



Radiocommunication Bureau (BR)

Circular Letter
CACE/619*

26 June 2013

To Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of the Special Committee on Regulatory/Procedural Matters and ITU-R Academia

Subject: Meeting of the Working Party of the Special Committee on Regulatory/Procedural Matters

1 Introduction

Following the WRC-12 decisions and in accordance with the work programme of the Conference Preparatory Meeting for WRC-15 (CPM-15), which was established at the first session of CPM-15 (CPM15-1) on 20 and 21 February 2012 (see Administrative Circular CA/201 of 19 March 2012), a Working Party of the Special Committee on Regulatory/Procedural Matters (SC-WP), chaired by Mr T. Shafiee (Iran (Islamic Republic of)), has been created (see Annex 12 to Administrative Circular CA/201).

By means of this Circular Letter, we wish to announce that the meeting of the SC-WP will take place in the ITU Headquarters in Geneva from 6 to 12 December 2013 (see the table below):

Groups	Meeting dates	Deadline for contributions 1600 hours UTC	Opening session
SC-WP	6-12 December 2013	Friday, 29 November 2013	Friday, 6 December 2013 at 0930 hours

2 Programme of the meeting

A draft agenda for the meeting is contained in the Annex. The rules governing the Special Committee are described in Resolution ITU-R 38-4. Further information regarding the list of items identified by CPM15-1 for primary consideration by the Special Committee for WRC-15 can be found in Annexes 8 and 9 to Administrative Circular CA/201.

The SC-WP will conduct its work in English.

* English only.

3 Contributions

Contributions in response to the work of the SC-WP are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-6.

The membership is encouraged to submit contributions (including revisions, addenda and corrigenda to contributions) in order for them to be received 12 calendar days prior to the start of the meeting. The deadline for reception of contributions is seven calendar days (1600 hours UTC) prior to the start of the meeting. **The deadline for reception of contributions for the meeting is specified in the table above.** Submissions received later than the deadline cannot be accepted. Resolution ITU-R 1-6 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 of the SC-WP and Chairman of the Special Committee, as well as to the Vice-Chairmen of the Special Committee. The pertinent addresses can be found on:

<http://itu.int/go/rsc-wp/go/ch>

<http://itu.int/go/rsc/go/ch>

4 Documents

Contributions will be posted "as received" within one working day on the SC-WP webpage established for this purpose. The official versions will be posted on <http://www.itu.int/md/R12-SCWP-C/en> within 3 working days.

In agreement with the Chairman of the SC-WP, **the meeting will be completely paperless.** Wireless LAN facilities will be available for use by delegates in the meeting rooms. Printers are available in the cyber café of the 2nd basement of the Tower building and on the ground floor and first floor of the Montbrillant building for delegates who wish to print documents. In addition, a limited number of laptops are available for those who do not have one. Please enquire at the Service Desk (servicedesk@itu.int) for further information.

5 Remote participation

In order to facilitate remote participation in ITU-R meetings an audio webcast of the SC-WP plenary sessions will be provided through the ITU Internet Broadcasting Service (IBS).

Remote participants wishing to actively participate (e.g. to introduce a contribution) will need to register in advance for the meeting (see section 6) and coordinate their active participation at least one month prior to the meeting with the responsible Counsellor.

Further information regarding remote participation can be found at:

www.itu.int/ITU-R/go/rsg-remote/

6 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

François Rancy
Director

Annex: 1

Distribution:

- Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of the Special Committee on Regulatory/Procedural Matters
- ITU-R Academia
- Chairman and Vice-Chairmen of the 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 Working Party of the Special Committee
on Regulatory/Procedural Matters**

(Geneva, 6-12 December 2013)

- 1** Opening remarks
- 2** Approval of the draft agenda
- 3** CPM-15 on-going activities
- 4** Terms of Reference of the SC-WP
- 5** Consideration of contributions and organization of the work
- 6** Consideration of output documents and Report by the SC-WP to the Special Committee
- 7** Any other business

T. SHAFIEE

Chairman, Special Committee and SC-WP
