International Telecommunication Union



Radiocommunication Bureau

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Administrative Circular CA/173

9 April 2008

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

Subject: Summary of Conclusions of the fifteenth Radiocommunication Advisory Group

Meeting

Reference: Administrative Circular CA/170 of 12 November 2007

- 1 The Radiocommunication Advisory Group (RAG) met for the fifteenth time from 13 to 15 February 2008 in Geneva and considered the agenda as outlined in Annex 1 of the enclosed Summary of Conclusions.
- Following the meeting, a document containing the draft summary of conclusions was posted on the ITU website and participants were invited to communicate to the Chairman of the Advisory Group any suggested changes by 7 March 2008. The Chairman has considered the comments he received, and the resulting changes have been incorporated into the document, the final version of which is reproduced in the attachment to this Administrative Circular.

Valery Timofeev Director, Radiocommunication Bureau

Attachment: Summary of Conclusions of the fifteenth RAG meeting

<u>Distribution:</u>

- Administrations of Member States of the ITU
- Radiocommunication Sector Members
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups and 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

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Attachment

FIFTEENTH MEETING OF THE RADIOCOMMUNICATION ADVISORY GROUP

Geneva, 13-15 February 2008

DRAFT SUMMARY OF CONCLUSIONS

1 Introduction

The Radiocommunication Advisory Group (RAG) held its fifteenth meeting in Geneva, from 13-15 February 2008, under the chairmanship of Mr. J.B. Yao Kouakou (Côte d'Ivoire), and assisted by Vice-Chairmen Mr. Y. Al-Bulushi (Oman), Ms. A. L. Allison (The Boeing Company/USA), Mr. A. Magenta (Italy), Ms. H. Seong (Rep. of Korea) and Mr. V. Strelets (Russian Fed.). The meeting was attended by 130 delegates representing 46 Member States, and 17 Sector Members, including 4 international organizations¹.

2 Opening remarks and approval of the agenda

Following the opening remarks of the Deputy Secretary-General, the Director of the Radiocommunication Bureau and the Chairman of the RAG, in the presence of other ITU elected officials, the agenda was approved and is shown in **Annex 1**. A list of documents considered at the meeting can be consulted at: http://www.itu.int/md/R08-RAG-C/en. The conclusions reached with respect to the considered agenda items are summarized as follows.

3 Decisions of Council 2007 and preparations for Council 2008

Section 2 of Document RAG08-1/1 (Director, BR) was introduced highlighting the following subjects: Budget 2008-09, satellite network filing cost recovery and use of languages.

Following a proposal from the delegate of the Islamic Republic of Iran supported by several delegations, the RAG advised the Director to consider allocating provisions to organize in 2009, if so requested by the administrations or regional organizations, a regional information meeting on the preparation of WRC-11, taking into account the successful experience of the <u>WRC-07 Information Meeting for African countries (Geneva, 28-31 August 2007)</u>, in the context of African preparation for WRC-07.

The delegate of Cameroon indicated that the reduction of the number of RRB meetings from four in 2008 to three in 2009 could create difficulties for the Board, in view of post-conference activities and preparation for WRC-11. Other views suggested that the RRB workload would be reduced in 2009 when most of the revision of the Rules of Procedure would have been concluded. The RAG noted that the Director, as Executive Secretary of the RRB, would be looking closely at the situation and would make adjustments, if necessary, within the existing flexibility.

Regarding the use of official languages, RAG endorsed the proposed practices for the ITU-R as described in **Annex 2** to be considered as definitive.

¹ The list of participants is contained in Document RAG08-1/12.

3.1 Free online access to ITU-R Recommendations

Document RAG08-1/5 (Japan) proposed to provide free online downloads of ITU-R Recommendations on a trial basis. RAG considered that the idea should be pursued; however, before a final decision could be taken, RAG invited the Director to undertake studies on the financial impact and other considerations (e.g., Recommendations incorporated by reference), taking into account the experience with ITU-T Recommendations, and report on the results of these studies to the next RAG meeting.

4 Results of RA-07

Section 3, Document RAG08-1/1 (Director, BR), was introduced highlighting the main achievements and decisions of the Assembly. Following a proposal put forth by the Syrian Arab Republic, RAG advised the Director to organize a meeting of the Chairmen and Vice-Chairmen of Study Groups for a duration of half-day on the day preceding the next meeting of the RAG in 2009. RAG also reacted to the request from RA-07 to consider the possibility of extending Resolution ITU-R 15-4 to cover appointments to the CPM and the SC. It was decided however to delay making a decision on this matter until a subsequent meeting of the RAG. The need to review the criteria contained in the Annexes to Resolution ITU-R 15-4 was also noted.

5 Study Group activities

Section 4, Documents RAG08-1/1 (Director, BR), was introduced covering several issues related to Study Group activities, including some cost elements. RAG noted that the number of working parties, as well as the number of annual meetings, should be set in accordance with the fixed capacity as indicated in the document; otherwise, additional costs for meeting facilities, as well as for Bureau staff, would be incurred. RAG also noted that the primary costs of the meetings with respect to the overall cost are about ten times lower.

5.1 Electronic Document Handling (EDH)

RAG noted the report of the Coordinator of the Correspondence Group (CG) on Electronic Document Handling (EDH) (Document RAG08-1/4) covering mainly issues related to the ITU-R website, on-line registration of delegates, terminology database, and electronic working methods. RAG concluded that the EDH CG should be maintained and that it should provide more information to the next RAG meeting on the different tools used in the ITU to improve or substitute face-to-face meetings, or to facilitate remote participation in meetings.

5.2 Availability of meeting reports and temporary documents

RAG considered Document RAG08-1/6 (Islamic Republic of Iran) on the availability of meeting reports from both Study Groups and Working Parties, and formulated the following advice.

Recognizing that time limits are given in Resolution ITU-R 1-5 (§ 8.4) and in the Guidelines (§ 3.5.6), it was nevertheless thought necessary to address the time gap between the removal of temporary documents posted on the website and their publication as Annexes to the Chairmen's Reports. This is to ensure that the membership will always have access to the full documentation of the Working Party in question. To this end, the following course of action was advised:

i) The Chairman's Report (and Annexes) of each ITU-R Working Party, Joint Task Group, Task Group and other groups referred to in Resolution ITU-R 1-5 be prepared and posted on the website within 30 days after the end of the meeting concerned.

ii) All temporary documents relating to the activities and stemming from the work carried out by each group and posted on the website during the working period of that group be maintained on the website until the corresponding Annexes to the Chairman's Report of that group are posted on the website.

With respect to the availability of summary records of Study Group meetings, RAG advised the following:

- i) The summary record of the Study Group meeting be prepared within 30 days from the end of the meeting and posted on the website for comments.
- ii) Editorial amendments and confirmation of statements made by the membership during the meeting could ideally be submitted to the Chairman within 15 days. However, the summary record will remain open for formal comments from the membership until the subsequent meeting of the Study Group concerned, at which time the record and the comments may be noted.

Revised versions of documents considered by a Study Group would normally be available as soon as possible after the meeting.

RAG advised the Director to integrate the above instructions into any future revision of the Guidelines.

5.3 CCV meeting

Mr. N. Kisrawi (Chairman, CCV) gave an oral report on the results of the last meeting of the Coordination Committee for Vocabulary (CCV), which took place on 12 February 2008. The meeting agreed to invite administrations to assist CCV activities within the framework of Resolutions ITU-R 33, 34, 35 and 36; one annual face-to-face meeting without interpretation; three electronic 2-day meetings per year are envisaged to carry out the CCV work on vocabulary; terms and definitions are to be submitted in English and sent to the ITU Conference and Publication Department for translation into the other languages for future adoption by the CCV during its annual meeting. CCV will continue to collaborate with the Council WG on Resolution 154 (Antalya, 2006). The need to complete the terminology database in Arabic, Chinese and Russian was noted, and the delegate of China indicated the desire of his administration to assist in providing terms and definitions in the Chinese language.

RAG noted the CCV report and thanked administrations for offering to assist in completing the terminology database.

5.4 Preparations for WRC-11

5.4.1 CPM process

Document RAG08-1/2 (Chairman, CPM) was introduced with the purpose of informing the RAG on the suggested guidelines to facilitate the work of concerned groups in their preparation of the CPM Report. RAG noted the document and the comments of the CPM Chairman on the need to review the naming of the Recommendation Series, so as to avoid any ambiguity with the former naming of the Series.

5.4.2 Study Group structures

RAG considered Document RAG08-1/3 (Italy) "Impact of RA-07 decisions on new ITU-R Study Group structures". Based on the results of the ad-hoc group chaired by Mr. A. Nalbandian to study the matter, the RAG noted the "proposed" or "interim" structure as contained in Annex 1 to

Administrative Circular CA/172 of 3 December 2007, and also noted that the "proposed" or "interim" structure might create some difficulties in complying with the provisions of Resolution ITU-R 1-5 and provided the following guidance for the Study Group Chairmen, in accordance with Article 11A of the Convention:

- i) The Chairman of each Study Group 1, 3, 4, 5, 6 and 7, in consultation with their Vice-Chairmen, should prepare a document providing information on the "proposed" or "interim" draft structure (Working Parties) of the appropriate Study Group and the candidatures for the Chairmen and Vice-Chairmen of the Working Parties.
- ii) Any "proposed" or "interim" structure is subject to approval by the Study Groups at their first meetings in this study period.
- iii) According to § 2.5 of Resolution ITU-R 1-5 the number of Working Parties should normally be three or four.
- iv) The appointment of the Chairmen of the Working Parties should take into account ITU-R past practices, namely consideration of candidates from the available Vice-Chairmen of Study Groups and other candidates proposed by the membership, with due account of the geographical distribution of the posts among the various regions.
- v) The Director is requested to make available the Chairman's document referred in § i) to ITU Member States and ITU-R Sector Members participating in the work of the relevant ITU-R Study Group, inviting them to prepare comments for consideration by the time of the first Working Party meeting of each Study Group, and by the relevant Study Group steering group, and subsequently at the Study Group meeting.
- vi) Any Working Party of the approved Study Group structure is invited to endorse relevant outputs prepared by the "proposed" or "interim" Working Party for further appropriate action.

5.4.3 Software-defined and cognitive radio

Document RAG08-1/9 (Chairman, Study Group 5), on the studies under WRC-11 agenda item 1.19 on software-defined radio and cognitive radio, was introduced. The document addressed the proposed allocation of the studies to the Working Parties in Study Group 5 as well as possible treatment and/or destination of the draft liaison statements on this issue prepared by the relevant Working Parties of that Study Group, since the concerned groups in other Study Groups were not identified in Administrative Circular CA/171.

RAG noted the proposed course of action such that in the absence of any designated Working Party, the focal point would remain as the Study Group, which, due to the timing and periodicity of its meetings, might delay the process. In order to accelerate the process, the above-mentioned Study Group might wish to designate the corresponding Working Parties to which the subject liaison statements could be addressed at an earlier occasion. Otherwise, the Study Group concerned may authorize its respective Chairman to act as a focal point for the dispatch of any output from the concerned Working Party to the responsible group.

RAG invited other Study Groups to consider the appropriateness of these procedures and to take similar course of action in similar circumstances.

The Chairman of Study Group 1 noted that Mr. S. Pastukh (Russian Federation) had been designated as Acting Chairman of Working Party 1B, the responsible group for studies in support of WRC-11 agenda item 1.19. Moreover, Document 1A/5, provided to all concerned Working Parties

and Joint Task Group 5-6 from the Chairman of CPM-11, refers to Annex 5 of Administrative Circular CA/171 regarding coordination between responsible and concerned groups. Section 4.3 of that Annex provides the means, in order of preference, for contributions from concerned groups to the work of the responsible group for an agenda item.

5.4.4 Resolution 224 (Rev. WRC-07) and others studies requiring coordination between Study Groups

RAG created an ad-hoc group under the chairmanship of Mr. A. Kholod (Switzerland) to discuss the issues raised in Documents RAG08-1/7 (Islamic Republic of Iran), 8 (Chairman, SG5) and 10 (NDR and ZDF) relating to the sharing and compatibility studies between services to which frequency bands are allocated in the bands 698-806 MHz and 790-862 MHz, as well as the general issue relating to sharing studies where different services (and consequently study groups/working parties) are involved.

Regarding the sharing studies required under Resolution **224** (**Rev. WRC-07**) relating to the frequency bands 698-806 MHz and 790-862 MHz, the following two options were proposed by the ad-hoc group, without RAG making a choice on either:

- No change to the terms of reference of JTG 5-6.
 In this case, the Chairmen of Study Groups 5 and 6 should consult with their study groups and coordinate the activity related to the Resolution 224 (Rev. WRC-07) studies, this before the first meeting of JTG 5-6 (28 May-3 June 2008), in order to give guidance to administrations in a timely manner.
- Enlargement of the terms of reference of JTG 5-6 so that the compatibility studies referred to in the *invites* 1 of Resolution 224 (Rev. WRC-07) be also carried out within this Joint Task Group.
 In this case, the Chairmen of Study Groups 5 and 6 are required to coordinate in a timely manner so as to task the JTG accordingly.

Regarding the general issue of sharing, discussions could not be concluded on the proposed courses of action for the studies to be carried out in a coordinated manner. However, for cases where a given study is addressed by more than one Study Group, and in turn undertaken in Working Parties not of the same Study Group, RAG recognised the important need for close coordination between the Study Groups concerned.

5.5 Liaison and collaboration with the ITU-T and ITU-D Sectors and with other Organisations

The BR representative gave a brief account of on-going liaison and collaboration with ITU-D and ITU-T, including their respective Bureaux, and with other Organizations, in particular:

Concerning ITU-D and BDT:

- studies of mutual interest being undertaken in the respective Study Groups and Rapporteur Groups;
- involvement of ITU-R and BR experts in BDT Regional Seminars; special mention was made of the forthcoming ITU Development Forums, organized by the BDT and associated with preparatory meetings for WTSA, under the theme of bridging the standardization gap;
- Spectrum management (including the development of SMS4DC);
- Emergency Communications, making particular mention of the events held in December 2007:
- Review of material concerning radiocommunication issues, e.g. spectrum sharing, destined for the GSR-08.

Concerning ITU-T and TSB:

- studies of mutual interest in the Study Groups;
- Emergency Communications;
- the effects of Climate Change and the use of ICTs, for which several joint papers have been prepared addressing studies and efforts being made in the two Sectors;
- Involvement in TSB Seminars and Workshops having topics of relevance to ITU-R, an important example of which is the continuing series of Workshops on the "Fully Networked Car" held during the Geneva Motor Show, relevant to ITU-R studies on Intelligent Transportation Systems (ITS).

Concerning other Organizations:

- the continuing effectiveness of Resolution ITU-R 9-3 as regards coordination with outside Organizations, particularly SDOs, with regard to the acquisition of material for the development of ITU-R Recommendations (e.g. in the fields of mobile and wireless access);
- the continuing involvement of ITU-R and BR representatives in the work of the Global Standards Collaboration (GSC)².

Following clarifications by Chairmen of TDAG and TSAG on intersectoral cooperation towards the implementation of Resolution 123 (Antalya, 2006) on bridging the standardization gap between developing and developed countries, RAG agreed to designate Mr. J-J. Massima (Gabon) as the ITU-R representative to work with the counterparts in ITU-D and ITU-T.

6 Emergency Radiocommunications

Addenda 1 and 2 to Document RAG08-1/1 (Director, BR) were introduced highlighting the implementation of Resolution **647** (WRC-07) and the activities related to climate change.

Taking into account Resolutions ITU-R 53 and 55, and Resolution 647 (WRC-07), RAG advised the Director to inform the Chairman of the Intersectoral Emergency Communications Team (IECT), Mr. H. Zhao (Deputy Secretary-General), that the BR has designated Mr. A. Vassiliev (Counsellor, SG7) as focal point to work in collaboration with the Working Group on Emergency Telecommunications (WGET) of the UN Office for the Coordination of Humanitarian Affairs (OCHA). Taking into account that the BR is making progress in the development of a listing of currently available frequencies for use in emergency situations for inclusion in a database maintained by the Bureau, the focal points of the two Organizations will collaborate in the development and dissemination of standard operating procedures for spectrum management in the event of disaster situations.

RAG noted the progress report on emergency communication and climate change matters and encouraged the Director to pursue his activities in the implementation of the relevant RA-07 and WRC-07 Resolutions, coordination with other ITU Sectors and collaboration with other relevant organizations.

7 Results of WRC-07

RAG considered Document RAG08-1/1, § 5.1 (Director, BR) concerning the financial consequences arising from several WRC-07 decisions. It took note of the relative importance of these implications both in terms of expenditure as well as income (potential loss) (e.g., suppression of existing Lists VI and VIIA with their incorporation into revised Lists IV and V).

² GSC-13, 14-17 July 2008, Boston, USA.

With regard to this last point, the RAG was informed that the pricing policy for publications was still based on an obsolete and superseded pricing methodology that did not reflect the actual cost of publications. RAG was also informed that the pricing policy for future publications will be reviewed so as to take into consideration all the new developments in cost accounting and time tracking in order to make prices more consistent with the actual cost of publications.

Concerning all these financial implications, the RAG invited the Director to submit this information to the attention of the forthcoming Council session for its consideration.

Document RAG08-1/11 (Colombia) was introduced on the issue of due diligence of Resolution **80** (**Rev. WRC-07**). RAG invited the Director to forward the liaison statement contained in **Annex 3** to the ITU-R groups concerned with the studies on this issue.

8 ITU-R strategic, operational and financial planning

RAG reviewed the draft <u>ITU-R Operational Plan</u> for 2009-2012. RAG advised the Director to collect the comments that might be formulated by RAG members before the final version was submitted for the 2008 session of the Council. RAG considered also the <u>2007 Performance Report</u> and congratulated the Bureau for last year's good results.

In order to assist the RAG in the application of CV160CA and CV181A, RAG decided to create a correspondence group (CG) on Operational Planning open to all RAG members, chaired by Mr. A. Ismail (Malaysia), to work electronically taking into consideration:

- progress achieved in the implementation of Resolution 1243 of the Council;
- progress achieved by the Council Working Group on Financial Regulations (FinRegs);
- progress achieved by the Council Working Group on Management and Budget (MBG);
- progress achieved by other advisory groups on similar issues;
- any relevant activities by the ITU Secretariat;
- Resolutions 71 and 72 (Rev. Antalya 2006).

The terms of reference of the CG on Operational Planning (email: rag-oplan@itu.int) are as follows:

To propose guidelines on the ITU-R operational planning, in particular with regard to the formulation and implementation of KPIs, to the next RAG meeting for its consideration.

9 Date of next meeting

The next RAG meeting was scheduled for 4-6 February 2009 in Geneva, preceded by a half-day meeting of Chairmen and Vice-Chairmen on 3 February 2009.

10 Any other business

The Director presented statistics on ITU-R Sector Members and Associates for the 2001-2008 period in Document RAG08-1/13.

The representative of Lebanon informed the RAG that he had handed a copy of a contribution to the Secretary-General intended for submission to the Council for the re-establishment of the World Plan Committee, noting that the RAG could review the matter once a decision is taken by Council.

11 Closing remarks

It was noted that this was the last meeting of ITU-R for Mr. B. McCaughern (Canada); the Chairman of the RAG expressed his appreciation for his contribution to the international community and wished him a happy and long retirement.

The meeting was concluded at 1745 hours following the closing remarks by the BR Director, the Secretary-General and the Chairman of the RAG.

Annexes: 3

ANNEX 1

AGENDA

FIFTEENTH MEETING OF THE RADIOCOMMUNICATION ADVISORY GROUP

Geneva, 13-15 February 2008 (Room B, ITU Tower)

		Documents RAG08-1/
1	Opening remarks	
2	Approval of the agenda	
3	Council issues	1(§2), 5
3.1	Budget 2008-09, Council-08 preparations	
4	Results of RA-07	1(§3)
5	Study Group activities	1(§4)
5.1	Working methods of the ITU-R Study Groups, including progress report from the convenor of the RAG Correspondence Group on EDH 5.1.1 Report on the meeting of CCV	4, 6
5.2	SG preparations for WRC-11	2, 3, 7, 8, 9, 10
5.3	Liaison and collaboration with the ITU-T and ITU-D Sectors and with other Organisations	_, _, ., ., ., .
	5.3.1 Emergency radiocommunications	1(Add.1)
6	Results of WRC-07 and post-conference activities	1(§5), 11
7	Operational Planning	1(§6)
7.1	Draft four year rolling Operational Plan for the 2009 to 2012 timeframe	
7.2	Performance Report for 2007	
8	Date of next meeting	
9	Any other business	

J.B. Yao Kouakou Chairman, Radiocommunication Advisory Group

ANNEX 2

Use of the six official languages in ITU-R

RAG considered the impact of Resolution 154 (Antalya, 2006), taking into account the practical measures described in Annex 2 to CA/145 (21 December 2004), as well as the provisions of Resolution ITU-R 1-5, and endorsed the following practices on the working methods of ITU-R study groups and on the process of regulatory and service publications.

1 Study group activities

1.1 Translation

1.1.1 Draft Recommendations

Resolution ITU-R 1-5 applies (e.g. § 10.3.8, 10.4.7).

1.1.2 Administrative circulars and circular letters concerning study group activities

For administrative circulars and circular letters relating to study group activities, dispatch is made in all six languages. However, for those letters announcing meetings that will be conducted in a single language, the letters are prepared and dispatched only in that language.

1.1.3 Draft Ouestions

Draft Questions, annexed to administrative circulars (CAR), are dispatched to Member States in all six languages of the Union for approval by consultation.

1.1.4 Other texts, e.g. CPM Report

The texts are adopted in six official languages.

1.1.5 Handbooks

The need for publication of Handbooks in six languages should be considered on a case-by-case basis.

1.2 Interpretation

BR will investigate the specific interpretation requirements for each study group meeting requiring interpretation.

2 Regulatory and service publications

2.1 Radio Regulations

Six languages.

2.2 RRB Rules of Procedure

Six languages.

2.3 Preface to the IFL and to the BR International Frequency Information Circular (BR IFIC)

Six languages.

2.4 BR IFIC (Space services)

Six languages.

2.5 BR IFIC (Terrestrial services)

2.5.1 Data retrieved with an inquiry tool (TerRaQ)

Six languages.

2.6 Service publications

Six languages as from 1 January 2011 (in accordance with the WRC-07 decisions).

2.7 HFBC on CD-ROM

To be continued in Latin-1 characters set until the current constraints of the processing software are overcome.

3 Administrative circulars, circular letters (CA, CR, CCRR) and attached annexes

Six languages.

4 Correspondence with administrations

Gradually implemented in six languages.

5 Electronic publications on the web

Gradually implemented in six languages.

ANNEX 3

Liaison statement to Study Group 4 and the Special Committee on Regulatory and Procedural matters on Resolution 80 (Rev.WRC-07)

Resolution **80** (**Rev.WRC-07**) on the "due diligence in applying the principles embodied in the Constitution" invites "the other organs of the Radiocommunication Sector, in particular the RAG, to make relevant contributions to the Director of the Radiocommunication Bureau for inclusion in his Report to each future World Radiocommunication Conference".

At its 15th meeting (Geneva, 13-15 February 2008), RAG noted with thanks a contribution from Colombia in <u>Document RAG08-1/11</u> titled "Proposals of Questions to implement Resolution **80** (**Rev.WRC-07**)". Given the nature of the proposals in the contribution, RAG encouraged Colombia to submit a document on the matter to Study Group 4 and the Special Committee. It was also noted that, given that the Radio Regulations Board will also study matters related to Resolution **80** (**Rev.WRC-07**), administrations were encouraged to submit contributions to the RRB.

Given the responsibilities of SG 4 and the SC in the CPM studies relating to WRC-11 Agenda item 8.1.3 dealing with Resolution **80** (**Rev.WRC-07**), and those of the RAG, you are kindly invited to keep the RAG informed on the progress made by groups in this regard.

The 16th meeting of the RAG is scheduled for 4 to 6 February 2009.

Contact: Mr. W. Pedraza (Colombia), email: wpedraza@mincomunicaciones.gov.co