Radiocommunication Bureau (BR)

Administrative Circular   17 February 2015
CACE/716

To Administrations of Member States of the ITU, Radiocommunication Sector Members and Observers

Subject: **Radiocommunication Assembly 2015 (RA-15)**

As announced by the Secretary-General in Circular Letters CL-003, DM-15/1001, DM-15/1002 and DM-15/1004 dated 19 January 2015, the Radiocommunication Assembly 2015 will be held from 26 to 30 October 2015 at the International Conference Centre of Geneva (CICG), immediately preceding the World Radiocommunication Conference 2015 (WRC-15). The purpose of this Administrative Circular is to provide further details pertaining to the Assembly to assist participants with their preparations. These details are provided in **Annex 1**.

The Radiocommunication Assembly will conduct its work by setting up committees in accordance with § 1.1 of Resolution ITU-R 1-6. A provisional committee structure is outlined in **Annex 2**, this structure being subject to review by the Heads of Delegation prior to the opening of the Assembly.

The opening meeting will commence at 1000 hours on Monday, 26 October 2015, having been preceded by a meeting of Heads of Delegation at 0900 hours.

The contact person for general matters regarding RA-15 is Mr Colin Langtry (Tel.:+41 22 730 6178 or e-mail: colin.langtry@itu.int).

François Rancy
Director

Annex 1: Details regarding organization of the work and participation in the Radiocommunication Assembly 2015

Annex 2: Proposal for the organization of the Radiocommunication Assembly 2015

Distribution:
- Administrations of Member States of ITU
- Observer (Res. 99 (Rev. Busan, 2014))
- Radiocommunication Sector Members
- Observers admitted in an advisory capacity pursuant to Nos. 297bis and 298C of the ITU Convention
- 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
- Chairman and Vice-Chairmen of the Radiocommunication Advisory Group
- Secretary-General of ITU, Deputy Secretary-General of ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

Annex 1

Details regarding organization of the work and participation in the Radiocommunication Assembly 2015

1 Duties and functions of the Radiocommunication Assembly

The duties and functions of the Radiocommunication Assembly are defined in Article 13 of the Constitution and Article 8 of the Convention, while the working methods of the Assembly are described in § 1 of Resolution ITU-R 1-6.

2 Preparatory documents

In accordance with § 7.1 of Resolution ITU-R 1-6, the following documentation will be available as preparatory documents for the Assembly:

– draft texts, prepared by Study Groups, for approval;

– a Report from the Chairman of each Study Group, SC, CCV, RAG[1] and CPM, reviewing activities since the preceding Radiocommunication Assembly, including from each Study Group Chairman a list of:

    – topics identified to be carried forward to the next study period;

    – Questions and Resolutions for which no input documentation has been received for the period mentioned in § 1.6. Should a Study Group believe that a certain Question or Resolution should be maintained, the Report from the Chairman must include an explanation;

– a Report by the Director, which should include proposals for the future work programme;

– a list of Recommendations approved since the previous Radiocommunication Assembly;

– contributions submitted from Member States, the State of Palestine and Sector Members addressed to the Radiocommunication Assembly.

3 Contributions

Contributions to the Radiocommunication Assembly will be processed according to the provisions of Resolution ITU-R 1-6 and further detailed in the Guidelines for the Working Methods of the Radiocommunication Assembly referred to therein. In order to ensure, in accordance with Resolution 165 (Guadalajara, 2010), the timely translation and thorough consideration of documents submitted to RA-15, Member States, the State of Palestine and Sector Members should **submit their contributions no later than fourteen (14) days before the commencement of the Assembly (deadline 12 October 2015).**

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[1] Pursuant to No. 160I of the Convention, the RAG will prepare a Report for the Radiocommunication Assembly, which will be submitted through the Director of BR.

The ITU standard document format is MS Office Word 2013. Templates are available for downloading from the RA-15 website.

It should be noted that, in accordance with Resolution ITU-R 1-6, contributions that are not available to participants at the opening of the Assembly shall not be considered.

Contributions will be posted on:

http://www.itu.int/en/ITU-R/conferences/RA/2015

One copy of each contribution should be sent by electronic mail to the Radiocommunication Bureau at:

RA15contributions@itu.int

4   Documents

In accordance with no. 9 of Annex 2 to Decision 5 (Rev. Busan, 2014) to reduce the cost of documentation of ITU conferences, **RA-15 will be completely paperless**, however, printers will be available in the cyber cafés of the CICG for participants who wish to print documents on-site. All documents will be available electronically on the RA-15 website. Wireless LAN facilities will be available for use by delegates in the meeting rooms. In addition, the Secretariat is preparing an ITU Sync Application to enable the expeditious download and synchronization of RA-15 documents from the ITU servers. An ITU TIES account is required to access RA-15 documents and other electronic resources.

5   Participation/Visa requirements/Accommodation

Registration for the Radiocommunication Assembly will begin on 1 June 2015. Advance registration to ITU-R events is mandatory and carried out exclusively online through Designated Focal Points (DFPs). Each ITU Member State, ITU-R Sector Member and Observer 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

Annex 2

Proposal for the organization of the Radiocommunication Assembly 2015

Committee 1 – Steering Committee

This Committee will be made up of the Chairman and Vice-Chairmen of the Assembly and the Chairmen and Vice-Chairmen of the Committees.

Terms of reference: to coordinate all matters connected with the smooth execution of work and plan the order and number of meetings, avoiding overlapping wherever possible in view of the limited number of members of some delegations.

Committee 2 – Budget control

Terms of reference: to determine the organization and the facilities available to the delegates, and to examine and approve the accounts for expenditure incurred throughout the duration of the Assembly and to present a report to the Plenary Meeting showing, as accurately as possible, the estimated total expenditure of the Assembly, as well as an estimate of the costs that may be entailed by the execution of the decisions taken by such Assembly.

Committee 3 – Editorial Committee

Terms of reference: to harmonize the texts of resolutions and decisions of the Assembly, without altering the sense, with a view to their submission to the Plenary Meeting.

Committee 4 – Structure and work programme of the Study Groups

Terms of reference: to examine the structure and the work programme of the Study Groups and to revise, as appropriate, the list of Questions to be studied; to propose, as a consequence, on the basis of received contributions, draft new Resolutions and/or revisions of Resolutions ITU-R 4, 5, 8, 11, 17, 22, 23, 25, 28, 37, 40, 47, 50, 53, 54, 55, 56, 57, 58, 59 and 60.

Committee 5 – Working methods of the Radiocommunication Assembly and Study Groups

Terms of reference: to adopt the appropriate working methods of the Radiocommunication Assembly and Study Groups in accordance with the ITU Constitution and Convention; to propose, as a consequence, on the basis of received contributions, draft new Resolutions and/or revisions of Resolutions ITU-R 1, 2, 6, 7, 9, 12, 15, 19, 33, 34, 35, 36, 38, 43, 48, 52, 61, 62 and 63.

NOTE – The working methods of the Radiocommunication Assembly are covered by the provisions of Resolution ITU-R 1-6, in particular those contained in § 1 and 7.1.

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