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| **Radiocommunication Assembly (RA-15)Geneva, 26-30 October 2015** |  |
| **INTERNATIONAL TELECOMMUNICATION UNION** |  |
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| **PLENARY MEETING** | **Addendum 1 toDocument RA15/PLEN/34-E** |
| **13 October 2015** |
| **Original: English** |
| CEPT - European Conference of Postal and Telecommunications Administrations |
| Draft revision to RESOLUTION ITU-R 1-6 |
| Working methods for the Radiocommunication Assembly, the Radiocommunication Study Groups, and the Radiocommunication Advisory Group |

# 1 Introduction

Following the request of the 2012 Radiocommunication Assembly (see Documents RA12/PLEN/110 and RA12/PLEN/116), the Radiocommunication Advisory Group (RAG) studied, during the 2012-2015 study cycle, a possible restructuring of Resolution ITU-R 1 in order to improve its readability (see Administrative Circular CA/223).

Europe supports the possible new structure of Resolution ITU-R 1-6 that is contained in Annex 1 of the summary of conclusions of the twenty-second RAG meeting.

Concerning issues raised in Sections 3 and 4 of the Report of the RAG activities on Resolution ITU-R 1-6, Europe supports, in accordance with the suggestions of the RAG Report:

– to revert to the practice that was in force before 2012 concerning the adoption and approval of ITU-R Questions (i.e. a Study Group meeting may adopt new or revised Questions without the need for the Director to announce the intention to seek adoption of new or revised Questions at a Study Group meeting at least two months before the meeting);

– to clarify the wording of two aspects of the procedures for adoption and approval of ITU-R Recommendations: a) the fact that draft new or revised Recommendation are considered by Study Groups when they have been agreed to be submitted to the Study Group by the appropriate subordinate group; and b) the conditions under which a draft Recommendation that does not gather consensus for adoption can be sent to the Radiocommunication Assembly;

– to approve ITU-R Reports normally by consensus of Member States with the precision that, should one or more Member State(s) objects to any part of the Report, such objections could be reflected in the relevant part(s) of the Report as stated by the objecting Member State(s). In case where Member State(s) objects to the entire Report, its statement can be included in the first page of the Report, immediately after the title;

– to approve ITU-R Handbooks and Opinions normally by consensus of Member States but even in cases where some delegations express their opposition;

– to approve ITU-R Decisions by consensus of Member States;

– the various proposed amendments to Resolution ITU-R 1-6 that are contained in Section 4 of the Report of the RAG activities on Resolution ITU-R 1-6.

Finally, as suggested in Section 5 of the Report of the RAG activities on Resolution ITU-R 1-6, Europe supports to consequentially update Resolutions ITU-R 5, 43 and 63 to reflect the appropriate numbering of references to Resolution ITU-R 1.

# 2 Proposals

The following proposals are identical to Attachment 3 to Annex 1 to Administrative Circular CA/223 (Summary of conclusions of the twenty-second Radiocommunication Advisory Group meeting).

**MOD** EUR/XX/1

Draft Revision to RESOLUTION ITU‑R 1-6

Working methods for the Radiocommunication Assembly, the Radiocommunication Study Groups, and the
Radiocommunication Advisory Group

(1993-1995-1997-2000-2003-2007-2012)

The ITU‑Radiocommunication Assembly,

considering

*a)* that the duties and functions of the Radiocommunication Assembly are stated in Article 13 of the ITU Constitution and Article 8 of the ITU Convention;

*b)* that the duties, functions and organization of the Radiocommunication Study Groups and the Radiocommunication Advisory Group (RAG) are briefly described in Articles 11, 11A and 20 of the Convention;

*c)* that the General Rules of Conferences, Assemblies and Meetings of the Union have been adopted by the Plenipotentiary Conference,

noting

that the Director of the Radiocommunication Bureau is authorized by this Resolution, in close cooperation with RAG when needed, to periodically issue updated versions of guidelines on working methods which complement and are additional to this Resolution,

resolves

that the working methods and documentation of the Radiocommunication Assembly, the Radiocommunication Study Groups and the Radiocommunication Advisory Group shall be in accordance with Annex 1.

Annex 1

Working methods and documentation of the ITU‑R

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PART 1

Working methods

# 1 Introduction

1.1 As mentioned in Article 12 of the Constitution, the Radiocommunication Sector, bearing in mind the particular concerns of developing countries, fulfils the purposes of the Union, as stated in Article 1 of the Constitution, relating to radiocommunication:

– by ensuring the rational, equitable, efficient and economical use of the radio-frequency spectrum by all radiocommunication services, including those using the geostationary-satellite or other satellite orbits, subject to the provisions of Article 44 of this Constitution, and

– by carrying out studies without limit of frequency range and adopting recommendations on radiocommunication matters.

1.2 The Radiocommunication Sector works through World and Regional Radiocommunication Conferences, the Radio Regulations Board, Radiocommunication Assemblies, Radiocommunication Study Groups, the Radiocommunication Advisory Group and the Radiocommunication Bureau, headed by the elected Director. This Resolution deals with the Radiocommunication Assembly, the Radiocommunication Study Groups and the Radiocommunication Advisory Group

1.3 The Radiocommunication Sector has as members, of right, the administrations of all Member States as well as any entity or organization which becomes a Sector Member in accordance with the relevant provisions of the Convention.

# 2 The Radiocommunication Assembly

## 2.1 Functions

2.1.1 The Radiocommunication Assembly shall:

– consider the reports of the Director of the Radiocommunication Bureau (hereinafter, the Director) and of the Chairmen of the Study Groups, the Chairman of the Conference Preparatory Meeting (CPM), the Chairman of the Radiocommunication Advisory Group (RAG) pursuant to No. 160I of the Convention, the Chairman of the Special Committee on Regulatory/Procedural Matters (SC), and the Chairman of the Coordination Committee for Vocabulary (CCV);

– approve, taking into account the priority, urgency and time-scale for the completion of the studies and the financial implications, the programme of work[[1]](#footnote-2) (see Resolution ITU‑R 5) arising from the review of:

– existing and new Questions;

– existing and new ITU‑R Resolutions, and

– topics to be carried forward to the next study period[[2]](#footnote-4), as identified in the Study Group Chairmen Reports to the Radiocommunication Assembly;

– delete any Question that a Study Group Chairman, at two consecutive Assemblies, reports as having received no study contributions, unless a Member State, Sector Member or Associate reports that it is undertaking studies on that Question and will contribute the results of those studies prior to the next Assembly, or unless a newer version of the Question is approved;

– decide, in the light of the approved programme of work, on the need to maintain, terminate or establish Study Groups (see Resolution ITU‑R 4), and allocate to each of them the Questions to be studied;

– give special attention to problems of particular interest to developing countries by grouping Questions of interest to the developing countries as far as possible, in order to facilitate their participation in the study of those Questions;

– review and approve revised or new ITU‑R Resolutions;

– consider and approve draft Recommendations proposed by the Study Groups, and any other documents within its scope, or make arrangements for the delegation of the consideration and approval of draft Recommendations and other documents to the Study Groups, as set out elsewhere in this Resolution or in other ITU‑R Resolutions, as appropriate;

– take note of the Recommendations approved since the last Radiocommunication Assembly, paying special attention to the Recommendations incorporated by reference within the Radio Regulations;

– communicate to the following WRC a list of the ITU‑R Recommendations containing text incorporated by reference in the Radio Regulations which have been revised and approved during the previous study period.

2.1.2

– draw up the proposals concerning the designation of Chairmen and Vice‑Chairmen of the committees, Study Groups, Special Committee on Regulatory/Procedural Matters, Conference Preparatory Meeting, the Radiocommunication Advisory Group, and the Coordination Committee for Vocabulary, taking into account Resolution ITU-R 15.

2.1.3 In accordance with No. 137A of the Convention, and the provisions of Article 11A of the Convention, the Radiocommunication Assembly may assign specific matters within its competence, except those relating to the procedures contained in the Radio Regulations, to the Radiocommunication Advisory Group for advice on the action required on those matters.

2.1.4 Based on the reports from the relevant Study Group Chairmen, as appropriate, the Radiocommunication Assembly shall report to the next World Radiocommunication Conference on the progress in matters that may be included in agendas of future Radiocommunication Conferences as well as on the progress of ITU‑R studies in response to requests made by previous Radiocommunication Conferences.

2.1.5 A Radiocommunication Assembly may express its opinion relating to the duration or agenda of a future Assembly or, when appropriate, to the application of the provisions of Section 4 of the General Rules of Conferences, Assemblies and Meetings of the Union relating to the cancellation of a Radiocommunication Assembly.

2.1.6 The Director shall issue, including in electronic form, information that will include preparatory documents for the Radiocommunication Assembly.

## 2.2 Structure

2.2.1 The Radiocommunication Assembly, in undertaking the duties assigned to it in Article 13 of the Constitution, Article 8 of the Convention and the General Rules of Conferences, Assemblies and Meetings of the Union, shall conduct the work of each Assembly by setting up committees, as may be required, to address organization, work programme, budget control, and editorial matters.

2.2.2 In addition to committees mentioned in § 2.2.1, the Radiocommunication Assembly shall also establish a Steering Committee, presided over by the Chairman of the Assembly, and composed of the Vice‑Chairmen of the Assembly and the Chairmen and Vice‑Chairmen of the Committees.

2.2.3 All committees referred to in § 2.2

2.2.4

# 3 Radiocommunication Study Groups

## 3.1 Functions

3.1.1 Each Study Group shall perform an executive role, including the planning, scheduling, supervision, delegation and approval of the work and other related matters.

3.1.2 The work of each Study Group, within the scope defined in Resolution ITU‑R 4, shall be organized by the Study Group itself on the basis of proposals by its Chairman in consultation with the Vice‑Chairmen. New or revised Questions or Resolutions approved by the Radiocommunication Assembly on topics referred to it by the Plenipotentiary Conference, any other conference, the Council or the Radio Regulations Board, pursuant to No. 149 and 149A of the Convention and Resolution ITU‑R 5, studies on topics within the scope of the Study Group may be undertaken without Questions.

3.1.3 Each Study Group shall maintain a plan for its work that considers a period of at least four years ahead, taking due account of the related schedule of World Radiocommunication Conferences and Radiocommunication Assemblies. The plan may be reviewed at each meeting of the Study Group.

3.1.4 The Study Groups may establish subgroups necessary to facilitate the completion of their work. With the exception of Working Parties, introduced in § 3.2.2, the terms of reference and milestones of subgroups established during a Study Group meeting shall be reviewed and adjusted at each Study Group meeting as appropriate.

3.1.5 When Working Parties, Task Groups or Joint Task Groups (defined in § 3.2)

 are assigned preparatory studies on matters to be considered by World or Regional Radiocommunication Conferences (see Resolution ITU‑R 2), the work should be coordinated by the relevant Study Groups, Working Parties and Task Groups. The final reports of the Working Parties, Task Groups or Joint Task Groups may be submitted directly

to the Conference Preparatory Meeting (CPM) process, normally at the meeting called to consolidate Study Group texts into the draft CPM Report, or exceptionally via the relevant Study Group.

3.1.5 Electronic means of communication shall be used as far as possible to facilitate the work of Study Groups, Working Parties, Task Groups and other subordinate groups, both during and between their respective meetings.

3.1.6 The Director will maintain a list of Member States, Sector Members, Associates and Academia participating in each Study Group, Working Party or Task Group and exceptionally, Joint Rapporteur Groups if so deemed necessary (see § 3.2.8).

3.1.7 Matters of substance, within the scope of a Study Group, may only be considered within Study Groups, Working Parties, Joint Working Parties, Task Groups, Joint Task Groups, Rapporteur Groups, Joint Rapporteur Groups and Correspondence Groups (defined in § 3.2) as well as within Intersector Rapporteur Groups (see § 8.1.3).

3.1.8 The Study Group Chairmen, in consultation with their Vice-Chairmen and with the Director, shall plan the schedule of Study Group, Task Group and Working Party meetings for the forthcoming period, taking account of the budget allocated to Study Group activities. The Chairmen shall consult with the Director to ensure that the provisions of §§ 3.1.11 and 3.1.12 below are appropriately considered especially as they apply to available resources.

3.1.9 Study Groups shall consider at their meetings, the draft Recommendations, Reports, Questions, progress reports and other texts prepared by Task Groups and Working Parties, as well as contributions submitted by the membership and Rapporteurs and/or Rapporteur Groups established by the same Study Group. To facilitate participation, a draft agenda shall be published in the Administrative Circular announcing the meeting, at latest, three months in advance of each meeting, indicating, to the extent possible, specific days for consideration of different topics.

3.1.10 For meetings held outside Geneva, the provisions of Resolution 5 (Kyoto, 1994) of the Plenipotentiary Conference shall apply. Invitations to hold meetings of the Study Groups or their Task Groups and Working Parties away from Geneva should be accompanied by a statement indicating the host’s agreement to defray the additional expenditure involved and the host’s acceptance of *resolves* 2 of Resolution 5 (Kyoto, 1994) which states “that invitations to hold development conferences and meetings of the Study Groups of the Sectors away from Geneva should not be accepted unless the host government provides at least adequate premises and the necessary furniture and equipment free of charge, except that in the case of developing countries equipment need not necessarily be provided free of charge by the host government, if the government so requests”.

3.1.11 To ensure the efficient use of the resources of the Radiocommunication Sector and of the participants in its work and to reduce the amount of travel involved, the Director, in consultation with the Chairmen, shall establish and publish a programme of meetings in a timely manner. This programme should take into account relevant factors, including:

– the expected participation when grouping the meetings of a certain Study Group, Working Parties or Task Groups;

– the desirability of contiguous meetings on related topics;

– the capacity of the ITU‑Resources;

– the requirements for documents to be used in meetings;

– the need for coordination with the other activities of ITU and other organizations;

– any directive issued by the Radiocommunication Assembly concerning the Study Group meetings.

3.1.12 A Study Group meeting should, wherever appropriate, be held immediately after Working Party and Task Group meetings. The draft agenda of such a Study Group meeting should contain the following points:

– if some Working Parties and Task Groups have met earlier and have prepared draft Recommendations, for which the approval process in accordance with § 14 is to be applied, a list of such draft Recommendations, each accompanied by a summary of the new or revised Recommendation;

– a description of the topics to be addressed by the Working Party and Task Group meetings just before the Study Group meeting for which draft Recommendations may be developed.

3.1.13 The draft agenda for Working Party and Task Group meetings, which are immediately followed by a Study Group meeting, should indicate as specifically as possible the topics to be addressed, and should indicate where it is anticipated that draft Recommendations are to be considered.

3.1.14 The Director shall issue, in electronic form, at regular intervals, information that will include:

– an invitation to participate in the work of the Study Groups for the next meeting;

– information on electronic access to relevant documentation;

– a schedule of meetings with updates, as appropriate;

– any other information that could be of assistance to the membership.

3.1.15 Study Groups, when reviewing Questions assigned to them in accordance with Resolutions ITU‑R 4 and 5, should reach unanimous conclusions, and should use the following guidelines:

a) Questions which are within the mandate of ITU‑R:

 This guideline ensures that Questions and their associated studies are related to the conduct of radiocommunication matters, in line with Nos. 150-154 and 159 of the Convention, “a) use of the radio-frequency spectrum in terrestrial and space radiocommunication and of the geostationary-satellite and other satellite orbits; b) characteristics and performance of radio systems; c) operation of radio stations; and d) radiocommunication aspects of distress and safety matters”. However, new or revised Questions, when adopted, shall not include any reference to spectrum matters covering proposals on allocation unless requested under a Radiocommunication Assembly agenda item relating to the Question, or in a WRC Resolution seeking studies by ITU‑R;

b) Questions that relate to work being conducted by other international entities:

 If such work is being conducted elsewhere, the Study Group should liaise with such other entities, in accordance with § 5.4 of this Resolution and Resolution ITU‑R 9, to determine the most appropriate way to conduct the studies, with a view to taking advantage of external expertise.

3.1.16 Study Groups will grant high priority, for the continuation of their work, to the Questions meeting guidelines defined in § 3.1.16 above, with an intent to manage as efficiently as possible the scarce resources of ITU, taking into account the need to give appropriate priority to topics addressed to them by relevant ITU bodies, such as PPs, WRCs and RRB.

## 3.2 Structure

3.2.1 The Chairman of a Study Group may establish a Steering Committee composed of all Vice-Chairmen, Working Party Chairmen and their Vice-Chairmen, as well as the Chairmen of subgroups to assist in the organization of the work.

3.2.2 The Study Groups will normally set up Working Parties to study within their scope the Questions assigned to them, as well as topics in accordance with § 3.1.2 above.[[3]](#footnote-6), a Study Group shall establish by consensus and maintain only the minimum number of Working Parties.

3.2.3

3.2.4

3.2.5 When necessary, to bring together inputs that cover multiple Study Groups, or to study Questions or topics requiring the participation of experts from more than one Study Group, Joint Working Parties (JWP) or Joint Task Groups (JTG) may be established by the Study Groups as proposed by the relevant Study Group Chairmen. A Joint Task Group may also be established by the decision of the first session of CPM to carry out studies in preparation for the next WRC, as specified in Resolution ITU-R 2. When Joint Working Parties or Joint Task Groups are disbanded, the Study Groups that established them or those in charge of the relevant Series of ITU-R documentation shall be responsible to revise or suppress the documentation that was developed by the joint groups.

3.2.6

3.2.7

3.2.8 The provisions in § 3.1.7 concerning Joint Rapporteur Groups will apply only to those Joint Rapporteur Groups which have been identified as requiring special support by the Director in consultation with the Chairmen of the relevant Study Groups.

3.2.9

3.2.10 Participation in the work of the Rapporteur, Joint Rapporteur and Correspondence Groups of the Study Groups is open to representatives of Member States, Sector Members, Associates[[4]](#footnote-7) and Academia.

3.2.11 Each Study Group may nominate liaison Rapporteur(s) to the CCV to ensure that the technical vocabulary and the grammar in the approved texts are correct. In that case, the Rapporteur(s) would also ensure that the approved texts are aligned and have the same meaning in the six languages of ITU and are easily comprehensible to all users. The agreed texts are provided by BR to the designated Rapporteur(s) as and when they become available in the official languages.

# 4 The Radiocommunication Advisory Group

4.1 As stipulated in § 2.1.3, specific matters within the competence of the Radiocommunication Assembly, except those relating to the procedures contained in the Radio Regulations, may be assigned to the Radiocommunication Advisory Group for advice on the action required on those matters.

4.2 The Radiocommunication Advisory Group is authorized in accordance with Resolution ITU‑R 52 to act on behalf of the Assembly in the period between Assemblies.

4.3 In accordance with No. 160G of the Convention, the Radiocommunication Advisory Group adopts its own working procedures compatible with those adopted by the Radiocommunication Assembly.

# 5 Preparations for World and Regional Radiocommunication Conferences

5.1 The procedures outlined in Resolution ITU‑R 2 apply to the preparation for World Radiocommunication Conferences (WRCs). As appropriate, they may be adapted by a Radiocommunication Assembly to apply to the case of a Regional Radiocommunication Conference (RRC).

5.2 Preparations for WRCs will be carried out by CPM (see Resolution ITU‑R 2).

5.3 Questionnaires issued by the Bureau should be limited to the required technical and operational characteristics to perform the necessary studies, unless such questionnaires stem from a decision of a WRC or RRC.

5.4 The Director shall issue, including in electronic form, information that will include CPM preparatory documents and final Reports.

# 6 The Special Committee for Regulatory and Procedural Matters

6.1 The functions and working methods of the Special Committee for Regulatory and Procedural Matters are contained in Resolution ITU-R 38.

# 7 The Coordination Committee for Vocabulary

7.1 The functions and working methods of the Coordination Committee for Vocabulary are contained in Resolution ITU-R 36.

# 8 Other considerations

## 8.1 Coordination among Study Groups, Sectors and with other international organizations

### 8.1.1 Meetings of Study Group Chairmen and Vice-Chairmen

After each Radiocommunication Assembly, as well as when the need arises, the Director will call a meeting of the Chairmen and Vice‑Chairmen of Study Groups and may invite Chairmen and Vice-Chairmen of Working Parties and other subordinate groups. At the discretion of the Director, other experts may be invited on an *ex-officio* basis. The purpose of the meeting is to ensure the most effective conduct and coordination of the work of the Study Groups, in particular regarding studies in response to relevant ITU-R Resolutions, with the view to avoid duplication of work between several Study Groups. The Director shall serve as Chairman of this meeting. If appropriate, such meetings could be held by electronic means, such as telephone or video conferences or using the Internet.

### 8.1.2 Liaison Rapporteurs

Coordination between Study Groups may be ensured by the appointment of Study Group Liaison Rapporteurs to participate in the work of the other Study Groups, the Coordination Committee for Vocabulary or relevant groups of the other two Sectors.

### 8.1.3 Intersector Groups

In specific instances, complementary work on certain topics may be conducted by Study Groups in the Radiocommunication Sector, as well as in the Telecommunication Standardization Sector, and the Telecommunication Development Sector. In such circumstances, it may be agreed between the two Sectors or among the three Sectors to establish an Intersector Coordination Group (ICG) or an Intersector Rapporteur Group (IRG). For details on these groups, see Resolutions ITU‑R 6 and ITU‑R 7.

### 8.1.4 Other international organizations

When cooperation and coordination with other international organizations is necessary, the interface shall be provided by the Director. Liaison on specific technical matters, following consultation with the Director, may be carried out by Working Parties or Task Groups, or by a representative appointed by a Study Group. For details on this process, see Resolution ITU‑R 9.

## 8.2 Director’s Guidelines

8.2.1 As a complement to this Resolution, it is the duty of the Director to periodically issue updated versions of guidelines on the working methods and procedures within the Radiocommunication Bureau (BR) which may affect the work of Study Groups and their subordinate groups (see *noting*). The guidelines need also to include matters relating to the provision of meetings and correspondence groups, as well as aspects concerning documentation. In particular, the guidelines contain the common format for ITU-R Recommendations developed by RAG.

8.2.2 The guidelines issued by the Director

Part 2

Documentation

# 9 General principles

In the following §§ 9.1 and 9.2, “texts” is used for ITU-R Resolutions, Decisions, Questions, Recommendations, Reports, Handbooks and Opinions, as defined in §§ 11-17.

## 9.1 Presentation of texts

9.1.1 Texts should be as brief as possible, taking account of the necessary content, and should relate directly to the Question/topic or part of the Question/topic being studied.

9.1.2 Each text should include a reference to related texts and, where appropriate, to pertinent items of the Radio Regulations, without any interpretation or qualifications of the Radio Regulations or suggesting any change to an allocation status.

9.1.3 Texts shall be presented showing their number (including, for Recommendations and Reports, their series), their title and an indication of the year of their initial approval, and, where appropriate, the year of approval of any revisions.

9.1.4 Annexes, Attachments, and Appendices to any of these texts should be considered equivalent in status, unless otherwise specified.

## 9.2 Publications of texts

9.2.1 All texts shall be published in electronic form as soon as possible after approval and may also be made available in paper form subject to the publication policy of ITU.

9.2.2 Approved new or revised Recommendations and Questions will be published in the official languages of the Union as soon as practicable.

# 10 Preparatory documentation and contributions

## 10.1 Preparatory documentation for Radiocommunication Assemblies

– a Report from the Chairman of each Study Group, SC, CCV, RAG[[5]](#footnote-9)

2.1.1. 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 and Sector Members addressed to the Radiocommunication Assembly.

## 10.2 Preparatory documentation for Radiocommunication Study Groups

Preparatory documentation shall include:

– any directives issued by the Radiocommunication Assembly with respect to the Study Group, including this Resolution;

– draft Recommendations and other texts (as defined in §§ 11 to 17) prepared by Task Groups or Working Parties;

– Chairman’s executive reports from each Task Group, Working Party and Rapporteur Group, summarizing the progress and conclusions of any work carried out by the group since the previous meeting and the work to be accomplished at the next meeting (these reports may also include considerations about the procedure to be followed for adoption and approval of the draft Recommendations to be considered by the meeting (see § 14));

– the contributions to be considered at the meeting;

– documentation prepared by the Bureau, particularly of an organizational or procedural nature, for clarification purposes or in response to Study Group requests;

– the summary record of the preceding meeting;

– an outline agenda indicating: draft Recommendations to be considered, draft Questions to be considered, reports from Task Groups and Working Parties to be received, and draft Decisions, draft Opinions, draft Handbooks and draft Reports to be approved.

10.3 Contributions to Radiocommunication Study Group studies

10.3.1 For meetings of all Study Groups, the Coordination Committee for Vocabulary and their subordinate groups (Working Parties, Task Groups, etc.), the following deadlines apply for the submission of contributions:

– where translation is required, contributions should be received at least three months prior to the meeting, and will be made available not later than four weeks before the meeting. For later contributions, no commitment can be made by the Secretariat to ensure the document will be available at the opening of the meeting in all the required languages;

– otherwise, for documents not requiring translation, 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; and, in any case, contributions shall be received not later than seven calendar days (1600 hours UTC) prior to the start of the meeting to be made available for the opening of the meeting. The deadline applies only to contributions from the membership. The secretariat shall post contributions as received on a webpage established for this purpose within one working day, and post within three working days the official versions on the website once reformatted. Administrations should submit their contributions using the template published by ITU‑R.

The secretariat cannot accept submissions later than the aforementioned deadline. Documents not available at the opening of a meeting cannot be discussed at the meeting.

10.3.2 Contributions shall be provided to the Director electronically, with some exceptions for developing countries unable to do so.

10.3.3 Contributions should be sent to the Chairman and Vice‑Chairmen, if any, of the group concerned as well as to the Chairman and Vice‑Chairmen of the Study Group.

10.3.4

10.3.5 Contributions should be limited in length (if possible, less than ten pages) and be prepared using standard word-processing software, without using any auto-formatting facility; modifications to existing text should be indicated by means of revision marks (using “Track Changes”).

10.3.6 Following the meetings of Task Groups or Working Parties, the Chairmen of the groups concerned shall prepare a report for their future meetings giving information regarding progress made and work in progress. These Reports should be prepared within one month of the end of the meeting concerned. In addition, annexes to a Chairman’s Report, which contain draft texts for which further study is needed, should be issued by BR within two weeks of the end of the meeting.

10.3.7 When articles are referred to in documents submitted to the Radiocommunication Bureau, such references or bibliography should be to published works which are readily available through library services.

## 11 ITU-R Resolutions11.1 Definition

## 11.2 Adoption and approval

11.2.1 Each Study Group may adopt, by consensus, draft revised or new Resolutions for approval by the Radiocommunication Assembly.

11.2.2 The Radiocommunication Assembly shall review and approve revised or new ITU‑R Resolutions.

## 11.3 Suppression

11.3.1 Each Study Group as well as the Radiocommunication Advisory Group may propose, by consensus, to the Radiocommunication Assembly to suppress a Resolution. Such a proposal shall be accompanied by supporting explanations.

11.3.2 The Radiocommunication Assembly may suppress Resolutions based on proposals from the membership, Study Groups or the Radiocommunication Advisory Group.

# 12 ITU-R Decisions

## 12.1 Definition

## 12.2 Approval

Each Study Group may approve, by consensus, revised or new Decisions.

## 12.3 Suppression

12.3.1 Decisions shall be deleted when they become superfluous for the work of a Study Group.

12.3.2 Each Study Group may delete Decisions by consensus.

# 13 ITU-R Questions

## 13.1 Definition

A statement of a technical, operational or procedural problem, generally seeking a Recommendation, Report or Handbook (see Resolution ITU‑R 5).

## 13.2 Adoption and approval

### 13.2.1 General considerations

13.2.1.1 New or revised Questions, proposed within Study Groups, may be adopted by a Study Group according to the process contained in § 13.2.2, and approved:

– by the Radiocommunication Assembly (see Resolution ITU‑R 5);

– by consultation in the interval between Radiocommunication Assemblies, after adoption by a Study Group, according to provisions contained in § 13.2.3.

13.2.1.2 Study Groups will evaluate draft new Questions proposed for adoption against the guidelines set forth in § 3.1.16 above and will include such evaluation when submitting them to administrations for approval according to this Resolution.

13.2.1.3 Each Question shall be assigned to only one Study Group.

13.2.1.4 Concerning new or revised Questions approved by the Radiocommunication Assembly on topics referred to it by the Plenipotentiary Conference, any other conference, the Council or the Radio Regulations Board, pursuant to No. 129 of the Convention, the Director shall, as soon as possible, consult with the Study Group Chairmen and Vice‑Chairmen and shall determine the appropriate Study Group to which the Question shall be assigned, and the urgency for the studies.

13.2.1.5 The Study Group Chairman, in consultation with the Vice‑Chairmen, shall, to the extent possible, assign the Question to a single Working Party or Task Group or, dependent upon the urgency of a new Question, shall propose the establishment of a new Task Group, (see § 3.2.4), or shall decide to refer the Question to the next Study Group meeting.

#### 13.2.1.6 Updating or deletion of ITU‑R Questions

13.2.1.6.1 In view of translation and production costs, any updating of ITU‑R Questions for which substantial revision has not been made within the last 10-15 years should, as far as possible, be avoided.

13.2.1.6.2 Radiocommunication Study Groups (including CCV) should continue to review their

–if the contents of the Questions still have validity, are they really so useful as to be continuously applicable to ITU‑R?

– is there another Question developed later which handles the same (or quite similar) topic(s) and could cover the points included in the old text?

– in the case that only a part of the Question is regarded as still useful, the possibility to transfer the relevant part to another Question developed later.

13.2.1.6.3 To facilitate the review work, the Director shall endeavour, before each Radiocommunication Assembly, in consultation with the Chairmen of the Study Groups, to prepare lists of ITU‑R Questions that may be identified in § 13.2.1.6.1. After the review by the relevant Study Groups, the results should be reported to the next Radiocommunication Assembly through the Chairmen of the Study Groups.

## 13.2.2 Adoption

#### 13.2.2.1 Main elements regarding the adoption of a new or revised Question

13.2.2.1.1A draft Question (new or revised) shall be considered to be adopted by the

Study Group if not opposed by any delegation representing a Member State attending the meeting. If a delegation of a Member State opposes the adoption, the Chairman of the Study Group shall consult with the delegation concerned in order for the objection to be resolved. In the case where the Chairman of the Study Group cannot resolve the objection, the Member State shall provide in written form the reason(s) for its objection.

#### 13.2.2.2 Procedure for adoption at a Study Group meeting

13.2.2.2.1 A Study Group may consider and adopt draft new or revised Questions, when the draft texts are available in electronic form at the start of the Study Group meeting.

### 13.2.3 Approval

13.2.3.1 When a draft new or revised

Question has been adopted by a Study Group, by the procedures given in § 13.2.2, then the text shall be submitted for approval by Member States.

13.2.3.2 Approval of new or revised Questions may be sought:

– by consultation of the Member States as soon as the text has been adopted by the relevant Study Group;

– if justified, at a Radiocommunication Assembly.

13.2.3.3 At the Study Group meeting where a draft new or revised Question is adopted, the Study Group shall decide to submit the draft new or revised Question for approval either at the next Radiocommunication Assembly or by consultation of the Member States.

13.2.3.4When it is decided to submit a draft new or revised Question for approval, with detailed justification, to the Radiocommunication Assembly, the Study Group Chairman shall inform the Director and request that he takes the necessary action to ensure that it is included in the agenda for the Assembly.

13.2.3.5 When it is decided to submit a draft new or revised Question for approval by consultation, the following conditions and procedures apply:

13.2.3.5.1 For the application of the approval procedure by consultation, within one month of a Study Group’s adoption of a draft new or revised Question, according to § 13.2.2, the Director shall request Member States to indicate within two months whether they approve or do not approve the proposal. This request shall be accompanied by the complete final text of the draft new or revised Question.

13.2.3.5.2 The Director shall also advise Sector Members participating in the work of the relevant Study Group under the provisions of Article 19 of the Convention, that Member States are being asked to respond to a consultation on a proposed new or revised Question. This advice should be accompanied by the complete final texts for information only.

13.2.3.5.3 If 70 per cent or more of the replies from Member States indicate approval, the proposal shall be accepted. If the proposal is not accepted, it shall be referred back to the Study Group.

Any comments received along with responses to the consultation shall be collected by the Director and submitted to the Study Group for consideration.

13.2.3.5.4 Those Member States who indicate that they do not approve the draft new or revised Question shall provide their reasons and should be invited to participate in the future consideration by the Study Group and its Working Parties and Task Groups.

13.2.3.6 Should minor, purely editorial amendments or correction of evident oversights or inconsistencies in the text as presented for approval be necessary, the Director may correct these with the agreement of the Chairman of the relevant Study Group(s).

### 13.2.4 Editorial revision

13.2.4.1 Radiocommunication Study Groups (including CCV) are encouraged, where appropriate, to editorially update Questions in order to reflect recent changes, such as:

– ITU structural changes;

– renumbering of Radio Regulation provisions[[6]](#footnote-12), provided the Radio Regulation provision text is not changed;

– updating of cross-references between ITU‑R texts.

13.2.4.2 Editorial revisions should not be regarded as draft revisions of Questions as specified in §§ 13.2.2 to 13.2.3, but each editorially updated Questions should be accompanied, until the next revision, by a footnote stating “Radiocommunication Study Group (*nomenclature of Study Group to be inserted as appropriate*) made editorial amendments to this Question in the year (*insert year in which amendments have been made*) in accordance with Resolution ITU‑R 1”.

## 13.3 Suppression

13.3.1 Each Study Group shall identify, to the Director, Questions that may be suppressed because studies have been completed, may no longer be necessary or have been superseded. Decisions to delete Questions should take into account the status of telecommunication technology, which may differ from country to country and between Regions.

13.3.2 The deletion of existing Questions shall follow a two-stage process:

– agreement to the deletion by a Study Group if no delegation representing a Member State attending the meeting opposes the deletion;

– following this agreement to delete, approval by Member States, by consultation, or forward of the relevant proposals to the next Radiocommunication Assembly, with justification for the action.

Approval of the deletion of Questions by consultation shall be undertaken by using the procedures described in § 13.2.3. The Questions proposed for deletion may be listed in the same Administrative Circular treating draft Questions under these procedures.

# 14 ITU-R Recommendations

## 14.1 Definition

An answer to a Question, part(s) of a Question or topics referred to in § 3.1.2, which, within the scope of existing knowledge, research and available information, normally provides recommended specifications, requirements, data or guidance for recommended ways of undertaking a specified task; or recommended procedures for a specified application, and which is considered to be sufficient to serve as a basis for international cooperation in a given context in the field of radiocommunications.

As a result of further studies, taking into account developments and new knowledge in the field of radiocommunications, Recommendations are expected to be revised and updated (see § 14.2).

NOTE 3 – Study Groups may develop wholly

## 14.2 Adoption and approval

### 14.2.1 General considerations

14.2.1.1 When a study has reached a mature state, based on a consideration of existing ITU‑R documentation and of contributions from Member States, Sector Members, Associates or Academia, and has resulted in a draft new or revised Recommendation as agreed by the appropriate subordinate group, the approval process to be followed is in two stages:

– adoption by the Study Group concerned; dependent on circumstances, the adoption may take place at a Study Group meeting or by correspondence following the Study Group meeting (see § 14.2.2);

– following adoption, approval by the Member States, either by consultation between Radiocommunication Assemblies or at a Radiocommunication Assembly (see § 14.2.3).

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14.2.1.3 Approval may only be sought for a draft new or revised Recommendation within the Study Group’s mandate as defined by the Questions allocated to it in accordance with Nos. 129 and 149 of the Convention or by topics within the scope of Study Group (see § 3.1.2).

14.2.1.4 Where a draft Recommendation (or revision) falls, exceptionally, within the scope of more than one Study Group, the Chairman of the Study Group proposing the approval should consult and take into account the views of all the other Study Group Chairmen concerned before proceeding with the procedures below. Where a draft Recommendation (or revision) has been developed by a Joint Working Party or a Joint Task Group (see § 3.2.5), all the relevant Study Groups shall agree the draft Recommendation or adopt it according to the procedures for adoption specified in section 14.2.2. In cases where adoption has been reached by all the relevant Study Groups, the procedures for approval specified in section 14.2.3 shall be applied only once. Otherwise, the procedures for simultaneous adoption and approval by correspondence specified in section 14.2.4 shall be applied only once.

14.2.1.5 The Director shall promptly notify, by circular letter, the results of the above procedure, indicating the date of entry into force, as appropriate.

14.2.1.6 Should minor, purely editorial amendments or the correction of evident oversights or inconsistencies in the text be necessary, the Director may correct these with the agreement of the Chairman of the relevant Study Group(s).

14.2.1.7 Any Member State or Sector Member considering itself to be adversely affected by a Recommendation approved in the course of a study period may refer its case to the Director, who shall submit it to the relevant Study Group for prompt attention.

14.2.1.8 The Director shall inform the next Radiocommunication Assembly of all cases notified in conformity with § 14.2.1.7.

#### 14.2.1.9 Updating or deletion of ITU‑R Recommendations

14.2.1.9.1 In view of translation and production costs, any updating of ITU‑R Recommendations for which substantial revision has not been made within the last 10-15 years should, as far as possible, be avoided.

14.2.1.9.2 Radiocommunication Study Groups (including CCV) should continue to review maintained Recommendations, particularly older texts, and, if they are found to be no longer necessary or obsolete, should propose their revision or deletion. In this process, the following factors should be taken into account:

– if the contents of the Recommendations still have validity, are they really so useful as to be continuously applicable to ITU‑R?

– is there another Recommendation developed later which handles the same (or quite similar) topic(s) and could cover the points included in the old text?

– in the case that only a part of the Recommendation is regarded as still useful, the possibility to transfer the relevant part to another Recommendation developed later.

14.2.1.9.3 To facilitate the review work, the Director shall endeavour, before each Radiocommunication Assembly, in consultation with the Chairmen of the Study Groups, to prepare lists of ITU‑R Recommendations that may be identified in § 14.2.1.9.1.

### 14.2.2 Adoption

#### 14.2.2.1 Main elements regarding the adoption of a new or revised Recommendation

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14.2.2.1.2 If there is an objection to the text that cannot be resolved, one of the following procedures, whichever is applicable, shall be followed:

a) if this Recommendation is in response to Questions of Category C1 (see Resolution ITU‑R 5) or to other matters relating to a WRC, the Study Group Chairman shall forward it to the Radiocommunication Assembly;

b) in other cases, the Study Group Chairman shall:

– forward the text to the Radiocommunication Assembly, if there is no other Study Group meeting scheduled before the Radiocommunication Assembly and provided that there is a consensus that the technical objections/concerns have already been adequately addressed; in so doing, the Chairman of the Study Group shall include the objection and its associated reasons,

or

– if there is another meeting of the Study Group before the Radiocommunication Assembly, refer the text back to the Working Party or Task Group, as appropriate, giving the reasons for such objection so that the matter may be considered and resolved in the relevant meeting. Should at the subsequent meeting of the Study Group considering the report of the reporting WP, the objection is maintained, the Chairman of the Study Group shall forward the issue to the Radiocommunication Assembly.

#### 14.2.2.2 Procedure for adoption at a Study Group meeting

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four weeks before the meeting.

14.2.2.2.2 A Study Group may consider and adopt draft new or revised Recommendations, when the draft texts have been prepared sufficiently far in advance of the Study Group meeting so that the draft texts will have been available in electronic form at least four weeks prior to the start of the Study Group meeting.

14.2.2.2.3The Study Group should agree summaries of draft new Recommendations and summaries of draft revisions to Recommendations, these summaries being included in subsequent Administrative Circulars relating to the approval process.

#### 14.2.2.3 Procedure for adoption by a Study Group by correspondence

14.2.2.3.1 When a draft new or revised Recommendation has not been anticipated for specific inclusion in the agenda of a Study Group meeting, the participants at the Study Group meeting may decide, after due consideration, to seek adoption of the draft new or revised Recommendation by the Study Group by correspondence (see also § 3.1.6).

14.2.2.3.2 The Study Group should agree summaries of draft new Recommendations and summaries of draft revisions to Recommendations.

14.2.2.3.3 Immediately following the Study Group meeting, the Director should circulate these draft new or revised Recommendations to all Member States and Sector Members participating in the work of the Study Group for full Study Group consideration by correspondence.

14.2.2.3.4 The period for Study Group consideration shall be two months following the circulation of the draft new or revised Recommendations.

14.2.2.3.5 If, within this period for Study Group consideration, no objections are received from Member States, the draft new or revised Recommendation shall be considered to be adopted by the Study Group.

14.2.2.3.6 A Member State objecting to the adoption shall inform the Director and the Chairman of the Study Group of the reasons for the objection, and the Director shall make the reasons available to the next meeting of the Study Group and its relevant Working Party.

### 14.2.3 Approval

14.2.3.1 When a draft new or revised Recommendation has been adopted by a Study Group, by the procedures given in § 14.2.2, then the text shall be submitted for approval by Member States.

14.2.3.2Approval of new or revised Recommendations may be sought:

– by consultation of the Member States as soon as the text has been adopted by the relevant Study Group at its meeting or by correspondence;

– if justified, at a Radiocommunication Assembly.

14.2.3.3 At the Study Group meeting where a draft new or revised Recommendation is adopted or where it is decided to seek adoption by Study Group by correspondence, the Study Group shall decide to submit the draft new or revised Recommendation for approval either at the next Radiocommunication Assembly or by consultation of the Member States, unless the Study Group has decided to use the procedure for simultaneous adoption and approval (PSAA) procedure as described in § 14.2.4.

14.2.3.4When it is decided to submit a draft new or revised Recommendation for approval, with detailed justification, to the Radiocommunication Assembly, the Study Group Chairman shall inform the Director and request that he takes the necessary action to ensure that it is included in the agenda for the Assembly.

14.2.3.5 When it is decided to submit a draft new or revised Recommendation for approval by consultation, the following conditions and procedures apply:

14.2.3.5.1 For the application of the approval procedure by consultation, within one month of a Study Group’s adoption of a draft new or revised Recommendation, according to one of the methods in § 14.2.2, the Director shall request Member States to indicate within two months whether they approve or do not approve the proposal. This request shall be accompanied by the complete final text of the draft new Recommendation, or the complete final text, or modified parts of, the revised Recommendation.

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14.2.3.5.4 Those Member States who indicate that they do not approve the draft new or revised Recommendation shall provide their reasons and should be invited to participate in the future consideration by the Study Group and its Working Parties and Task Groups.

14.2.3.6 Should minor, purely editorial amendments or correction of evident oversights or inconsistencies in the text as presented for approval be necessary, the Director may correct these with the agreement of the Chairman of the relevant Study Group(s).

### 14.2.4 Simultaneous adoption and approval by correspondence

14.2.4.1 When a Study Group is not in a position to adopt the draft new or revised Recommendation according to the provisions of §§ 14.2.2.2.1 and 14.2.2.2.2, the Study Group shall use the procedure for simultaneous adoption and approval (PSAA) by correspondence, if there is no objection by any Member State attending the meeting.

14.2.4.2 Immediately following the Study Group meeting, the Director should circulate these draft new or revised Recommendations to all Member States and to Sector Members.

14.2.4.3 The period for consideration shall be two months following the circulation of the draft new or revised Recommendations.

14.2.4.4 If, within this period for consideration, no objection is received from a Member State, the draft new or revised Recommendation shall be considered to be adopted by the Study Group. Since the PSAA procedure has been followed, such adoption is considered to constitute approval and the procedure for approval in § 14.2.3 is unnecessary.

14.2.4.5 If, within this period for consideration, an objection is received from a Member State, the draft new or revised Recommendation shall be considered as not adopted, and the procedure described in § 14.2.2.1.2 shall apply.

### 14.2.5 Editorial revision

14.2.5.1 Radiocommunication Study Groups (including CCV) are encouraged, where appropriate, to editorially update maintained Recommendations in order to reflect recent changes, such as:

– ITU structural changes;

– renumbering of Radio Regulation provisions[[7]](#footnote-13), provided the Radio Regulation provision text is not changed;

14.2.5.2 Editorial revisions should not be regarded as draft revisions of Recommendations as specified in §§ 14.2.2 to 14.2.4, but each editorially updated Recommendation should be accompanied, until the next revision, by a footnote stating “Radiocommunication Study Group (*nomenclature of Study Group to be inserted as appropriate*) made editorial amendments to this Recommendation in the year (*insert year in which amendments have been made*) in accordance with Resolution ITU‑R 1”.

14.2.5.3 Furthermore, editorial updating shall not be applied to the updating of ITU‑R Recommendations incorporated by reference in the Radio Regulations. Such updating of ITU‑R Recommendations shall be made through the two steps of adoption and approval procedures specified in §§ 14.2.2 and 14.2.3 of this Resolution.

## 14.3 Suppression

14.3.1 Each Study Group is encouraged to review the maintained Recommendations and, if they are found no longer necessary, should propose their deletion. Decisions to delete Recommendations should take into account the status of telecommunication technology, which may differ from country to country and between Regions. Therefore, even if some administrations are in favour of suppressing an old Recommendation, technical/operational requirements addressed in that Recommendation may still be important for some other administrations.

14.3.2 The deletion of existing Recommendations shall follow a two-stage process:

– agreement to the deletion by a Study Group if no delegation representing a Member State attending the meeting opposes the deletion;

– following this agreement to delete, approval by Member States, by consultation.

Approval of the deletion of Recommendations by consultation may be undertaken when using either of the procedures described in § 14.2.3 or § 14.2.4. The Recommendations proposed for deletion may be listed in the same Administrative Circular treating draft Recommendations under either of these two procedures.

# 15 ITU-R Reports

## 15.1 Definition

A technical, operational or procedural statement, prepared by a Study Group on a given subject related to a current Question or the results of studies referred to in § 3.1.2.

## 15.2 Approval

15.2.1 Each Study Group may approve revised or new Reports, normally by consensus. Should one or more Member State(s) objects to any part of the Report, such objections could be reflected in the relevant part(s) of the Report as stated by the objecting Member State(s). In case where Member State(s) objects to the entire Report, its statement can be included in the first page of the Report, immediately after the title.

15.2.2 New or revised Reports developed jointly by more than one Study Group shall be approved by all the relevant Study Groups.

## 15.3 Suppression

15.3.1 Reports shall be deleted when they become outdated, irrelevant or superfluous. Such deletion should take into account the status of telecommunication technology, which may differ from country to country and between Regions. Therefore, even if some administrations are in favour of suppressing an old Report, technical/operational conditions addressed in that Report may still be important for some other administrations.

15.3.2 Each Study Group may delete Reports by consensus.

# 16 ITU-R Handbooks

## 16.1 Definition

## 16.2 Approval

Each Study Group may approve, normally by consensus but even in cases where some delegations express their opposition, revised or new Handbooks. The Study Group may authorize the approval of Handbooks by its concerned subordinate group.

## 16.3 Suppression

16.3.1 Handbooks shall be deleted when their material becomes irrelevant or outdated. Such deletion should take into account the status of telecommunication technology, which may differ from country to country and between Regions. Therefore, even if some administrations are in favour of suppressing an old Handbook, technical/operational information given in that Handbook may still be important for some other administrations.

16.3.2 Each Study Group may delete Handbooks by consensus.

# 17 ITU-R Opinions

## 17.1 Definition

## 17.2 Approval

Each Study Group may approve, normally by consensus but even in cases where some delegations express their opposition, revised or new Opinions.

## 17.3 Suppression

17.3.1 Opinions shall be deleted when the proposal or request that they contain have been addressed. Such deletion should take into account the status of telecommunication technology, which may differ from country to country and between Regions. 17.3.2 Each Study Group may delete Opinions by consensus.

Annex 2

Common Patent Policy for ITU‑T/ITU‑R/ISO/IEC

The Common Patent Policy is available at [http://www.itu.int/ITU‑T/dbase/patent/patent-policy.html](http://www.itu.int/ITU-T/dbase/patent/patent-policy.html)

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1. RAG should consider and recommend modifications to the programme of work in accordance with Resolution ITU‑R 52. [↑](#footnote-ref-2)
2. Where a study initiated without a Question is expected to continue beyond the date of the next Radiocommunication Assembly, an appropriate Question should be drafted for approval by the Assembly. [↑](#footnote-ref-4)
3. The term Academia includes colleges, institutes, universities and their associated research establishments concerned with the development of telecommunications/ICT which are admitted to participate in the work of ITU‑R (see Resolution 169 (Rev. Busan, 2014) of the Plenipotentiary Conference and Resolution ITU‑R 63). [↑](#footnote-ref-6)
4. For the rights of Associates, see Resolution ITU-R 43. [↑](#footnote-ref-7)
5. Pursuant to No. 160I of the Convention, RAG prepares a Report for the Radiocommunication Assembly, submitted through the Director of BR. [↑](#footnote-ref-9)
6. The Radiocommunication Bureau should be consulted in this respect. [↑](#footnote-ref-12)
7. The Radiocommunication Bureau should be consulted in this respect. [↑](#footnote-ref-13)