



## General Secretariat (SG)

Geneva, 30 July 2018

Ref: **CL-18/36**

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To:

- Member States of ITU
- Sector Members of ITU

Subject: **Invitation to the first meeting of the Council Expert group on Council Decision 482  
27 and 28 September 2018**

Dear Sir/Madam,

The 2018 Session of ITU Council decided to create a Council Expert Group on Decision 482. Terms of reference of this group are attached in Annex 1 for ease of reference.

The Council Expert Group on Decision 482 is open to all Member States and Sector Members of ITU. It will work in English language and should hold physical meetings in conjunction with those of ITU-R Working Party 4A, when possible. However it was noted that the meeting of ITU-R Working Party 4A that was held in Geneva from 3 to 14 July 2018 faced a heavy workload due to the need to finalise draft CPM texts for a number of WRC-19 agenda items.

Therefore, I am pleased to invite you to attend the first meeting of this Expert group on **27 and 28 September 2018**.

### ***Documentation***

Contributions to the Expert Group should be submitted to [contributions@itu.int](mailto:contributions@itu.int).

In accordance with Council Decision 556, all contributions should be submitted no later than 12 calendar days, i.e. **15 September 2018**, before the opening of a Council Working Group meeting conducted in one language without translation.

All documents including agendas will be published on the Expert Group website available at <https://www.itu.int/en/council/Pages/eg-d482.aspx>.

### ***Practical information***

Detailed information on how to register along with other practical information, is attached in the Annex 2. Remote participation is available for this meeting. Requests for remote participation must be submitted at the time of registration at least four weeks prior to the opening of the meeting. Participants are reminded that all meetings will be **webcast** and can be followed via internet.

I look forward to welcoming you in Geneva.

Yours faithfully,

*(signed)*

Houlin ZHAO  
Secretary-General

## ANNEX 1

### **Terms of reference of the Council Expert Group on Decision 482**

The terms of reference of the Council Expert Group on Decision 482 are:

1. To further examine Procedures B and C described in Document C18/36, while taking into account considerations contained in Documents C18/36 (Addendum 1), C18/75, C18/83 and C18/90 as well as contributions submitted to its meetings.
2. To focus its examination of Procedure B on the cases of complex non-GSO satellite filings and to prepare a report containing recommendations about the possible revision of Decision 482 with regard to complex non-GSO satellite filings for submission to the 2019 ITU Council for action.
3. Once studies of complex non-GSO satellite filings have been completed, and subject to the BR providing information to this Council Expert Group that support the need to take action, to consider whether the approach of Procedure B should also be applicable to the cases of exceptionally complex GSO satellite filings (i.e. filings that require a very significant amount of additional time and resources to process). The results of the studies on these GSO filings should be reported to the 2019 ITU Council in a separate report, for action as appropriate.
4. The Council Expert Group on Decision 482 is open to all Member States and Sector Members of ITU and will work in the English language. It should hold physical meetings in conjunction with those of ITU-R Working Party 4A, when possible.

## ANNEX 2

### PRACTICAL INFORMATION FOR THE COUNCIL EXPERT GROUP ON DECISION 482

#### 1. Registration

Registration is carried out exclusively online at <https://www.itu.int/en/council/Pages/groups-registration.aspx>. Detailed information is published on the website.

##### *How to collect your badge*

In order to receive badges, participants will be requested to provide the registration ID number included in their e-confirmation to the badging desk, together with official identification card or passport.

Badges can be collected at the desk located at ITU Headquarters in Geneva (Montbrillant building) from Thursday 27 to Friday 28 September 2018, 0830-1200 and 1330-1700 hours.

#### 2. Other pre-requested practical arrangements

##### *Visa Assistance*

Administrative assistance for **visa requests should be made online** at the time of registration. Visa requests must be submitted at least four weeks prior to the opening of the meeting.

##### *Remote participation*

**Remote participation** is available for the Expert Group on Decision 482 meeting. Requests for remote participation must be submitted at the time of registration at least four weeks prior to the opening of the meeting.

Participants are reminded that all meetings will be **webcast** and can be followed via internet.

##### *Working language*

The Council Expert Group on Decision 482 will work in the English language.

##### *Accessibility*

Requests for accessibility should be made upon registration at least 4 weeks before the meeting. The ITU secretariat will meet the expressed requirements to the best of its ability, subject to availability of resources.

#### 3. Documentation

##### *Agenda and Documentation*

Draft agenda and documentation to be reviewed at the Expert Group on Decision 482 meeting will be made available in due course on the group website at <https://www.itu.int/en/council/Pages/eg-d482.aspx>. Meeting will be conducted in a paperless manner. Wireless LAN facilities will be available for use by participants in the meeting rooms.

### ***Implementation of the new information/document access policy***

As per Council 2016 decision, the ITU Information/document access policy entered into force on 1 January 2017. Documents submitted to the Expert Group on Decision 482 will be made available as per [ITU information/document access policy](#).

#### **4. Practical information**

A list of hotels and other practical information on Geneva can be found at <http://www.itu.int/en/delegates-corner/Pages/default.aspx>.

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