



*Radiocommunication Bureau*

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Administrative Circular  
CA/169

2 July 2007

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

**Subject:** First session of the Conference Preparatory Meeting (CPM11-1) for the 2011 World Radiocommunication Conference, for the purpose of organizing and coordinating conference preparatory studies for WRC-11 and the subsequent WRC (Geneva, 19-20 November 2007)

### **Introduction**

The World Radiocommunication Conference (Geneva, 2003), by its Resolution 803, recommended to the Council a preliminary agenda for the 2010 World Radiocommunication Conference. As a result of Resolution 77 (Rev. Antalya, 2006), this Conference is now scheduled for February/March 2011.

In accordance with Resolution ITU-R 2-4\*, the preparatory studies are to be carried out by a Conference Preparatory Meeting (CPM) which normally holds two sessions during the interval between WRCs. It is envisaged to hold the first session of the CPM for WRC-11 and for the subsequent WRC in the week following the WRC-07.

The first session of the CPM, (CPM11-1), is for the purpose of organizing and coordinating preparatory studies for WRC-11 and for the subsequent WRC based on agenda items which will be proposed by the WRC-07. The second session, (CPM11-2), will prepare the Report to the WRC-11.

The Chairmen and Vice-Chairmen of the Radiocommunication Study Groups are invited to participate in this first session of the CPM-11, with a view to their assisting with the organization of the conference preparatory work within their Study Groups.

### **Date and place of the meeting**

The meeting of the first session of the CPM-11 will be held in Geneva from 19 to 20 November 2007, in the ITU Headquarters. Registration will commence at 8:30 hours and the meeting will commence at 9:30 hours on the opening day.

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\* It should be noted that Resolution ITU-R 2-4 is on the agenda of the RA-07 and could be subject to revision prior to this first session of the CPM-11.

## **Programme of the meeting**

The programme of the meeting is contained in a draft Agenda (see Annex).

## **Contributions**

Contributions in response to the work of the first session of CPM-11 are invited, including suggestions for the organization of preparatory studies to be carried out. Participants are encouraged to submit contributions by e-mail to:

[rcpm@itu.int](mailto:rcpm@itu.int)

Contributions will be processed according to the provisions laid down in Resolutions ITU-R 1 and ITU-R 2 and posted on:

<http://www.itu.int/ITU-R/go/rcpm/en>

They will be published on the web and made available only at the opening of the meeting. The Secretariat requests that, in order for documents to be available at the opening of the meeting, all contributions be received not later than 12:00 hours (Geneva time) on Friday 16 November 2007.

## **Hotel accommodation**

Reductions on hotel prices in Geneva have been obtained for delegates participating in ITU meetings. The list of the hotels concerned, together with the reservation form to be sent directly to the hotel, may be found at <http://www.itu.int/travel/index.html>.

## **Registration**

Registration for CPM11-1 will begin on 15 September 2007 and will be carried out exclusively on-line using the Event Delegate Registration System (EDRS). In exceptional circumstances where on-line registration is not possible, Member State and Sector Member Designated Focal Points (DFPs) should contact the CPM11-1 Delegate Registration Service by fax (+41 22 730 6600) in order to obtain a registration form which may be submitted when accompanied by the proper accreditation documentation.

## **Designated Focal Point (DFP) for participation**

Each Member State/Sector Member has a designated Focal Point responsible for the handling of all registration requests belonging to his/her Member State/Sector Member. These designations are indicated on the CPM11-1 webpage <http://www.itu.int/ITU-R/go/rcpm11-1-registration/en>.

In the event that a change to the indicated DFP is required, please contact the CPM11-1 Delegate Registration Service at [linda.kocher@itu.int](mailto:linda.kocher@itu.int) before **15 July 2007**. Immediately following this date, each DFP will receive the username and password necessary to access the on-line system where detailed instructions will be provided.

## **Pre-registration**

Pre-registration for CPM11-1 using the on-line EDRS is highly recommended for all delegates/participants. This will provide advanced accreditation for all delegates and will avoid any delay upon arrival at the Meeting Registration desk located in the ITU Montbrillant building. All pre-registered delegates/participants will receive a confirmation letter, by e-mail, following the receipt of their completed registration form.

## **On-site registration and receipt of badges**

The CPM11-1 Registration Desk will be located in the ITU Montbrillant building and will be open Monday and Tuesday, 19 and 20 November 2007, from 08:30 to 17:30 hours.

**Please note that, in order to receive your badge, the confirmation letter sent by e-mail must be presented to the CPM11-1 Registration Desk together with a form of photo identification.**

## **Visas**

### **1 Visa requirements**

Citizens of some countries are required to obtain a visa in order to enter Switzerland. The visa must be requested and obtained from the office (embassy or consulate) representing Switzerland in your country. In the case where no such office is in your country, requests should be made in the office closest to the country of departure. If problems are encountered, the Union can, at the official request of the administration or entity concerned approach the competent Swiss authorities to facilitate the delivery of the visa.

### **2 Visa requests**

#### **a) For delegates/participants registering via the on-line EDRS**

For delegates/participants who have made their registration request on-line via their respective Member State/Sector Member DFP, the process for obtaining a visa has been simplified. ***If ITU Headquarters assistance is required***, the request for a visa may be made by the DFP at the time of completion of the registration request for the individual concerned. On the bottom of the registration form, the DFP will find several questions which must be completed fully and accurately. The required information is as follows:

Date of birth  
Passport number  
Passport issuance and expiry dates

The visa procedure will subsequently follow automatically. The delegate/participant will be notified via the Confirmation of Registration form sent to his/her e-mail address that the visa request has been received and is being processed.

**b) For delegates/participants registering via a faxed registration form**

All visa requests must be made via an official letter from the Member State or Sector Member. This letter must be submitted together with the completed delegate registration form and a copy of the passport attached thereto.

In addition, the following information should be contained in the letter:

Name of delegate/participant  
Date of birth  
Passport number, issuance and expiry dates

All of the above-mentioned information should be faxed to the CPM11-1 Delegate Registration Service, ITU, Office V.434, Attention: Mrs. Linda Kocher (fax number: +41 22 730 6600).

Please note that the Union needs at least two weeks to process all visa support requests.

Valery Timofeev  
Director, Radiocommunication Bureau

**Annex: 1**

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**

### **Draft agenda for the meeting of the first session of the Conference Preparatory Meeting (CPM11-1)**

#### **Organization of conference preparatory studies**

(Geneva, 19-20 November 2007)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Proposed structure of the CPM-11 Report to the 2011 World Radiocommunication Conference
- 4** Organization of preparatory studies according to WRC-11 draft agenda items
- 5** Organization of preparatory studies for the subsequent WRC
- 6** Meeting of the second session of CPM-11
  - 6.1** Deadline for contributions to the second session
- 7** Any other business

Chairman, CPM-11

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