

## RESOLUTION ITU-R 2-7

### Conference Preparatory Meeting

(1993-1995-1997-2000-2003-2007-2012-2015)

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, and in the relevant parts of the General Rules of conferences, assemblies and meetings of the Union;

b) that special arrangements are necessary for such preparations,

*resolves*

1 that a Conference Preparatory Meeting (CPM) shall be convened and organized on the basis of the following principles:

- that 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 ITU and to Radiocommunication Sector Members;
- that documents should be distributed to all Member States of ITU and to Radiocommunication Sector Members wishing to participate in the CPM, taking into account Resolution 167 (Rev. Busan, 2014) of the Plenipotentiary Conference;
- that the terms of reference of CPM should include the updating, rationalization, presentation and discussion of material from Radiocommunication Study Groups, 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 CPM shall be to prepare a consolidated report to be used in support of the work for World Radiocommunication Conferences, based on:

- contributions from administrations, 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;

4 that guidelines for preparation of the draft CPM Report are presented in Annex 2.

## 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, as appropriate.

2 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 ITU-R 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 (in general, no more than two days) and will normally be held straight after the end of the preceding WRC). The Study Group Chairmen and Vice-Chairmen will be invited to participate.

2.2 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.

2.3 The first session, under certain circumstances, may decide to establish a Working Party of the CPM to deal with regulatory and procedural issues, if identified.

2.4 The second session will be for the purpose of preparing the report for the next WRC. The second session will be of adequate duration to accomplish the necessary work (at least one week but not exceeding two weeks). It will be scheduled to allow publication of the Final Report in the six official languages of the Union six months before the next WRC. The deadline for submission of contributions *where translation is required* is two months prior to the second session of the CPM. The deadline for submission of contributions *not requiring translation* is 1600 hours UTC, 14 calendar days prior to the start of the meeting.

2.5 Meetings of the ITU-R groups identified (i.e. the responsible groups) should be scheduled to facilitate maximum participation by all interested members, avoiding as far as possible any overlap of meetings that might have an adverse impact on the effective participation of Member States. 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.

2.6 In order to facilitate the understanding by all participants of the contents of the draft CPM Report, an executive summary for each issue (see § 2.4 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 CPM will be directed by a Chairman and Vice-Chairmen. The Chairman will be responsible for preparing the report to the next WRC. The Chairman and Vice-Chairmen of

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\* 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.

CPM are eligible to serve for only one term in their respective offices<sup>1</sup>. Procedures for appointment of a Chairman and Vice-Chairmen of CPM are to follow those for Chairmen and Vice-Chairmen as found in Resolution ITU-R 15.

4 The Chairman or 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 will be called the CPM Steering Committee.

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 CPM.

7 The consolidated draft CPM Report shall be translated into the six official languages of the Union and should be distributed to Member States a minimum of three months prior to the date scheduled for the second session of 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, CPM shall be considered as an ITU meeting in accordance with No. 172 of the Constitution.

10 In preparing for 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.

## ANNEX 2

### **Guidelines for preparation of the draft CPM Report**

#### **1 Executive summary for each WRC agenda item**

In accordance with § 2.6 of Annex 1 to this Resolution, an executive summary for each WRC agenda item has to be included in the final draft CPM texts. If a Chapter Rapporteur has been appointed, that person may assist in the preparation of the executive summary.

In particular, for each WRC agenda item, the executive summary should describe briefly the purpose of the agenda item, summarize the results of the studies carried out and, most importantly, provide a brief description of the method(s) identified that may satisfy the agenda item. The executive summary should be limited to no more than half a page of text.

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<sup>1</sup> Commencing with the study period immediately after WRC-15.

## **2 Background sections**

The purpose of a background section is to provide general information in a concise manner, in order to describe the rationale of the agenda items (or issue(s)), and should be limited to no more than half a page of text.

## **3 Page limit and format for draft CPM texts**

The responsible groups should prepare draft CPM texts in the agreed format and structure as decided by the first session of CPM.

All necessary texts should not exceed a page limit of 10 pages per agenda item or issue.

In order to achieve this objective, the following should be implemented:

- the draft CPM texts should be clear and drafted in a consistent and unambiguous manner;
- the number of proposed methods to satisfy each agenda item is to be kept to a minimum;
- if acronyms are used, the meaning of the acronym is to be written out in full the first time it appears, and a list of all acronyms is to be provided at the beginning of the Chapters;
- quoting texts which are already contained in other official ITU-R documents should be avoided by using relevant references.

## **4 Methods to satisfy the WRC agenda items**

The number of proposed methods to satisfy each agenda item should be kept to a minimum, and the description of each method should be as concise as possible.

In some cases, when more than one method is presented, it may be possible to provide advantages and disadvantages for each method. However, in such cases, responsible groups are strongly encouraged to limit the number of advantages and disadvantages for each method to a maximum of three (3) each.

While a method of “no-change” is always a possible method and normally should not be included amongst the methods, an explicit “no-change” method could be included on a case-by-case basis, provided it is proposed by an administration together with (an) accompanying reason(s).

Examples of regulatory texts could also be developed for the methods and could be presented in the relevant sections of the draft CPM texts relating to regulatory and procedural considerations.

## **5 References to ITU-R Recommendations, Reports, etc.**

Quoting texts which are already contained in ITU-R Recommendations should be avoided by using relevant references. A similar approach should be followed for ITU-R Reports on a case-by-case basis, as appropriate.

If ITU-R documents are still undergoing the ITU-R adoption/approval process or are still at the stage of draft documents when the draft CPM texts have to be finalized, they could still be referenced in the draft CPM texts, with the understanding that the references will be further reviewed at the second session of CPM. Working documents or preliminary draft documents should not be referenced in the draft CPM texts unless there is sufficient opportunity to complete them for consideration by the Radiocommunication Assembly prior to WRC.

If possible, it is desirable to include the specific version number of the existing ITU-R Recommendations and/or Reports referenced in the draft CPM texts.

## **6           References to the Radio Regulations, W(A)RC Resolutions or Recommendations in the draft CPM texts**

Apart from the relevant sections dealing with regulatory and procedural considerations, it might be necessary to refer to some Radio Regulations, Conference Resolutions and/or Recommendations. However, in order to reduce the number of pages, the text of those Radio Regulations or other regulatory references should not be repeated or quoted.