



Radiocommunication Bureau

(Direct Fax N°. +41 22 730 57 85)

Administrative Circular
CA/162

17 July 2006

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

Subject: Fourteenth meeting of the Radiocommunication Advisory Group,
Geneva, 24-26 January 2007

1 I would like to invite you to attend the fourteenth meeting of the Radiocommunication Advisory Group (RAG) to be held at ITU headquarters in Geneva from 24 to 26 January 2007, inclusive. As stated in Article 11A of the ITU Convention, the RAG is open to representatives of administrations of Member States and representatives of Radiocommunication Sector Members and to Chairmen of the study groups and other groups. Its principal duties are, *inter alia*, to review priorities, programmes, operations, financial matters and strategies related to Radiocommunication Assemblies, study groups and the preparation of radiocommunication conferences, and any specific matters as directed by a conference of the Union, a Radiocommunication Assembly or the Council. The RAG recommends measures to foster cooperation and coordination with other standards bodies, with the Telecommunication Standardization Sector, the Telecommunication Development Sector and the General Secretariat.

2 The draft agenda of the meeting has been established in consultation with the Chairman of RAG, and is contained in **Annex 1**.

3 I would like to take this opportunity to invite contributions related to the respective agenda items.

4 Contributions should be submitted to the Director of the Radiocommunication Bureau (BR), preferably in electronic form, at the brrag@itu.int address, which will accelerate their availability through the web. In accordance with Resolution ITU-R 1-4, such contributions must be received by BR ***no later than 20 October 2006***, with a view to their translation. Contributions received by the Director after that date will be published, in the original language only, and shall be distributed at the beginning of the meeting. A copy of each contribution should also be sent to the RAG Chairman and Vice-Chairmen at the addresses given in **Annex 2**.

5 The RAG meeting will open at 1000 hours on 24 January 2007 and registration will be possible as of 0830 hours on 23 January 2007. The RAG meeting will complete its work at 1700 hours on 26 January 2007. In addition, immediately before the RAG, a one-day meeting on preliminary discussions on matters related to the Radiocommunication Assembly, including the consideration of the structure of the study groups, is foreseen to start at 1000 hours on 23 January 2007 at the same place as the RAG meeting. This one-day meeting will be open for the registered

delegates to the RAG. Participation to this meeting of Chairmen and Vice-Chairmen of study groups and the CPM, as well as of representatives of regional organizations and groups, is encouraged. Detailed information concerning the meeting rooms will be displayed on screens at the entrances to ITU headquarters.

6 The cost of travel and accommodation in Geneva for participants is the responsibility of the administration/organization concerned. A number of hotels in Geneva and the surrounding area have agreed to offer preferential rates to delegates participating in ITU conferences and meetings. Information on the list of these hotels, as well as on the procedure to follow for the reservation of hotels, is available from the ITU website (see <http://www.itu.int/travel/index.html>). Bookings must be made by delegates in their own name, without going through a travel agent or airline company. Bookings should be sent by post or fax directly to the hotel using the form attached (**Annex 3**).

7 It is intended that delegate registration for the RAG be carried out exclusively on-line. For that purpose, it is necessary for Member States and Sector Members to designate a **Focal Point** who will be the exclusive authority responsible for the submission of delegate registration requests (see Annex 4). Further information pertaining to on-line registration will be contained in an Addendum to this Administrative Circular.

8 I would like to 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. Any such request must specify the name and functions of the individual(s) for whom the visa(s) is/are requested and be accompanied by a copy of the registration form approved for the ITU conference or meeting in question.

9 The Bureau remains at your disposal for any questions concerning this Administrative Circular (contact person in the Radiocommunication Bureau: Mr Fabio Leite, telephone: +41 22 730 5940, e-mail: fabio.leite@itu.int).

V. Timofeev
Director, Radiocommunication Bureau

Annexes: 4

Distribution:

- Administrations of Member States of the ITU
- Radiocommunication Sector Members
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups and the Special Committee on Regulatory/Procedural Matters
- Chairman and Vice-Chairmen of the Radiocommunication Advisory Group
- Chairman and Vice-Chairmen of the Conference Preparatory Meeting
- Members of the Radio Regulations Board
- Secretary-General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX 1

**Draft agenda for the fourteenth meeting of the
Radiocommunication Advisory Group**

Geneva, 24-26 January 2007

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Decisions of Council-06 and PP-06 relevant to RAG:
 - 3.1 Financial plan, Strategic Plan, Council and RAG schedules
- 4 Study group activities:
 - 4.1 Working methods of the ITU-R study groups, including progress report from the convener of the RAG correspondence group on the implementation of Resolution ITU-R 44 (updating of certain maintained CCIR/ITU-R Recommendations) and from the convener of the RAG correspondence group on EDH)
 - 4.2 ITU-R patent policy; other patent, copyright and trade-mark issues
 - 4.3 Liaison and collaboration with ITU-T and ITU-D Sectors and with other organizations:
 - 4.3.1 Global Standards Collaboration (GSC)
 - 4.3.2 Emergency radiocommunications
- 5 RRC-06 post-conference activities
- 6 Preparation for WRC-07
- 7 Draft operational plan for 2007-2010
- 8 Preparation of the draft budget 2008-2009
- 9 Date of next meeting
- 10 Any other business

B.A. Gracie
Chairman, Radiocommunication Advisory Group

ANNEX 2

**Name and address of the Chairman and Vice-Chairmen of the
Radiocommunication Advisory Group**

Chairman

Mr B.A. GRACIE

Industry Canada
300 Slater Street, Jetn 1688D
OTTAWA, Ontario K1A 0C8
Canada

Tel: +1 613 998 4254
Fax: +1 613 998 4530
E-mail: gracie.bruce@ic.gc.ca

Vice-Chairmen

Mr N. KISRAWI

Syrian Telecommunications Establishment (STE)
STE Permanent Representative to the ITU
9 champ d'Anier
1209 GENEVA
Switzerland

Tel: +41 22 798 8451
Fax: +41 22 788 9251
E-mail: nabil.kisrawi@ties.itu.int

Mr W. LUTHER

Federal Communications Commission - FCC
International Bureau
445 12th Street S.W.
WASHINGTON, D.C. 20554
United States

Tel: +1-202 418 0729
Fax: +1 202 418 0398
E-mail: william.luther@fcc.gov

Mr A. PAVLIOUK

Radio Research and Development Institute (NIIR)
16 Kazakova Street
105064 MOSCOW
Russian Federation

Tel: +7 095 267 0682
Fax: +7 095 261 1108
E-mail: alexander.pavliouk@ties.itu.int

Mr I. SAMAKE

Société des Télécommunications du Mali
(SOTELMA)
Département des Réseaux et Services Mobiles
Boîte postale E43, Avenue Kassé Keita
BAMAKO
Mali (Republic of)

Tel: +223 6709709
Fax: +223 2224730
E-mail: idrissa.samake@malitel.com.iml

ANNEX 3

This confirmation form should be sent directly to the hotel of your choice



INTERNATIONAL TELECOMMUNICATION UNION



Confirmation of the reservation made on to hotel

at ITU preferential tariff

..... single/double room from time of arrival..... to

Name:

First name:

Address:

.....

.....

.....

Tel.: Fax:

Credit card to guarantee this reservation AX/VISA/DINERS/EC

other

No. validity

Date Signature

ANNEX 4

**Fourteenth meeting of the
Radiocommunication Advisory Group (RAG)
24-26 January 2007**

REGISTRATION OF PARTICIPANTS

Registration for RAG-07 will be carried out exclusively *on-line* at the RAG website [RAG07-1-On-line delegate registration facilities](#).

To facilitate the registration process and to ensure the security of the system, it is necessary that a focal point be designated by your Administration/Company/Organization who will be responsible for the submission of all delegate registration requests. **For those entities for which this focal point is not the same as that designated as the TIES Focal Point in the Global Directory (see <http://www.itu.int/GlobalDirectory/index.htm>), the name should be provided using the form below.**

Name of Member State: _____		
<i>or</i>		
Name of Sector Member: _____		
Designated Focal Point:		
_____	_____	_____
<i>First name</i>	<i>Initial</i>	<i>Last name</i>

<i>Telephone</i>		

<i>e-mail address</i>		

For submission of the above form, or for any additional information, please contact the Radiocommunication Bureau Secretariat by e-mail (linda.kocher@itu.int) or by fax (+ 41 22 730 6600).