

INTERNATIONAL TELECOMMUNICATION UNION



Radiocommunication Bureau

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Administrative Circular

CA/200

14 October 2011

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

Subject: First session of the Conference Preparatory Meeting (CPM15-1)
for the 2015 World Radiocommunication Conference, for the purpose of
organizing and coordinating conference preparatory studies for WRC-15
and the subsequent WRC (Geneva, 20-21 February 2012)

Introduction

The World Radiocommunication Conference (Geneva, 2007), by its Resolution 806, recommended to the Council a preliminary agenda for the 2015 World Radiocommunication Conference.

In accordance with Resolution ITU-R 2-5*, 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-15 and for the subsequent WRC immediately following WRC-12.

The first session of CPM-15, (CPM15-1), is for the purpose of organizing and coordinating preparatory studies for WRC-15 and for the subsequent WRC based on agenda items which will be proposed by WRC-12. The second session, (CPM15-2), will prepare the Report of the CPM to WRC-15.

The Chairmen and Vice-Chairmen of the Radiocommunication Study Groups are invited, in particular, to participate in this first session of CPM-15, with a view to their assisting with the organization of the conference preparatory work within their Study Groups.

* It should be noted that Resolution ITU-R 2-5 is on the agenda of the Radiocommunication Assembly 2012 (RA-12) and could be subject to revision prior to this first session of CPM-15.

Date and place of the meeting

The meeting of the first session of CPM-15 will be held in Geneva from 20-21 February 2012, in the ITU Headquarters. Registration will commence at 8:30 hours and the meeting will commence at 9:30 hours on the opening day.

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-15 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

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>

The meeting will be completely paperless, i.e. no paper copies of documents will be distributed. Wireless LAN facilities will be available for use by delegates in the meeting rooms. Printers are available in the cyber café of the 2nd basement of the Tower building and on the 1st and 2nd floors of the Montbrillant building for delegates who wish to print documents. In addition, the Helpdesk Service (helpdesk@itu.int) has prepared a limited number of laptops for those who do not have one.

Contributions will thus be made available on the web 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 16:00 hours UTC on Friday 17 February 2012.

Participation/Visa requirements

Delegate/participant registration for the meeting will be carried out online via the ITU-R website. Member States and Sector Members were each requested to designate a focal point to be responsible for the handling of all registration requests for his/her administration/organization. Individuals wishing to attend should contact the focal point designated for all Study Group activities for his/her entity directly. The list of designated focal points (DFPs) is available on the **ITU-R Member Information and Delegate Registration** webpage at:

<http://www.itu.int/ITU-R/go/delegate-reg-info/en>.

The Delegate Registration desk will open at 08:30 hours on the first day of the meeting at the entrance of the Montbrillant building. Please note that the confirmation of registration sent to each delegate/participant by e-mail must be presented, together with photo identification, in order to receive a badge.

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

François Rancy
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 (CPM15-1)

Organization of conference preparatory studies

(Geneva, 20-21 February 2012)

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Proposed structure of the CPM Report to the 2015 World Radiocommunication Conference
- 4 Organization of preparatory studies according to WRC-15 agenda items
- 5 Organization of preparatory studies for the subsequent WRC
- 6 Meeting of the second session of CPM-15
 - 6.1 Deadline for contributions to the second session
- 7 Any other business

Chairman, CPM-15
