



## Radiocommunication Bureau (BR)

Addendum 1 to  
Administrative Circular  
**CA/219**

7 May 2015

### To Administrations of Member States of ITU and Observers at WRC-15

Subject: **World Radiocommunication Conference 2015 (WRC-15) – Submission of Proposals to WRC-15**

#### 1 Invitation, date and venue

As announced by the Secretary-General in Circular Letters CL-002 and DM-15/1000, dated 19 January 2015, the World Radiocommunication Conference 2015 (WRC-15) will be held from 2 to 27 November 2015 at both the ITU Geneva Headquarters and the International Conference Centre of Geneva (CICG), immediately following the Radiocommunication Assembly 2015 (RA-15). Administrative Circular [CA/219](#), dated 17 February 2015, provided details for WRC-15 in order to assist participants with their preparations. The purpose of this Addendum to Administrative Circular CA/219 is to provide further details for WRC-15 preparations.

#### 2 Submission of proposals prepared in advance of WRC-15

Member States and the State of Palestine are kindly reminded to refer to Section 2 of Administrative Circular [CA/219](#) for the submission of their proposals for the work of WRC-15. In particular, in accordance with Resolution 165 (Guadalajara, 2010), in order to ensure the timely translation and thorough consideration by delegations of documents submitted to WRC-15, Member States and the State of Palestine should **submit their proposals no later than fourteen (14) days before the commencement of the Conference (deadline of 19 October 2015)**.

The Secretariat is pleased to confirm that the electronic tool to facilitate preparation and submission of proposals to WRC-15 is now available on the **WRC-15 website at [www.itu.int/go/ITU-R/wrc-15](http://www.itu.int/go/ITU-R/wrc-15)**. This tool, called the **Conference Proposals Interface (CPI)**, has been developed to assist compliance with provisions 41 and 42 of the General Rules of conferences, assemblies and meetings of the Union with regard to the format of proposals for the Conference. CPI, as well as guidelines on how to use the system, can be accessed with a [TIES account](#). A video in the six languages of the Union on how to use CPI will be available soon on the same page.

Member States are strongly encouraged to use CPI to prepare and submit proposals to WRC-15. It will facilitate and optimize the treatment of contributions by the Secretariat and accelerate their publication in the six languages of the Union.

Proposals should be submitted by the [Designated Focal Point](#) of the Administration or, alternatively, by another accredited staff (in such case the Radiocommunication Bureau should be informed accordingly). Administrations can submit their proposals using the CPI proposal submission feature or by e-mail to the WRC Secretariat at [wrc15@itu.int](mailto:wrc15@itu.int).

### **3 WRC-15 Proposal Management System**

A Proposal Management System has been developed for WRC-15 to provide easy-to-use web access to the proposals for the work of the Conference. It is available on the [WRC-15 website](#).

### **4 Availability of documents produced before and during WRC-15**

In accordance with No. 9 of Annex 2 to Decision 5 (Rev. Busan, 2014) on reducing the cost of documentation for ITU conferences, **WRC-15 will be completely paperless**. However, printers will be available in the CICG and ITU cybercafés for participants who wish to print documents on site. All documents will be available electronically on the [WRC-15 website](#). Wireless LAN facilities will be available for use by delegates in the meeting rooms. In addition, the Secretariat is preparing an ITU Sync Application to enable the expeditious download and synchronization of WRC-15 documents from the ITU servers. An ITU [TIES account](#) is required to access WRC-15 documents and other electronic resources.

The Secretariat is pleased to announce the publication of WRC-15 Documents 1 (Agenda of the Conference), 2 (Credentials of delegations to the World Radiocommunication Conference) and 3 (CPM Report to the 2015 World Radiocommunication Conference) on the following webpage: [www.itu.int/md/R15-WRC15-C/en](http://www.itu.int/md/R15-WRC15-C/en).

One paper copy of the Provisional Final Acts will be provided at the end of the conference to each Head of Delegation or his/her designated representative.

### **5 Synchronization of WRC-15 documents**

The Secretariat has made available, on the [WRC-15 website](#), the ITU WRC-15 Sync Application to allow for the synchronization of WRC-15 documents on the local drive of personal computers prior to, and during, the Conference. This application has been configured to access the ITU server and synchronize to the latest published documents on demand. The installation of this application can be performed with an ITU TIES account.

### **6 SharePoint site for WRC-15**

A SharePoint site, accessible from the [WRC-15 website](#), will be set up for the Conference. It will provide sub-sites for every WRC Committee and Working Group within which “Share Folders” will be created for informal document exchanges amongst participants. In addition, these sites may contain relevant information regarding the work of the groups. An ITU TIES account is required to access the SharePoint site for WRC-15.

### **7 Participation/visa requirements/accommodation**


Registration for the World Radiocommunication Conference will begin on 1 June 2015. Advance registration to ITU conferences is mandatory and carried out exclusively online through

**Designated Focal Points (DFPs).** Each ITU Member State and Observer has been requested to designate a DFP responsible for the handling of all registration formalities, including visa support requests that should also be submitted by the DFP during the online registration process. To modify a DFP or their contact details, ITU Member States and Observers should contact [itu-r.registrations@itu.int](mailto:itu-r.registrations@itu.int).

Individuals wishing to be registered to WRC-15 should contact the DFP directly for their entity. The list of ITU-R DFPs, as well as detailed information on admission to WRC-15, registration, visa support requirements, hotel accommodation, etc., can be found on the [WRC-15 website](#).

## 8 Further Information

The contact person for general matters regarding WRC-15 is Mr Mario Maniewicz, Deputy to the Director, Radiocommunication Bureau (Tel.: +41 22 730 5940 or e-mail: [mario.maniewicz@itu.int](mailto:mario.maniewicz@itu.int)).



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### Distribution:

- Administrations of Member States of ITU
- Observer (Resolution 99 (Rev. Busan, 2014))
- Observers which participate in an advisory capacity pursuant to Nos. 278 and 279 of the ITU Convention
- Observers from Sector Members of the Radiocommunication Sector which do not participate in an advisory capacity pursuant to No. 280 of the ITU Convention
- 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 ITU, Deputy Secretary-General of ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau