



## Radiocommunication Bureau (BR)

Administrative Circular  
**CA/224**

29 May 2015

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

**Subject: First session of the Conference Preparatory Meeting (CPM19-1, Geneva, 30 November – 1 December 2015) for the World Radiocommunication Conference 2019 (WRC-19) for the purpose of organizing and coordinating conference preparatory studies for WRC-19 and the subsequent WRC**

#### Introduction

The World Radiocommunication Conference (Geneva, 2012), by its Resolution 808, recommended to the Council a preliminary agenda for the 2018 World Radiocommunication Conference, which was subsequently re-scheduled to be held in 2019 by the ITU Plenipotentiary Conference 2014.

In accordance with Resolution ITU-R 2-6\*, 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-19 and for the subsequent WRC immediately following WRC-15.

The first session of CPM-19 (CPM19-1) is for the purpose of organizing and coordinating preparatory studies for WRC-19 and for the subsequent WRC based on agenda items which will be proposed by WRC-15. The second session (CPM19-2) will prepare the Report of the CPM to WRC-19.

The Chairmen and Vice-Chairmen of the Radiocommunication Study Groups are invited, in particular, to participate in this first session of CPM-19, with a view to their assisting with the organization of the conference preparatory work within their Study Groups.

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\* It should be noted that Resolution ITU-R 2-6 is on the agenda of the Radiocommunication Assembly 2015 (RA-15) and could be subject to revision prior to this first session of CPM-19.

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

The meeting of the first session of CPM-19 will be held in Geneva from 30 November to 1 December 2015, in the ITU Headquarters. Registration will commence at 8:00 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-19 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>

### **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 2<sup>nd</sup> basement of the Tower building and on the ground and first floors of the Montbrillant building for delegates who wish to print documents. In addition, the Helpdesk Service ([servicedesk@itu.int](mailto:servicedesk@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 27 November 2015.


### **Webcast**

An audio webcast of the CPM19-1 Plenary sessions will be provided through the ITU Internet Broadcasting Service (IBS) in all languages. Participants do not need to register for the meeting to use the webcast facility, however, an ITU [TIES account](#) is required to access the CPM19-1 webcast.

### **Participation/Visa requirements/Accommodation**

Advance registration to ITU-R events is mandatory and carried out exclusively online through Designated Focal Points (DFPs). Each ITU-R Member 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 on-line registration process. Individuals wishing to be registered to an ITU-R event should directly contact the DFP for their entity. The list of ITU-R DFPs (TIES protected) as well as detailed information on event registration, visa support requirements, hotel accommodation, etc. can be found at:

[www.itu.int/en/ITU-R/information/events](http://www.itu.int/en/ITU-R/information/events)

  
François Rancy  
Director

### **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 (CPM19-1)**

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

(Geneva, 30 November – 1 December 2015)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Proposed structure of the CPM Report to WRC-19
- 4** Organization of preparatory studies according to WRC-19 agenda items
- 5** Organization of preparatory studies for the subsequent WRC
- 6** Preparation for the second session of CPM-19
- 7** Any other business

Chairman, CPM-19

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