



Radiocommunication Bureau
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**Administrative Circular
CACE/512**

30 June 2010

**To Administrations of Member States of the ITU and Radiocommunication Sector Members
participating in the work of the Radiocommunication Study Groups
and the Special Committee on Regulatory/Procedural Matters**

**Subject: Meeting of the Special Committee on Regulatory/Procedural matters,
Geneva, 1–5 November 2010**

1 Introduction

The 2007 Radiocommunication Assembly reviewed the issues concerning the study of regulatory/procedural matters and confirmed Resolution ITU-R 38-3 by which it resolved to maintain the infrastructure of the Special Committee on Regulatory/Procedural matters, in short the Special Committee (SC).

In accordance with its Resolution 805, the 2007 World Radiocommunication Conference (WRC-07) resolved further to activate the Special Committee in the preparatory process for the WRC-12.

The first session of the 2011 Conference Preparatory Meeting (CPM11-1, Geneva, 19-20 November 2007) assigned tasks of a Regulatory/Procedural nature to the Special Committee (see Administrative Circular CA/171 of 20 December 2007 and its Addendum 1 of 19 December 2008).

The Special Committee established a Working Party (SC-WP) and agreed that the SC itself would meet once at an appropriate time after the SC-WP meetings (see Annex 12 to Administrative Circular CA/171). The SC-WP met on two occasions at the end of 2008 and 2009.

2 Date and place of the meeting

The meeting will be held in the ITU Headquarters, Geneva, from 1 to 5 November 2010. **The opening session will take place at 10:00 hours** on the first day of the meeting.

3 Programme of the meeting

The draft agenda for the meeting of the Special Committee is contained in the Annex, which, *inter alia*, contains a presentation of the Executive Report from the Chairman of the Working Party of the Special Committee.

For information, the Chairmen's Reports from the two SC-WP meetings are available on the ITU website in Documents [SC-WP/16](#) of 12 December 2008 and [SC-WP/46](#) of 11 January 2010 (see at <http://www.itu.int/md/R07-SCWP-C/en>).

4 Contributions

Contributions in response to the work of the Special Committee are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-5 and posted on <http://www.itu.int/md/R07-SC-C/>. **The deadline for reception of contributions is Monday, 25 October 2010 at 16:00 hours UTC.** Contributions received later than this deadline cannot be accepted. Resolution ITU-R 1-5 provides that contributions which are not available to participants at the opening of the meeting shall not be considered.

Participants are requested to submit contributions by electronic mail to:

rsc@itu.int

A copy should also be sent to the Chairman and Vice-Chairmen of the Special Committee. The pertinent addresses can be found on:

http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=sc

5 Participation/Visa requirements

Delegate/participant registration for the meeting will be carried out online via the ITU-R website. Each Member State/Sector Member/Associate was 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>.

Valery Timofeev
Director, Radiocommunication Bureau

Annex: 1

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
- 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 Special Committee on Regulatory/Procedural Matters

(Geneva, 1–5 November 2010)

- 1 Opening remarks
- 2 Approval of the Agenda
- 3 Executive Report from the Chairman of the SC Working Party ([Document SC/3](#))
- 4 Regulatory/Procedural issues dealt with in the draft CPM Report to WRC-12
- 5 Consideration of documents from Study Groups
- 6 Consideration of contributions from administrations
- 7 Organization of work and attribution of documents
- 8 Consideration of output documents: contribution to the CPM Report to WRC-12
- 9 Any other business

M. GHAZAL
Chairman, Special Committee