

RESOLUTION ITU-R 2-5

Conference Preparatory Meeting

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

The ITU Radiocommunication Assembly,

considering

- a) that the duties and functions of the Radiocommunication Assembly, in preparing for World Radiocommunication Conferences (WRCs) are stated in Articles 13 of the ITU Constitution and 8 of the ITU Convention;
- b) that special arrangements are necessary for such preparations,

noting

that the Special Committee is part of the preparation for the Conference, for procedural and regulatory matters, and the rules governing the Committee are in Resolution ITU-R 38,

resolves

- 1** that a Conference Preparatory Meeting (CPM) shall be set up on the basis of the following principles:
 - that the CPM should be permanent;
 - that it should address topics on the agenda of the immediately forthcoming conference and make provisional preparations for the subsequent conference;
 - that invitations to participate should be sent to all Member States of the ITU and to Radiocommunication Sector Members;
 - that documents should be distributed to all Member States of the ITU and to Radiocommunication Sector Members wishing to participate in the CPM;
 - that the terms of reference of the CPM should include the updating, rationalization, presentation and discussion of material from Radiocommunication Study Groups and the Special Committee, together with consideration of new material submitted to it, including contributions on the review of existing WRC Resolutions, Recommendations and contributions, if available, by Member States with contributions concerning the Agenda for the next and subsequent WRCs. These contributions should be included in an Annex to the CPM Report for information only;
- 2** that the scope of the CPM shall be to prepare a consolidated report to be used in support of the work of World Radiocommunication Conferences, based on:
 - contributions from administrations, the Special Committee, the Radiocommunication Study Groups (see also No. 156 of the Convention), and other sources (see Article 19 of the Convention) concerning the regulatory, technical, operational and procedural matters to be considered by such conferences;
 - the inclusion, to the extent possible, of reconciled differences in approaches as contained in the source material, or, in the case where the approaches cannot be reconciled, the inclusion of the differing views and their justification;
- 3** that the working methods shall be as presented in Annex 1.

Annex 1

Working methods for the Conference Preparatory Meeting

- 1** Studies of regulatory, technical, operational and procedural matters will be undertaken by the Study Groups or the Special Committee, as appropriate.
- 2** The CPM will normally hold two sessions during the interval between WRCs.
 - 2.1** The first session will be for the purpose of coordinating the work programmes of the relevant Study Groups, and preparing a draft structure for the CPM Report, based on the agenda for the next two WRCs, and for taking into account any directives which may have come from the previous WRC. This first session will be of short duration and the Study Group Chairmen and Vice-Chairmen will be invited to participate.
 - 2.2** The second session will be for the purpose of preparing the report for the next WRC. This session shall also review progress on preparatory studies for agenda items to be considered at the WRC following the next scheduled WRC. The second session will be of adequate duration to accomplish the necessary work (generally not exceeding two weeks) and will be timed to ensure publication of the Final Report at least six months before the next WRC.
 - 2.3** The first session will identify issues for study in preparation for the next WRC and, to the extent necessary, for the subsequent WRC. These issues should be derived from the draft and provisional Conference agendas and should, as far as possible, be self contained and independent. For each issue a single ITU-R group (which could be a Study Group, Task Group or Working Party, etc.) should be identified to take responsibility for the preparatory work, inviting input and/or participation from other concerned* ITU-R groups as necessary. As far as possible, existing groups should be used for this purpose, with new groups being established only where this is considered to be necessary.
 - 2.4** Meetings of the ITU-R groups identified (i.e. the responsible groups) should be scheduled to facilitate maximum participation by all interested members. The groups should base their output on existing material plus new contributions. The final reports of the responsible groups may be submitted directly to the CPM process, normally at the CPM Management Team meeting, or exceptionally via the relevant Study Group.
 - 2.5** In order to facilitate the understanding by all participants of the contents of the draft CPM Report, an executive summary for each issue (see § 2.3 above) will be developed by the responsible group and used by BR for informing the regional groups throughout that WRC study cycle, with the final summary being prepared for the final draft CPM text by the responsible group and included in the CPM Report.
- 3** The work of the CPM will be directed by a Chairman and Vice-Chairmen. The Chairman will be responsible for preparing the report to the next WRC.
- 4** The Chairman or the CPM may appoint Chapter Rapporteurs to assist in guiding the development of the text that will form the basis of the CPM Report, and to help with the consolidation of texts from the responsible groups into a cohesive draft CPM Report.
- 5** The CPM Chairman, the Vice-Chairmen and the Chapter Rapporteurs, and the Special Committee Chairman and Vice-Chairmen will be called the CPM Steering Committee.

* A concerned ITU-R group may be either a contributing group on a specific item, or an interested group that will follow the work on a specific issue and act as appropriate.

6 The Chairman shall convene a meeting of the CPM Steering Committee together with the Chairmen of the responsible groups and the Study Group Chairmen. This meeting (called the CPM Management Team meeting) will consolidate the output from the responsible groups into the draft CPM Report, which will be an input document to the second session of the CPM.

7 The consolidated draft CPM Report shall be translated into the official languages of the Union and distributed to Member States a minimum of two months prior to the date scheduled for the second session of the CPM.

8 Every effort shall be made to ensure that the volume of the final CPM Report is kept to a minimum. To this end, responsible groups are urged to maximize the use of references to approved ITU-R Recommendations and Reports, as appropriate, in preparing CPM texts.

9 In relation to working arrangements, the CPM shall be considered as an ITU meeting in accordance with No. 172 of the Constitution.

10 In preparing for the CPM, maximum use should be made of electronic means for the distribution of contributions to participants.

11 The other working arrangements shall be in accordance with the relevant provisions of Resolution ITU-R 1.
