



Radiocommunication Bureau (BR)

Administrative Circular
**Addendum 1 to
CA/245**

15 April 2019

To Administrations of Member States of ITU and Observers at WRC-19

Subject: **World Radiocommunication Conference 2019 (WRC-19) – Submissions of Proposals to WRC-19 and availability of conference documentation**

Invitation, date and venue

As announced by the Secretary-General in Circular Letters [CL-18/49](#), [DM-18/1005](#) and [DM-18/1006](#) dated 11 November 2018, the [World Radiocommunication Conference 2019 \(WRC-19\)](#) will be held from 28 October to 22 November 2019 at the Sharm El Sheikh International Congress Center (SHICC), immediately following the [Radiocommunication Assembly 2019 \(RA-19\)](#).

Administrative Circular CA/245, dated 13 February 2019, provided details for WRC-19 in order to assist participants with their preparations. The purpose of this Addendum to CA/245 is to provide further details for WRC-19 preparations, in particular regarding the submission of proposals to the conference and availability of conference documentation.

Submission of proposals to WRC-19

Member States and the State of Palestine are kindly reminded to refer to Administrative Circular [CA/245](#) for the submission of their proposals for the work of WRC-19. In particular, and in accordance with Resolution 165 (Rev. Dubai, 2018), the firm submission deadline for all contributions is established no later than twenty-one (21) calendar days before the opening of the Conference (i.e. **7 October 2019**), so as to ensure timely translation and their thorough consideration by delegations.

Proposals should be submitted by email to the Secretariat at wrc19@itu.int by accredited staff and/or Designated Focal Point of the submitting Administration.

Member States and the State of Palestine are urged to give careful attention to the initial preparation of proposals to limit the need for revisions to such documents. In order to comply with provisions of Nos. 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, the Secretariat has prepared [guidelines for the presentation of proposals to WRC-19](#) which can be found on the WRC-19 website at www.itu.int/go/WRC-19.

In addition, Member States and the State of Palestine are strongly encouraged to use the **Conference Proposal Interface (CPI) for WRC-19**, which is the ITU online electronic tool to facilitate the preparation of proposals to WRC-19, optimize their treatment by the Secretariat, and accelerate their publication in the six languages of the Union. This tool is also available on the [WRC-19 website](#) along with its user guide.

Availability of documents produced before and during WRC-19

In accordance with no. 8 to Annex 2 to Decision 5 (Rev. Dubai, 2018) and to reduce the cost of documentation of ITU conferences, **WRC-19 will be completely paperless**. All documents will be available electronically on the WRC-19 website, including the Provisional Final Acts of the Conference which will be made available in electronic format only.

Wireless LAN facilities will be available for use by delegates in the meeting rooms.

The **WRC-19 Proposal Management System**, providing an easy-to-use web access to the proposals for the work of the Conference, will also be made available on the conference website along with other electronic tools ([ITU TIES account](#) required).

Document Access Policy

In accordance with [ITU Information/Document Access Policy](#), the availability of WRC-19 documents will be as follows:

- Input documents submitted to the Secretariat will be freely accessible, except where a submitter has requested the Bureau to restrict its availability via [TIES access](#). In such a case, the submitter is encouraged to provide a simplified version for public access whenever possible. Document submitters are solely responsible for identifying if their document contains information that should require restricted access.
- Input documents originated by the Secretary-General or the Director of the Radiocommunication Bureau will be freely accessible.
- WRC-19 Final Acts and output documents will be subject to public access, while internal conference documents (e.g. documents produced by the conference committees) will be TIES-protected.

Synchronization of WRC-19 documents

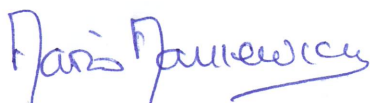
The Secretariat will make available, on the [WRC-19 website](#), the ITU WRC-19 Sync Application to allow for the synchronization of WRC-19 documents on the local drive of personal computers prior to, and during, the Conference. This application has been configured to access the ITU server and synchronize to the latest published documents on demand. The installation of this application can be performed with an [ITU TIES account](#).

SharePoint site for WRC-19

A SharePoint site, accessible from the [WRC-19 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 regarding the work of the groups. An ITU TIES account is required to access the SharePoint site for WRC-19.

Further information

Please address any queries on general matters regarding WRC-19 to: wrc19contact@itu.int.



Mario Maniewicz
Director

Distribution:

- Administrations of Member States of ITU
- Observer (Resolution 99 (Rev. Dubai, 2018))
- 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
- 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