



Radiocommunication Bureau (BR)

Addendum 1 to
Administrative Circular
CA/216

24 September 2014

To Administrations of Member States of the ITU and Radiocommunication Sector Members

Subject: Preparation of contributions to the second session of the 2015 Conference Preparatory Meeting (CPM15-2, Geneva, 23 March – 2 April 2015)

Administrative Circular [CA/216](#), dated 8 August 2014, announces the second session of the 2015 Conference Preparatory Meeting (CPM-15) to be held in Geneva from 23 March to 2 April 2015.

As indicated in Section 4 of the Circular, the CPM-15 Management Team meeting was held in Geneva from 1 to 4 September 2014 and consolidated, in accordance with Resolution ITU-R 2-6 and with the decisions taken at the first session of CPM-15, the draft CPM Report to WRC-15.

The draft CPM Report to WRC-15 is now available in English on the following CPM contribution web page as Document CPM15-2/1: <http://www.itu.int/md/R12-CPM15.02-C-0001/en>. Versions of this document in the other official languages of the Union will be published as soon as possible and at least two months prior to CPM15-2.

The extracts from the draft CPM Report to the Special Committee on Regulatory/Procedural Matters (SC) are also available in English on the following SC contribution web page as Document SC/10: <http://www.itu.int/md/R12-SC-C-0010/en>. Versions of this document in the other official languages of the Union will be published as soon as possible and prior to the SC meeting being held from 1 to 5 December 2014 (see Administrative Circular [CACE/680](#) of 25 July 2014).

The draft CPM Report will represent the basis for the work of the second session of CPM-15 and shall constitute the basic document for the preparation of contributions. Details concerning the submission of contributions as early as possible to CPM15-2 are given in Section 5 of [CA/216](#).

In addition to the requirements from [Resolution ITU-R 1-6](#) on the formatting and limitation in length of the contributions, as recalled in Section 5.4 of [CA/216](#), Member States and Sector Members are urged to pay careful attention to the initial preparation of their contribution(s) to CPM15-2 that should be based on “Guidelines for the preparation of contributions to CPM15-2”, which can be found at: http://www.itu.int/dms_pub/itu-r/oth/0a/0a/ROA0A0000090001PDFE.pdf. In particular, contributions should not include parts of the draft CPM Report that are not proposed to be modified.

Furthermore, the ITU Secretariat is pleased to inform you that the ITU-R CPM15-2 Sync Application is available from the [CPM website](#) and on the following web page: <http://www.itu.int/ITU-R/index.asp?category=study-groups&rlink=rsg-sync&scope=full&lang=en>.

The ITU-R CPM15-2 Sync Application allows you to download CPM15-2 documents from the ITU servers to your local drive. It has been configured to access the ITU Server in Geneva and synchronize on demand to the latest published documents in the language(s) of your choice.

CPM15-2 participants are invited to install this software and download CPM15-2 documents before arrival at the International Conference Centre of Geneva (CICG), where CPM15-2 will be held.

If you experience any problems in accessing or synchronizing documents, please contact the IT assistance and support service by emailing the Conference Helpdesk service at ServiceDesk@itu.int.



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