1 of Resolution ITU-R 1.

The intention to hold a meeting in a fully virtual format needs to be announced in the invitation letter.

## 2.8 Participation of Vice-Chairs in the meetings of RAG and Study Groups

Study Group and RAG Vice-Chairs are expected to participate in the work and in the meetings of the SG or RAG to which they have been appointed, as well as in the meetings of RA. According to § A1.4.5 of Annex 1 of Resolution ITU‑R 1, the Bureau will inform RAG about the non‑attendance of SGs and RAG Vice‑Chairs in the meetings of the SG of their own concern and in the meetings of RAG.

In case of non-attendance to those meetings, the Director will contact the ITU-R membership concerned to encourage and facilitate participation in these roles.

# 3 Documentation

The guidelines below apply, *mutatis mutandis*, to the preparation and submission of documents to the Radiocommunication Assembly, to both sessions of the CPM and to SGs, as well as to related subordinate Groups.

Document 1 of each SG provides the assignment of texts to its subordinate Groups. Those texts include ITU-R Questions, Recommendations, Reports, Handbooks, Resolutions, Opinions and Decisions in force, which were developed and are to be maintained by the SG as well as the W(A)RC Resolutions and Recommendations related to the work of the SG.

## 3.1 Submission of contributions to meetings

Sections A1.6.2.2 of Annex 1 and A2.2.4 of Annex 2 of Resolution ITU-R 1 give information concerning contributions to SG studies. In particular, it should be noted that contributions for meetings of SGs and their subordinate Groups should be sent to the Bureau by electronic mail, the relevant e-mail address appearing in the circular letter announcing the meeting (see § A2.2.4.2 of Annex 2 of Resolution ITU-R 1).

The mandatory common format for new and revised ITU-R Recommendations can be found here: <http://www.itu.int/oth/R0A0E000097>.

## 3.2 Preparation of document contributions

Guidance on the preparation of contributions to meetings are detailed in §§ A2.2.4.1 to A2.2.4.7 of Annex 2 of Resolution ITU‑R 1.

## 3.3 Deadlines for submission of contributions

The deadlines for submission of contributions are given in § A2.2.4.1 of Annex 2 of Resolution ITU-R 1. Specific deadlines are applicable in the case of the second session of the CPM (see also § A1.2.3 of Annex 1 to Resolution ITU-R 2).

## 3.4 Electronic posting of documents

Contributions are posted “as received” on a webpage established for this purpose within one working day, and within three working days the official versions are posted on the website. Administrations should submit their contributions using the template provided by ITU‑R.

TIES registered participants may use “ITU Notifications” (on the page <https://www.itu.int/en/ties-services/Pages/login.aspx> under the section “TIES Settings”) to select those categories of circular letters for which they would wish to be notified by e‑mail when new circular letters are posted on the ITU-R website.

## 3.5 Documentation series

### 3.5.1 Contribution documents

Each Group has its own series of contribution documents published on the webpage of the Group concerned. This series continues throughout a study period, i.e. from one RA to the next, and contains all the contributions submitted to that Group and its Chair’s Report. In the case of the CPM, the document series restarts at each session. After the opening of a meeting, temporary documents are used as described in § 3.5.2. Liaison statements submitted after the deadline stipulated in § 3.3 will be included in the contribution document series of the Group concerned, as can reports from Chairs of Groups, or from someone designated by a Group (e.g. Rapporteur), although every effort should be made to submit such reports before the deadline. Documents sent to SGs from WPs and TGs will also be accepted after the deadline.

### 3.5.2 Temporary documents (TEMP)

Documents produced during a meeting are designated temporary and posted on the webpage of the Group concerned. As the name implies, they are working documents which provide a means to record thoughts and ideas developed during the course of a meeting and, moreover, to prepare texts for eventual adoption by the Group. At the end of the meeting, those temporary documents containing material for retention are then used for the preparation of output documents, typical examples being:

– draft new or revised Recommendations, Reports, Questions, or any other ITU‑R texts for subsequent consideration by the SG;

– draft editorial amendments to Recommendations, Reports, Questions, or any other ITU‑R texts for subsequent consideration by the SG;

– draft CPM texts on a WRC agenda item;

– preliminary draft new or revised Recommendations, Reports, Questions, or any other ITU‑R texts for further consideration at the next meetings;

– material or working documents for the above preliminary texts for further consideration at the next meetings;

– Terms of Reference of Correspondence Groups or Rapporteur Groups;

– other elements for the Chair’s Report;

– liaison statements for other Groups.

Once prepared and available on the ITU-R website, it is to these documents that any subsequent reference should be made rather than to the original temporary documents (see also § 2.5.2). It is important to ensure that the most recent version of a text is carried forward for further study – a version which often contains modifications in relation to the original temporary document. In this context, see § 3.5.6 concerning Annexes to Chairs’ Reports.

### 3.5.3 Administrative documents (ADM)

This series of documents is used for agendas and for matters of a managerial nature relating to the organization of the work of a group or groups, e.g. terms of reference of sub-groups, meeting schedule, etc.

### 3.5.4 Information documents (INFO)

INFO documents provide general information concerned with a current meeting (or meetings). They can provide information on organizational matters, e.g. documentation preparation, room reservation, but additionally, they may be used to convey social and domestic information to the delegates. It should be noted that INFO documents should not be used as a means to convey information of a technical, procedural or operational nature associated with the meeting (or meetings) concerned.

### 3.5.5 Executive Report to the Study Group

Each WP and TG prepares an Executive Report for consideration at the next meeting of the parent SG. It is a document in the SG’s contribution document series. The Executive Report should describe the status of work within the Group, highlighting progress and conclusions achieved since the previous SG meeting. The Executive Report should be concise in nature (typically less than 5 pages), omitting details of documentation, arrangements and deliberations during meetings of the subordinate Group.

### 3.5.6 Chair’s Report to the next meeting of the Group

The Chair’s Report to the next meeting is a document in the Group’s contribution document series. This report should be made available to the Bureau for posting on the ITU-R website within one month after the close of a meeting. As well as a detailed account of the status of the Group’s work, the Chair’s Report contains Annexes comprising material for further consideration at its next meeting, e.g. preliminary draft new Recommendations or Reports, and material for preserving a permanent record of the Group’s activities. The annexing of unmodified document contributions should be avoided, and the appropriate ITU‑R website address should be used instead.

The Chair’s Report, wherever possible, should be prepared within one month of the end of the meeting concerned. Within two weeks of the end of the meeting, the Bureau should post the Annexes to the Chair’s Report on the ITU-R website. The Annexes are posted separately to allow selective downloading.

The Chair may wish to update the Report with an Addendum prior to the next meeting of the Group which reports on further progress made in the intervening period. For other matters or significant developments since the last meeting, the Chair should make a separate contribution.

### 3.5.7 Summary records of Study Group meetings

For every meeting of an SG, a summary record is prepared by the Chair with the help of a rapporteur appointed from the delegates present at the meeting. The main purpose of the summary record is to record the decisions taken during the meeting but not to provide a verbatim record of each intervention. The summary record should be prepared within 30 days of the meeting and posted on the ITU-R website for comments. It is a document in the SG’s contribution document series. It may also include annexes/addenda resulting from the discussion (e.g. a statement of a Member State) or the development of temporary documents during the meeting, as appropriate.

Editorial amendments and confirmation of statements made by the membership during the meeting could ideally be submitted to the Chair within 15 days. However, the summary record will remain open for formal comments from the membership until the subsequent meeting of the SG concerned, at which time the record and the comments may be noted.

### 3.5.8 Liaison statements

Liaison statements may be prepared to convey important information to, or request information from, other ITU Groups or non-ITU Groups. They should clearly indicate the source and recipient Group(s), the subject of the liaison and the action needed, if any. In the case of multi-destination liaison statements, it is helpful to indicate, when appropriate:

i) any “principal” recipient Group;

ii) those Groups from which action is required;

iii) those Groups to which the document is sent for information only;

iv) a status indicating if action from the recipient Group is expected: “for information”, “for action” or “for information and/or action, if any”. If the status of the liaison statement is “for action”, it is also helpful to include a date by which the recipient Group(s) should respond.

In all liaison statements it is necessary to include contact point(s) for informal discussions.

### 3.5.9 Study Group/1000 document series

This series of documents is used for contributions to the RA from an SG and SG Chairs. They could contain draft ITU-R Recommendations and draft ITU-R Questions for approval, as well as draft new or revised ITU-R Resolutions associated with the specific work of an SG.

### 3.5.10 “PLEN” document series

This series of documents is used during RAs for all documentation other than those appearing as SG/1000 documents. In particular, it is used for contributions from the membership.

During the RA, the working documents or outputs produced by the Working Groups (WGs) or the Committees to be considered at Plenary level are also posted in the “PLEN” documents series.

### 3.5.11 Documents on the Group SharePoint sites

A document exchange area, called a Share Folder, has been set up on a SharePoint site for each Group. These sites are used as a means to allow working documents to be shared among participants. Delegates having an ITU TIES account are able to upload and/or download any electronic files used for discussions and the development of draft texts during the meetings, before submitting the draft texts to the Secretariat of the Bureau for preparation as formal TEMP documents.

# 4 Procedures related to Study Group meetings

## 4.1 Consideration of draft Recommendations

### 4.1.1 Adoption of draft Recommendations at a Study Group meeting

The procedure for adoption of draft Recommendations at an SG meeting is described in § A2.6.2.2.2 of Annex 2 of Resolution ITU-R 1.

### 4.1.2 Adoption of draft Recommendations by correspondence

The procedure for adoption of draft Recommendations by correspondence is described in § A2.6.2.2.3 of Annex 2 of Resolution ITU-R 1. Furthermore, if there is no objection by any Member State attending the meeting and the Recommendation is not incorporated by reference in the Radio Regulations, the procedure for simultaneous adoption and approval (PSAA), as described in § A2.6.2.4 of Annex 2 of Resolution ITU-R 1, shall be applied (see also § 5.1).

### 4.1.3 Decision on approval procedure

At its meeting, the SG shall decide on the procedure to be followed for seeking approval for each draft Recommendation in accordance with § A2.6.2.3.3 of Annex 2 of Resolution ITU‑R 1.

### 4.1.4 Scope of Recommendation

Each Recommendation, when proposed for adoption and/or approval, should include a “scope” text clarifying the objective of the Recommendation. The scope should remain in the text of the Recommendation after its approval.

## 4.2 Treatment of Questions by a Study Group

### 4.2.1 Guidelines for Study Group Questions

Guidelines to be used by SGs when reviewing the Questions assigned to them are contained in §§ A1.3.1.16 of Annex 1 and A2.5.2.1.2 of Annex 2 of Resolution ITU-R 1. The guidelines (§ A1.3.1.16 of Annex 1) address two issues:

i) that the Questions are within the mandate of the ITU-R (in accordance with Nos. 150-154 and No. 159 of the ITU Convention); and

ii) that the Questions do not duplicate studies undertaken in other international entities.

Moreover, the Resolution (§ A2.5.2.1.2 of Annex 2) instructs SGs to evaluate draft new Questions proposed for adoption against these guidelines and to include such evaluation when submitting the draft Questions to Administrations for approval.

To satisfy this requirement, each draft new Question submitted for approval should be preceded by a brief text justifying the adoption of the draft Question in accordance with the aforementioned guidelines.

It would be wholly appropriate for subordinate groups to address the guidelines in §§ A1.3.1.16 of Annex 1 and A2.5.2.1.2 of Annex 2 when developing draft new Questions. In addition, it would be useful for them to draft the brief text providing justification for eventual approval.

### 4.2.2 Adoption, approval and suppression of Questions

In accordance with §§ A1.3.1.2 of Annex 1, §§ A2.5.2.2 and A2.5.2.3 and A2.5.3.2 of Annex 2 of Resolution ITU-R 1, new or revised Questions, proposed within SGs, may be adopted by an SG and approved either by a Radiocommunication Assembly, or by consultation among the Member States.

## 4.3 Approval of Handbooks

In accordance with § A2.8.2 of Annex 2 of Resolution ITU-R 1, SGs may approve Handbooks. In order to expedite the procedure, it is recognised practice for an SG to delegate authority to the subordinate Group preparing the Handbook to approve the final text, subject to the agreement of the Chair of the SG and of the subordinate Group concerned. In this case, § A1.3.2.5*bis* of Annex 1 to Resolution ITU‑R 1 does not apply. This is especially the case when the material is in an advanced stage of preparation.

## 4.4 Treatment of draft Resolutions, Decisions, Opinions and Reports by Study Groups

The provisions of § A2.3.2.1 of Annex 2 of Resolution ITU-R 1 apply for the adoption of draft Resolutions. The provisions of §§ A2.4.2, A2.9.2 and A2.7.2 of Annex 2 of Resolution ITU‑R 1 apply, respectively, for the approval of Decisions, Opinions and Reports.

## 4.5 Liaison Rapporteurs to the CCV

Section A1.3.2.11 of Annex 1 of Resolution ITU-R 1 describes the procedure by which SG may nominate liaison Rapporteur(s) to the CCV.

## 4.6 Updating or deletion of Recommendations, Reports and Questions

Resolution ITU-R 1, §§ A2.6.2.1.9, A2.6.2.5, A2.6.3, A2.7.2, A2.7.3, A2.5.2.1.6, A2.5.2.4 and A2.5.3 of Annex 2, directs each SG to review their maintained Recommendations, Reports and Questions, particularly older texts, and, if they are found to be no longer necessary or obsolete, propose their revision or deletion. In addition, §§ A2.6.2.5.1 and A2.5.2.4.1 of Annex 2 of Resolution ITU-R 1 also encourage SGs to editorially update maintained Recommendations and Questions. Those editorial revisions should not be regarded as draft revisions of Recommendations and Questions as specified in §§ A2.6.2.5.2 and A2.5.2.4.2 of Annex 2 of Resolution ITU‑R 1. The results of the reviews should be reported to the subsequent RA.

# 5 Approval of Recommendations

## 5.1 Application of the procedure for simultaneous adoption and approval (PSAA)

Unless otherwise decided by the SG and, if the Recommendation is not incorporated by reference in the Radio Regulations and if § A2.6.2.2.2.1 of Annex 2 of Resolution ITU-R 1 does not apply, the procedure for simultaneous adoption and approval of draft Recommendations according to § A2.6.2.4 of Annex 2 of Resolution ITU-R 1 shall be applied (see § 4.1.2). If during the statutory consultation period no objections are received from Member States, then at the end of this period the draft Recommendations shall not only be considered adopted but also approved.

## 5.2 The procedure for the approval of Recommendations

Once a draft Recommendation has been adopted by an SG by either of the two procedures described in §§ 4.1.1 and 4.1.2 (but not by applying the PSAA), there are two procedures for the approval of Recommendations by Member States – approval by consultation and approval at a Radiocommunication Assembly. These are described in §§ A2.6.2.1.1 and A2.6.2.3 of Annex 2 of Resolution ITU-R 1.

# 6 Coordination and cooperation among the three ITU Sectors on matters of mutual interest and liaison and collaboration of ITU-R with other organizations

## 6.1 Coordination and cooperation among the three ITU Sectors on matters of mutual interest

Liaison and collaboration with the ITU Telecommunication Standardization Sector and the ITU Telecommunication Development Sector are addressed in Resolution ITU-R 75.

## 6.2 Liaison and collaboration with other organizations

Liaison and collaboration with other relevant organizations, in particular ISO, IEC and CISPR, are addressed in Resolution ITU-R 9. Guidelines developed in accordance with Resolution ITU-R 9 are available from <http://www.itu.int/en/ITU-R/study-groups/Pages/extcoop.aspx>.

# 7 Webcast and interactive remote participation

## 7.1 Webcast

Audio webcasts are available for all SG and WP plenary sessions when meetings are held in Geneva, for TIES registered users. Participants who only wish to listen to the meeting are encouraged to use the webcast facility. Participants do not need to register for the meeting to use the webcast facility.

For meetings held outside Geneva, webcasts of Plenary sessions will only be provided if suitable facilities are available at the meeting venue.

## 7.2 Interactive remote participation

Interactive remote participation is provided, to the extent possible, for SGs and subordinate Groups via Zoom platform in all meetings. Some guidance is provided to ensure the smooth running of the meeting:

− Remote participants are requested to have a high-quality Internet and phone connection;

− The use of a wired headset helps to avoid echoing issues;

− Remote participants are recommended to be in a quiet environment without background noise. Microphones should be muted until the floor is granted;

− Participants who intend to intervene during the meeting are encouraged to run the necessary connectivity and audio tests.

# 8 Captioning

Live captioning in English is provided at all plenary meetings of the RA and SGs. Transcripts of the meetings are subsequently made available on the ITU website.

# 9 Policy on Intellectual Property Rights (IPR)

ITU-R policy on IPR is described in the Common Patent Policy for ITU-T/ITU-R/ISO/IEC referenced in § A2.6.1 NOTE 2 of Annex 2 of Resolution ITU-R 1. Forms to be used for the submission of patent statements and licensing declarations by patent holders are available from <http://itu.int/go/ITUpatents> where the Guidelines for Implementation of the Common Patent Policy for ITU‑T/ITU‑R/ISO/IEC and the ITU-R patent information database can also be found.

# 10 Software copyright guidelines and form

The ITU Software Copyright Guidelines provide guidance to an SG in its consideration of the incorporation of material protected by copyright law in ITU-R Recommendations and is available from <http://www.itu.int/oth/T0404000004/en>. The form to be used for the submission of software copyright statements and licensing declarations by software copyright holders is available from <http://www.itu.int/oth/T0404000005/en>.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. \* As noted in § A1.4.3 of Annex 1 of Resolution ITU-R 1, the Radiocommunication Advisory Group adopts its own working procedures in accordance with No. 160G of the Convention. [↑](#footnote-ref-1)
2. \*\* For convenience, the term “subordinate Group”, or simply “Group”, is used in this document to describe such entities as Working Parties, Task Groups, etc. [↑](#footnote-ref-2)