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| **Radiocommunication Study Groups** | A blue logo with a black background  Description automatically generated |
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| **12 November 2024** |
| **English only** |
| Working Party 5A |
| Procedure and guidelines for the development of the land mobile Handbook |

**Procedure and guidelines for the development of the land mobile Handbook**

**1 Guidelines on text for the Handbook[[1]](#footnote-1)**

– Text to contain the latest information on the topic.

– Text to cover an agreed item on the list of contents and in accordance with an agreed outline.

– Text to provide and update technical and related information as it becomes available on specific systems which should be described on their own individual merits.

– The purpose of the text is to allow the readers of the Handbook to make their own judgement and to reach their own conclusions in accordance with their specific requirements.

– It is assumed that the reader of the Handbook has some engineering background but is not necessarily a specialist.

**2 Mandate and responsibility of the land mobile Handbook Group**

– The land mobile Handbook Group under the direction of the Rapporteur is instructed to prepare, revise and submit text to Working Party 5A for the land mobile Handbook in accordance with an agreed list of contents and should report to Working Party 5A on the progress on the development of the land mobile Handbook.

– Members represented in the land mobile Handbook Group are responsible for coordinating the text and its review within their own administration, if necessary.

**3 Method of work of the land mobile Handbook Group**

– All contributions should be sent to the Rapporteur and the responsible Editor along with a clear indication of the source.

– The land mobile Handbook Group will carry its work mainly by correspondence using the Share Folder facilities.

– Text is maintained and updated in a designated directory on ITU TIES. The Rapporteuris the authorized person to post and update the text on TIES.

– Delegates interested in participating in the work of the land mobile Handbook Group are invited to contact the Rapporteur.

– Comments concerning posted texts are to be compiled by the Rapporteur and posted in the designated directory on TIES.

– The land mobile Handbook Group can propose the agreed text to Working Party 5A for consideration for approval.

1. Note also the applicable ITU-R Resolutions, in particular [Resolution ITU-R 12](http://www.itu.int/publ/R-RES-R.12/en), as well as the definition of “Handbook” in section A2.8 of [Resolution ITU-R 1](http://www.itu.int/publ/R-RES-R.1/en). [↑](#footnote-ref-1)