



*Radiocommunication Bureau*

*(Direct Fax N°. +41 22 730 57 85)*

Administrative Circular  
CACE/358

9 August 2005

**To Administrations of Member States of the ITU and Radiocommunication  
Sector Members participating in the work of the Regulatory/Procedural Group (RPG)  
in preparation for the Regional Radiocommunication Conference (RRC-06) and the two short  
conferences associated with that conference**

**Subject:** First meeting of the Regulatory/Procedural Group (RPG) in preparation for the RRC-06  
and the associated short conferences

## **Introduction**

This letter is to announce the meeting of the Regulatory/Procedural Group (RPG), which will be held in Geneva, from 6-9 December 2005 at the ITU headquarters. Delegate registration, document distribution and other related services will be located in the vicinity of the meeting room. The opening session will take place at 10:00 hours and registration of delegates will start at 08:30 hours on 6 December 2005.

## **Programme of the meeting**

Contributions in response to the RPG draft agenda (Annex 1) are invited. See also the Report of the Working Party of the RPG ([WPRPG/12](#)) and in particular the Report of the third meeting of Sub-Working Group 1 of the Working Party of the RPG (chaired by Mr. Chartier) which will be held from 30 August to 1 September 2005. As indicated in Resolution PLEN/1, simultaneous interpretation between the five languages concerned will be provided during the RPG meeting.

## **Contributions**

Contributions will be processed according to the provisions laid down in Resolution ITU-R 1-4, and a limited number of paper copies will be available at the meeting. In order to allow sufficient time for translation, contributions should reach the Secretariat before 6 September 2005, after which date translation cannot be guaranteed. Documents received after this date will be available in their original language and, if possible, in English.

Submissions received later than 12:00 hours (Geneva time) on the Friday 2 December 2005 cannot be accepted. Resolution ITU R 1-4 provides that contributions which are not available to participants at the opening of the meeting shall not be considered.

One copy of each contribution should be sent to the Radiocommunication Bureau for processing. A copy should also be sent to the Chairman and Vice-Chairmen of the RPG. The pertinent addresses can be found on:

<http://www.itu.int/ITU-R/study-groups/index.asp>  
(see Chairmen and Vice-Chairmen, RPG)

Participants are encouraged to submit contributions by electronic mail to:

[adrienne.bonnici@itu.int](mailto:adrienne.bonnici@itu.int)

## **Visa requirements**

We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Switzerland. The visa must be requested and obtained from the office (embassy or consulate) representing Switzerland in your country or, if there is no such office in your country, from the one that is closest to the country of departure. If problems are encountered, the Union can, at the official request of the administration or company you represent, approach the competent Swiss authorities in order to facilitate delivery of the visa.

Visa requests should be made via an official covering letter from the administration or company you represent. This letter must specify your name and function, date of birth, passport number as well as the date of issuance and expiration. The letter must be accompanied by a photocopy of your passport and completed registration form and must be sent by fax to the ITU-R Document and Meetings Unit, Office V.434, Attention: Mrs. L.Kocher. The fax number is +41 22 730 6600. Please note that the Union needs at least one week to process all papers required for the delivery of a visa.

## **Participation**

In order to make the necessary arrangements, it is requested that the intended participation of your representative(s) be advised not later than one month before the opening of the meeting, using the form as in Annex 2. For hotel accommodation see <http://www.itu.int/travel/>.

Valery Timofeev  
Radiocommunication Bureau

## Annexes: 2

### Distribution:

- Administrations of Member States and Radiocommunication Sector Members
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups and Special Committee on Regulatory/Procedural Matters
- Chairman and Vice-Chairmen of the Conference Preparatory Meeting
- Chairman and Vice-Chairmen of the Regulatory/Procedural Group
- Chairman and Vice-Chairmen of the Radiocommunication Advisory Group
- 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**

### **Draft agenda for the meeting of the Regulatory/Procedural Group in preparation for RRC-06 and associated Conferences (RPG)**

(Geneva, 6-9 December 2005)

- 1 Opening of the meeting
- 2 Approval of the draft agenda
- 3 Consideration of the reports of the Working Party of RPG and of Sub-Working Group 1, and of the contributions to the work of RPG
  - 3.1 Regulatory issues relating to the planning process
  - 3.2 Regulatory and procedural aspects relating to the RRC-06 Agreement (including the transitional period)
  - 3.3 Regulatory and procedural aspects relating to the revision of the Stockholm 1961 Agreement and Geneva 1989 Agreement
- 4 Establishment of sub-working groups
- 5 Consideration of the reports by RPG to RRC-06, RRC-06-EUR and RRC-06-AFR+
- 6 Other business

F. RANCY  
Chairman of RPG



### Annex 2

## Registration Form

# First Meeting of the Regulatory/Procedural Group (RPG) Geneva, Switzerland, 6-9 December 2005

Radiocommunication Bureau

I wish to participate in

|         |
|---------|
| RRC-RPG |
| ✓       |

Mr. Mrs. Ms. Miss:

.....  
*(family name)*
*(first name)*

Accompanied by family member(s):

.....  
*(family name)*
*(first name)*

### 1. REPRESENTATION

Name of Member State: .....

Head of Delegation

Deputy

Delegate

*(to be completed by representatives of Member States only)*

Name of Sector Member: .....

- |   |  |
|---|--|
| <input type="checkbox"/> Recognized Operating Agencies                  | <input type="checkbox"/> Regional Telecommunication Organizations                    |
| <input type="checkbox"/> Scientific or Industrial Organizations         | <input type="checkbox"/> Intergovernmental Organizations operating Satellite Systems |
| <input type="checkbox"/> UN, Specialized Agencies and the IAEA          | <input type="checkbox"/> Other Entities dealing with Telecommunication matters       |
| <input type="checkbox"/> Regional and other International Organizations | <input type="checkbox"/> Associates  |

### 2. OFFICIAL ADDRESS

Name of the Company: .....

Street Address: .....

City/State/Code/Country: .....

Business tel.: ..... Fax: .....

E-mail: ..... In case of emergency: .....

### 3. DOCUMENTS

I wish to receive paper copies during the meeting:  Yes  No

If yes, indicate one language only:  English  French  Spanish  
 Arabic  Russian

*Upon request, contributions are available at the Document Distribution Desk*

Date : ..... Signature: .....

| For BR Secretariat use only  |  |  |  |
|--|--|--|--|
| Approved (if applicable)   | Personal Section   | Meeting Section  | Pigeonhole   |
| <div style="border: 1px solid black; width: 100px; height: 30px;"></div> | <div style="border: 1px solid black; width: 100px; height: 30px;"></div> | <div style="border: 1px solid black; width: 100px; height: 30px;"></div> | <div style="border: 1px solid black; width: 100px; height: 30px;"></div> |

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To be returned duly completed to the Radiocommunication Bureau      Place des Nations      Telephone: +41 22 730 5802  
 CH-1211 Geneva 20      Switzerland      Telefax: +41 22 730 6600  
 Email: linda.kocher@itu.int