



Radiocommunication Bureau
(Direct Fax N°. +41 22 730 57 85)

Addendum 3 to
Administrative Circular
CA/128

25 November 2005

To Administrations of Member States of the ITU and Radiocommunication Sector Members

Subject: Preparation of the draft CPM Report

Following the guidelines as outlined in the Administrative Circular CA/128 dated 29 July 2003 and its Addendum 1 and Addendum 2 of 23 July and 10 December 2004 respectively, it is recalled that the responsible Study Groups/Working Parties, Task Group and Joint Task Group are required to submit the corresponding portion of the CPM text related to the agenda items assigned to them, to the designated CPM Chapter Rapporteur, **before 15 September 2006**.

The Chapter Rapporteurs are expected to prepare a consolidated draft text relating to the agenda item falling under their responsibility and are invited to submit it to the CPM Counsellor, **by 20 September 2006** at the latest, in view of the forthcoming CPM Steering meeting to be held between 25-29 September 2006.

It is therefore necessary that all Study Groups and Working Parties, Task Group 1/9 and Joint Task Group 6-8-9 that are designated by CPM-1 as **concerned groups** (contributing or interested), finalize their contributions at their early forthcoming meetings in 2006 (*ITU-R block meeting March-April*).

The responsible groups should strictly observe the CPM Report structure and its layout as approved by the CVC and as appeared in Addendum 2 to CA/128 (10 December 2004). It is recalled that CPM text is to be clear, concise and drafted in a consistent and unambiguous manner. Use of acronyms should be limited to where absolutely necessary; if acronyms must be used. The name the acronym represents is to be written in full the first time it is used, followed by the acronym in parentheses.

The responsible groups are reminded that each agenda item is allocated 10-12 pages, and that the number of proposed methods to satisfy each agenda item is to be kept to the absolute minimum. Any reference to "No Change" as a method should be avoided since this approach will be identified as a general remark in the introduction of the draft CPM Report, to thus avoid its appearance under each and every agenda item.

Since the responsible groups for each agenda item need to provide an executive summary (half a page in length) to reflect the objectives of the draft text, the corresponding responsible groups for the agenda items are invited to provide the CPM Chapter Rapporteurs with the draft for the subject executive summary.

The executive summary is intended to assist administrations in properly understanding the matter under consideration.

Valery Timofeev
Director, Radiocommunication Bureau

Distribution:

- Administrations of Member States of the ITU
- Sector Members of ITU-R
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups, Working Parties, Task Group 1/9, JTG 6-8-9 and Special Committee on Regulatory/Procedural Matters
- Chairman and Vice-Chairmen of the Radiocommunication Advisory Group
- Chairman and Vice-Chairmen of the CPM and CPM Chapter Rapporteurs
- Members of the Radio Regulations Board
- Secretary-General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau