



*Radiocommunication Bureau*

*(Direct Fax No. +41 22 730 57 85)*

Administrative Circular  
**CA/192**

29 June 2010

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

**Subject: 2nd ITU Information Meeting on WRC-12 Preparation  
Geneva, 24-25 November 2010**

1 By means of this Administrative Circular, the ITU Radiocommunication Bureau has the pleasure to invite your Administration or organization to attend the 2nd ITU Information Meeting on WRC-12 Preparation. The meeting will take place in the ITU Headquarters in Geneva, Switzerland, on 24 and 25 November 2010.

2 Contributions of the Chairman of CPM-11, members of the CPM-11 Management Team and representatives from the regional groups and other participating organizations, are invited to ensure the successful outcome of the meeting.

3 Based on the presentation of the draft CPM Report and on information regarding the Bureau and regional preparations for WRC-12, this meeting will provide participants the opportunity to exchange views and have a better understanding of the preliminary draft common proposals and positions of the concerned entities. To meet these objectives, information in English may be submitted by electronic mail to the BR Secretariat ([brmail@itu.int](mailto:brmail@itu.int)), **not later than 15 November 2010**.

4 A preliminary programme for this meeting is proposed in **Annex 1**. It will be available at <http://www.itu.int/ITU-R/go/wrc-12-info-10> and will be updated as new or modified information becomes available.

5 Please note that the meeting will be conducted in a “paperless” environment, i.e. all of the documents will be available on the above-mentioned website. In addition, a flash memory stick (USB) containing the documents and information will be provided at the time of registration. Participants are, therefore, requested to bring their laptop PCs. Under special circumstances, the BR Secretariat will endeavour to provide a limited number of laptops for use by the participants during the meeting.

## Participation/visa requirements

6 Participant registration for this meeting will be carried out via the online registration system (EDRS) and will begin on 30 September 2010. The related registration form may be found on the meeting website at: <http://www.itu.int/ITU-R/go/wrc-12-info-10>.

7 For queries or additional information, participants may contact the Delegate Registration Unit at [ITU-RRegistration@itu.int](mailto:ITU-RRegistration@itu.int).

8 We would like to remind participants that citizens of some countries are required to obtain a visa in order to enter and spend time in Switzerland. **The visa must be requested at least four (4) weeks prior to the opening of the meeting** and obtained from the office (embassy or consulate) representing Switzerland in the respective country of origin. In cases where there is no such office in the country, the visa should be obtained from the office that is closest to the country of departure.

9 The Registration desk will open as from 0800 hours on the opening day of the Information Meeting at the entrance of the Montbrillant building. Please note that the confirmation of registration sent to each participant by e-mail must be presented, together with photo identification, in order to receive a badge.

## Accommodation

10 Information regarding hotel accommodation for meetings held in Geneva is available at <http://www.itu.int/travel/index.html>.

## Fellowships

11 In recognition of the difficulty faced by some Member States, the ITU will offer one fellowship per eligible country, with priority given to requests from the least developed countries (LDCs). Fellowship requests should be submitted before **30 September 2010** using the form attached as **Annex 2**. Accommodation will be arranged and paid for by the ITU.

Yours faithfully,

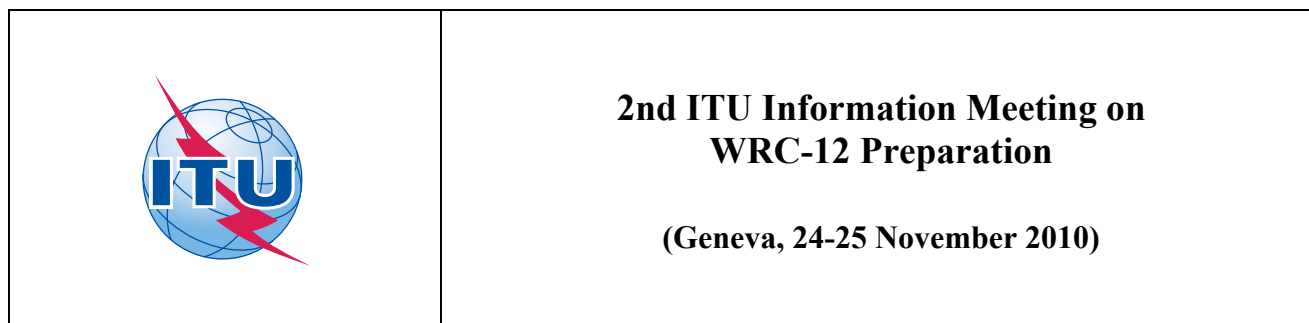
Valery Timofeev  
Director, Radiocommunication Bureau

## Annexes: 2

### Distribution:

- 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

## ANNEX 1





### Preliminary Programme

Hours	Day 1 (24.11.10)	Day 2 (25.11.10)
0900-1030	1000 hours: Opening Status of the preparation for WRC-12	Review of the WRC-12 agenda items covered by <b>Chapter 4</b> of the draft CPM Report <sup>1</sup>
1045-1200	Review of the WRC-12 agenda items covered by <b>Chapter 1</b> of the draft CPM Report <sup>1</sup>	Review of the WRC-12 agenda items covered by <b>Chapter 5</b> of the draft CPM Report <sup>1</sup>
1200-1400	Lunch Break	
1400-1530	Review of the WRC-12 agenda items covered by <b>Chapter 2</b> of the draft CPM Report <sup>1</sup>	Review of the WRC-12 agenda items covered by <b>Chapter 6</b> of the draft CPM Report <sup>1</sup>
1545-1700	Review of the WRC-12 agenda items covered by <b>Chapter 3</b> of the draft CPM Report <sup>1</sup>	Closing session

<sup>1</sup> Presentation and explanation of the methods proposed to satisfy the WRC-12 agenda items and of the preliminary views/positions from the regional groups (ATU, APT-APG, ASMG, CITEL-PCC.II, RCC, CEPT-CPG) and other organizations (e.g. ICAO, IMO, WMO, etc.). The order of consideration of the WRC-12 agenda items is indicative at this stage and may be subsequently modified as deemed appropriate.

## ANNEX 2

	<b>2nd ITU Information Meeting on WRC-12 Preparation</b>	
<b>Geneva, 24-25 November 2010</b>		

Please return to: **ITU/BDT** E-mail: [bdtfellowships@itu.int](mailto:bdtfellowships@itu.int)  
**Geneva (Switzerland)** Tel: **+41 22 730 5487**  
Fax: **+41 22 730 5778**

### Request for fellowship to be submitted before 30 September 2010

Participation of women is encouraged

<b>Country</b> _____
<b>Name of the Administration or Organization</b> _____
<b>Mr / Ms</b> _____ (family name) (given name)
<b>Title</b> _____
<b>Address</b> _____ _____
<b>Tel.:</b> _____ <b>Fax:</b> _____ <b>E-Mail:</b> _____
<b>PASSPORT INFORMATION :</b>
<b>Date of birth</b> _____
<b>Nationality</b> _____ <b>Passport number</b> _____
<b>Date of issue</b> _____ <b>In (place)</b> _____ <b>Valid until (date)</b> _____
<b>CONDITIONS OF FELLOWSHIP</b>
1. A round trip air ticket in economy class from country of origin to venue by the most direct and economical itinerary 2. Accommodation is booked and pre-paid by ITU 3. A daily allowance to cover meals and misc. expenses will be paid to the fellow 4. Imperative that fellows be present from the first day to the end of the meeting
<b>Signature of fellowship candidate</b> _____ <b>Date</b> _____
<b>TO VALIDATE FELLOWSHIP REQUEST, NAME, TITLE AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.</b>
<b>Signature</b> _____ <b>Date</b> _____