Radiocommunication Bureau (BR)

Administrative Circular
CA/223

9 July 2015

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

Subject: **Summary of conclusions of the twenty-second Radiocommunication Advisory Group meeting**

Reference: **Administrative Circular CA/218 of 21 January 2015**

The Radiocommunication Advisory Group (RAG) met for the twenty-second time from 5 to 8 May 2015 in Geneva.

The summary of conclusions of the meeting is contained in the Annex to this letter.

Additional information about this meeting may be found on the RAG website at http://www.itu.int/ITU-R/go/RAG.

François Rancy
Director

Annex: 1

ANNEX

Radiocommunication Advisory Group
Geneva, 5-8 May 2015

INTERNATIONAL TELECOMMUNICATION UNION

Chairman, RAG

TWENTY-SECOND MEETING OF THE
RADIOCOMMUNICATION ADVISORY GROUP

SUMMARY OF CONCLUSIONS

SUMMARY OF CONCLUSIONS

Agenda Item No.	Subject	Conclusions
1	Opening remarks	The meeting was formally opened by the Chairman, Mr. Daniel Obam (Kenya). In line with the agenda of the meeting, and in absence of the Secretary-General, opening remarks were delivered by the Director of the BR.
2	Approval of the agenda	The draft agenda in Doc. RAG15-1/ADM/1 was agreed with the inclusion of an additional agenda item on Intersectoral Coordination. The meeting also agreed with the proposed Time Management Plan. The meeting noted that practical information for participants was provided in Doc. RAG15/INFO/1.
3	Report to the 22nd meeting of the Radiocommunication Advisory Group *(Doc. RAG15-1/1)*	RAG noted the information provided in the Director's report on several Council issues related to ITU-R, including free online access to ITU-R Publications, cost recovery for satellite network fillings, conformance and interoperability activities and space protocol related issues. RAG noted the budget approved by Council for the 2014-15 biennium. RAG noted efforts being made by the ITU-R to contain the budget within the limits approved by its membership. One administration expressed concerns regarding the reduction of posts in the Bureau during the past years and invited the Director to further analyse the impact of this reduction on the production capabilities of the BR. RAG noted efforts made in further free dissemination of the electronic versions of ITU-R publications while maintaining a good level of sales for the DVD/CD and paper versions. RAG noted the information provided on the results of PP-14 that are directly related to the work of ITU-R, including the reelection of the Director, the election of the members of the RRB, the adoption of ITU's Strategic and Financial Plans for 2016-2019, proposed economy measures across the Union, public access to documentation, scheduling of conferences, admission of Academia to the work of the three sectors of the ITU; adoption of Resolution 185 (Busan, 2014) on Global Flight Tracking for Civil Aviation, strengthening the role of ITU with regard to transparency and confidence-building measures in outer-space activities, as well as the adoption of Resolution 191 (Busan, 2014) on reinforcing inter-sectoral coordination. RAG noted that, in line with Resolution 169 (Busan, 2014) on the admission of Academia to the work of the ITU, the BR will issue an invitation to the Academia Members to attend the RA-15. On the same topic, the RAG noted an oral report from Argentina on the successful participation of 21 national universities in the work of the ITU, ten of them specifically in ITU-R Study Groups related activities. RAG noted the main activities carried out by the Bureau over the past year regarding technical assistance to members, including Radiocommunication-related seminars and workshops. It also noted the planned activities on capacity building for the cycle 2016-19. RAG noted that there is an input to Council proposing that WRC-19 be held in the first half of 2019 and, if this is approved by Council, the proposed schedule of World and Regional Workshops for the period 2016-19 would need to be modified accordingly. RAG noted the efforts being made by the BR and the ITU in attracting more Sector Members including Academia as per the statistical information provided on the evolution of ITU-R membership.

Agenda Item No.	Subject	Conclusions
4	WRC-15 preparation *(Doc. RAG15-1/1)*	RAG noted the status of preparations for the RA and WRC-15 and expressed its appreciation for the excellent work carried out by the secretariat towards the success of the recently held CPM15-2, in particular the Study Groups Department and the Secretary of CPM15-2, Mr. Aubineau. RAG took note of ongoing activities in preparation for WRC-15, notably regarding the addition of the issue related to Global Flight Tracking for Civil Aviation as per PP-14 Resolution 185 (Busan, 2014).
5	Study Group activities *(Doc. RAG15-1/1(Add.2))*	RAG noted the report on Study Group activities. It was noted that the work of the Study Groups on the preparation of World Radio Conferences has significantly increased over the past years, in addition to their regular work on standard making related activities. It was also noted that increased use of virtual meetings, when appropriate, could help increase participation, particularly by developing countries. With respect to the common ITU/IEC/ISO Patent Policy, the RAG noted that following discussions between ITU, ISO and IEC some changes had been made to the updated ITU IPR patent guidelines and declaration form that had been agreed at the 21st RAG meeting. RAG also noted that these changes had been unanimously approved at the TSB Director's IPR Ad hoc Group and would be considered for final approval at the TSAG meeting on 2-5 June 2015 (see TSAG Document TD/240).
5.1	Updating on progress of studies requested in ITU-R Resolutions *(Docs. RAG15-1/5, 18, 23)*	RAG noted the progress of the studies requested in ITU-R Resolutions carried out by Study Groups 4, 5 and 6 since the previous RAG meeting.
5.2	Possible revision of ITU-R Resolutions *(Docs. RAG15-1/10, 4, 6, 9, 14, 17, 11, 15, 16)*	RAG noted the report of the chairman of the Correspondence Group on Resolution ITU-R 1-6, as well as contributions received on proposed changes to this resolution. A drafting group chaired by Mr. Vallet further elaborated on the work of the Correspondence Group to take into account all contributions received. RAG approved the text to be included in the RAG Chairman's report to RA-15 on the proposed revision to Resolution ITU-R 1-6 as presented in Annex 1, and thanked Mr. Vallet for his excellent work on this matter. The RAG considered Doc. RAG15-1/9 from the Russian Federation proposing changes to Resolution ITU-R 2-6 in order to address some issues as follows: i) Add to Resolution ITU-R 2-6 a reference to the six languages of the Union for the publication of the Final CPM Report at least six months before the next WRC (see § 2.3 of Annex 1 to the resolution); ii) Add to Resolution ITU-R 2-6 a reference to the specific deadline of 14 calendar days for the submission of contributions to the second session of the CPM (CPM-2), which is currently mentioned in § 3.3 of the Guidelines for the working methods of the Radiocommunication Assembly, the Radiocommunication Study Groups and related groups. Additional elements were also proposed to clarify some other elements of the submission and publication of the contributions prior to CPM-2.

Agenda Item No.	Subject	Conclusions
		iii) Change the deadline for the availability of the draft CPM Report in the six official languages of the Union from two months to four months prior to CPM-2 (see § 7 of Annex 1 to Resolution ITU-R 2-6), in order to take into account the first item of § 8.1 of Resolution ITU-R 1-6 and in particular the fact that "- *where translation is required,* contributions should be received at least three months prior to the meeting, …". The changes in items i) and ii) above, which are proposed to reflect current CPM practices or to align them with those of other ITU meetings, were noted by the RAG. It was also noted that the changes proposed in item iii) would eliminate the existing gap of one month between the publication of the draft CPM Report in the six official languages (i.e. two months before the second session of the CPM (CPM-2)) and the deadline for submission of contributions to CPM-2 where translation is required (i.e. three months before CPM-2). The need to eliminate this gap was recognized but it was questioned whether the solution proposed in Document RAG15-1/9 is the most effective. Following off-line discussions with the BR Secretariat, a possible alternative option was identified as follows: changing from two to three months the deadline for the availability of the draft CPM Report before CPM-2 and, at the same time, adjusting from three to two months the deadline for submission of contributions to CPM-2 where translation is required. As this would only apply to CPM-2, it may be preferable to make this change directly in Resolution ITU-R 2 rather than changing Resolution ITU-R 1. Contributions may be submitted to RA-15 on this issue considering that while eliminating the existing gap: – the option described in Document RAG15-1/9 would lead to shortening the time for the preparation of the draft CPM Report by the responsible groups, and – the possible alternative option described above would lead to shortening the time for the analysis of input contributions to CPM-2 by the ITU-R membership. The meeting agreed that this issue would be reflected in the RAG Chairman's Report to RA-15. RAG also considered the contribution from Korea (Rep. of) on a possible revision of Res. ITU-R 2 addressing the growing size of the CPM report due to the number and length of the texts in the advantages and disadvantages to the methods. Korea (Rep. of) may wish to submit this proposal directly to the RA-15 taking into account comments made during RAG. RAG noted the proposed revision to Resolution ITU-R 5-6 by Korea (Rep. of) and Japan. It further noted that the proposal aims at aligning the texts in Resolution ITU-R 5-6 and Resolution ITU-R 1 and therefore encouraged the submission of this proposal directly to the RA-15. RAG noted the proposed revision to Resolution ITU-R 9-4 by the United Kingdom and, while agreeing with the spirit of the changes, made some comments on the proposal, notably on the inclusion of CISPR in the title of the proposed revised resolution, which could be considered in the preparation of a contribution on this issue to RA-15.

Agenda Item No.	Subject	Conclusions
		RAG noted the proposed revision to Resolution ITU-R 15-5 by Korea (Rep. of). The majority view was that the issue of duration of the term of office for chairs and vice-chairs of Working Parties should be left to the Study Groups to manage, as individuals with the required level of expertise are sometimes not easily available.
		RAG further requested that statistics on the participation of countries in the work of ITU-R Study Groups, as well as the duration of term of office of chairs and vice-chairs of Study Groups and Working Parties, be included in the report to the RA-15 including geographical distribution and gender balance. RAG also encouraged countries that are less represented to propose candidatures for chairmen and vice-chairmen of Study Groups and Working Parties.
		RAG noted the proposed revision to Resolution ITU-R 38-4 by Korea (Rep. of). The authors may wish to submit their contribution directly to RA-15.
5.3	Proposed review of guidelines for the working methods *(Doc. RAG15-1/12)*	RAG noted the proposed review of the guidelines for the working methods of the RA, ITU-R Study Groups and related groups submitted by Japan. RAG recommended that the BR Director takes into account this proposed review of the guidelines, with the exception of the changes proposed in section 3.5.6.of Doc. RAG15-1/12
6	Intersectoral coordination *(Docs. RAG15-1/1(Annex 3), 22, 7, 19, 20, 2, 13, 21)*	RAG noted the result of the review carried out by the BR regarding possible inconsistencies between the proposed revisions to Resolution ITU-R 6-1 (as approved by the RAG at its 19th meeting) and Annex C to ITU-T Resolution 18. RAG agreed to the draft amendments to the proposed text for Resolution ITU-R 6-1 as per Doc. RAG15-1/1(Annex3) to ensure consistency between the texts of both resolutions for consideration by RA-15. RAG agreed with the proposal by the Chairman of Study Group 6 that the RAG Chairman's report to RA-15 should underline the importance of this resolution in further improving efficient coordination and harmonization of studies within the ITU, particularly when those studies concern technical subjects of common interest to various Study Groups of the Union.
		RAG noted the contribution from the Russian Federation and liaison statements received from both the TSAG and TDAG related to the Inter-Sector coordination team (ISCT), which was jointly established by the Advisory Groups of all three Sectors in accordance with Resolution 191 (Busan, 2014) and relevant resolutions emanating from the RA, WTSA and WTDC.
		RAG considered the proposed terms of reference and the indicative list of issues of mutual interest as included in Doc. RAG15/25. RAG noted that some of the proposed issues were already covered by other work carried out in ITU or were relevant only to one or two Sectors of the Union. RAG amended the proposed terms of reference and the indicative list of issues accordingly, and agreed to send the liaison statement presented in Annex 4 to TSAG and TDAG informing them of these results.

Agenda Item No.	Subject	Conclusions
7	BR information system *(Docs. RAG15-1/2, 13, 21, INFO/2)*	RAG supported the efforts made by the BR in having the webpages translated into 6 languages and highlighted that, although the current situation is not fully compliant with the target set out by the membership, the ITU-R website was the best one so far in this respect.
		RAG noted the progress achieved in the development of the ITU-R Recommendations database search facility and expressed its appreciation to the Administration of Japan for the financial and technical support they have provided to this project. RAG invited the BR to enhance the usability of the database, taking into consideration the proposals included in Doc. RAG15-1/13, within the normal work of the Bureau. RAG further invited the Director to explore ways of making this tool more widely available to membership, including through the webpages of all Study Groups. It also encouraged the dissemination of this know-how to other areas of ITU with the view to facilitating data search within the Union. A number of suggestions were made regarding the definition of terms used and search facilities which will be taken into account by the BR in the further development of this project.
		A demonstration of this tool (see Doc. RAG15-1/INFO2), as well as of two other software packages that are still under development (Integrated Electronic Browser for the Radio Regulations and other Fundamental Texts of the Union and Article 5 of the Radio Regulations - Table of Frequency Allocations) was provided to RAG participants. Details of these latter two tools can be found in Annex 3 to this document.
		RAG noted the proposal by Hungary, stressing on the need for the Bureau to ensure maintainability and stability of the BR information system. RAG further supported the proactive steps taken by the Bureau in this respect and invited the Director to continue to address this critical issue and inform other entities of the Union, including the RA, according to the case.

Agenda Item No.	Subject	Conclusions
8	Draft Rolling Operational Plan for 2016-2019 *(Docs. RAG15-1/1(Add.1)), 24*	RAG noted the key elements of the draft rolling Operational Plan for the ITU-R for the period 2016-2019, in particular the measures taken so far by the Bureau to mitigate the identified risks of total or partial loss of integrity of data in the MIFR or in any of the Plans, and the risk of total or partial loss of operations in the processing of notices. It was suggested that work be continued in the area of risk-mitigation and progress be reported to future RAG meetings. RAG also noted that the financial resources allocation principle to BR outputs include support activities of the General Secretariat related to ITU-R outputs. RAG further noted that the proposed indicators are not solely influenced by the work of ITU-R, and that there are other external components that contribute to their achievement. RAG noted also that with the advancement in the production and use of small satellites, more countries now operate satellites, and that BR is working on ensuring that all concerned countries comply with the relevant ITU-R regulations. RAG approved the proposed draft ITU-R rolling Operational Plan for 2016-19 with some amendments, as presented in Annex 2, and requested the Director to include, in the Council document related to the ITU-R Operational Plan, the following text: "The RAG noted the draft operational plan of the ITU-R Sector developed by the BR for the period 2016-2019. The RAG experienced difficulties in commenting on the outcome indicators contained in this draft operational plan, since these indicators represent the best expected estimates of the results of actions by many actors within and beyond the ITU-R Sector, and are conditioned by national policies and decisions. The RAG also noted the indication by the Bureau that in the case of space services, the number of assignments recorded with favourable finding was not proposed in this draft operational plan since it does not necessarily reflects the reality of the use". RAG further noted the proposed draft rolling Operational Plan for 2016-19 of the General Secretariat.
9	RAG correspondence Group activities	
9.1	Correspondence Group on EDH activities *(Doc. RAG15-1/3)*	RAG noted the report of the chairman of the Correspondence Group on Electronic Document Handling and thanked Mr. J. Costa for his contribution to the work of this group. RAG further decided to close this Correspondence Group and to report to the RA accordingly.
9.2	Correspondence Group on Resolution ITU-R 1-6 *(Doc. RAG15-1/10)*	RAG considered the report of the chairman of the Correspondence Group on Resolution ITU-R 1-6 and used this report as the basis for preparation of the proposed draft revision to resolution ITU-R 1-6 presented in Annex 1. RAG thanked Mr. A. Vallet for his contribution to the work of this group. RAG further decided to close this Correspondence Group and to report to the RA accordingly.

Agenda Item No.	Subject	Conclusions
10	Date of next meeting	RAG was informed that proposed dates for its 2016 meeting, will be communicated subject to Council dates for 2016 and in coordination with the other Advisory Groups of the Union.
11	Any other business *(Doc. RAG15-1/8)*	RAG discussed the proposal by the Russian Federation on measures to reduce the cost of dispatching ITU-R documents and advised the Director to prepare a Circular Letter informing the membership that, in the future, the dispatching of all correspondence will be done by electronic means unless otherwise specifically requested. Correspondence that has to be mandatorily sent by traditional means will be excluded from this measure, pending consideration of possible amendments to the relevant provisions of the Radio Regulations by WRC-15.

ANNEXES:

ANNEX 1:   REPORT OF THE RAG ACTIVITIES ON RESOLUTION ITU-R 1-6

ANNEX 2:   DRAFT FOUR-YEAR ROLLING OPERATIONAL PLAN FOR THE RADIOCOMMUNICATION SECTOR FOR 2016-2019

ANNEX 3:   DEMONSTRATION OF SELECTED SOFTWARE TOOLS WHICH ARE UNDER DEVELOPMENT

ANNEX 4:   LIAISON STATEMENT TO TSAG AND TDAG ON INTER-SECTOR COORDINATION TEAM ON ISSUES OF MUTUAL INTEREST

ANNEX 1

Report of the RAG activities on Resolution ITU-R 1-6

1   Introduction

Following the request of the 2012 Radiocommunication Assembly (see Documents RA12/PLEN/110 and RA12/PLEN/116), the Radiocommunication Advisory Group (RAG) studied a possible restructuring of Resolution ITU-R 1 in order to improve its readability (see documents RAG12/3, RAG13/18, RAG14/4, RAG14/21rev1, RAG15/4, RAG15/6 and RAG15/10).

This document reports on the RAG activities on Resolution ITU-R 1-6 and is structured in four sections:

– Section 2 presents a possible new structure of Resolution ITU-R 1-6.

– Section 3 deals with a substantial issue that have arisen from the consideration of the possible new structure, namely the processes of Adoption and/or Approval of Questions, Recommendations, Decisions, Reports, Handbooks and Opinions.

– Section 4 introduces a number of other issues on Resolution ITU-R 1-6, which, even substantial, seem to be more limited in scope.

– Section 5 addresses consequential modifications to other ITU-R Resolutions that would be necessary if a new structure is adopted by the 2015 Radiocommunication Assembly (RA-15).

Finally, draft revisions to Resolution ITU-R 1-6 implementing the various proposed amendments are provided (see Attachments 3 and 4 to this document: Attachment 3 shows all revision marks compared to the current wording of Resolution ITU-R 1-6, Attachment 4 presents a clean version for information and ease of the reader).

It should be noted that this document is intended to answer to the request of the 2012 Radiocommunication Assembly and to support the work of the ITU membership in preparing their proposals for RA-15. **ITU-R membership is therefore invited to consider and review the proposed modifications and options contained in the following sections as well as in the attachments to this document.**

2   Possible new structure for Resolution ITU-R 1

As indicated in Document RA12/PLEN/110, the proposed new structure of Resolution ITU-R 1 that was contained in Attachment 2 of Document RA12/PLEN/16 was used as a starting point for the RAG work: it is proposed that Annex 1 of Resolution ITU-R 1 contains two distinct parts, one on the structure of the Radiocommunication Sector and on the working methods of the various groups of the Sector, another one dedicated to ITU-R documentation.

Concerning the proposed part of Resolution ITU-R 1 related to the ITU-R documentation, it is specifically proposed that, in order to clarify and improve the readability of the provisions of Resolution ITU-R 1 concerning the definition of each type of document as well as the procedures for creating, revising and suppressing ITU-R Resolutions, Decisions, Questions, Recommendations, Reports, Handbooks and Opinions, a specific sub-section for each type of document is created based on the same structure for each of the sub-sections. As such, each sub-section is self-sufficient in terms of procedures related to one type of document. Even if it introduces some repetitions in Resolution ITU-R 1, such an approach may be easier for the readers, who would not have to pick various provisions at various places of the Resolution to understand the process from the initiation of the work on a topic to the approval of a document on this topic, its subsequent revisions and sometimes its suppression.

By doing so, it appeared that, for some types of documents, no specific provisions are currently mentioned in Resolution ITU-R 1 concerning their creation, revision and suppression. In such cases, text has been developed on the basis of existing practices.

Attachment 1 provides an overview of the proposed new structure together with the correspondence between the current numbers of Resolution ITU-R 1 provisions and the numbers of these provisions in the proposed new structure.

Attachment 2 provides the details of the structure of the part of Resolution ITU-R 1 dealing with ITU-R documentation. In this Attachment, Table 1 shows a common structure for all the sub-sections dealing with each type of document as well as a mapping with the existing provisions of Resolution ITU-R 1-6. Table 2 maps this common structure with the numbering of the proposed new structure.

ITU-R membership is invited to review the proposed new structure for Resolution ITU-R 1 and indicate to RA-15 whether they support it. In particular, to facilitate the work of RA-15, if ITU-R members make proposals on Resolution ITU-R 1-6 supporting the general thrust of the proposed new structure but with some amendments, they are invited to explicitly indicate such general support in the introductory part of their proposals.

3 Issues related to the adoption and/or approval of ITU-R Questions, Recommendations, Reports, Handbooks, Opinions and Decisions

3.1 Issues related to adoption and approval of ITU-R Questions

Before the 2012 Radiocommunication Assembly (RA-12), Resolution ITU-R 1-5 allowed a Study Group to adopt an ITU-R Question at the Study Group meeting, without any condition regarding the prior availability of the document:

"3.4   Other new or revised Questions, proposed within Study Groups, may be adopted by a Study Group and approved:

–   by the Radiocommunication Assembly (see Resolution ITU-R 5);

–   by consultation in the interval between Radiocommunication Assemblies, after adoption by a Study Group.

The process for approval by consultation shall be the same as that used for Recommendations in § 10.4." (Extract from Resolution ITU-R 1-5)

On this issue, RA-12 however modified Resolution ITU-R 1 by referring to the adoption process contained in § 10.2, presumably to clarify the details of such a process:

"3.1.2   New or revised Questions, proposed within Study Groups, may be adopted by a Study Group according to the same process as contained in § 10.2, and approved:

–   by the Radiocommunication Assembly (see Resolution ITU-R 5);

–   by consultation in the interval between Radiocommunication Assemblies, after adoption by a Study Group.

The process for approval by consultation shall be the same as that used for Recommendations in § 10.4." (Extract from Resolution ITU-R 1-6)

However, this link with § 10.2 implies that a Study Group may consider and adopt draft new or revised Questions "when the draft texts have been prepared sufficiently far in advance of the Study Group meeting so that the draft texts will have been available in electronic form at least four weeks prior to the start of the Study Group meeting" (see § 10.2.2.2 of Resolution ITU-R 1-6). Otherwise an adoption by correspondence has to be sought followed by a subsequent, separate approval by correspondence (see § 10.4).

In order to partially remedy to this situation, the 2014 meeting of RAG advised the Director that the simultaneous adoption and approval procedure (PSAA) could be applied for the adoption and approval of Questions pending the revision of Resolution 1-6 at the RA to address this aspect, unless otherwise decided. RAG also noted that "as an alternative to the use of PSAA for ITU-R Questions, the possible adoption of Questions at any Study Group meeting for subsequent approval by correspondence should also be considered, noting that this was the normal practice before RA-12."

Noting that ITU-R Questions are brief documents and that ITU-R Recommendations differ to some extent with Questions in terms of their content and functionality, it is therefore proposed to **revert to the practice that was in force before 2012** (i.e. a Study Group meeting may adopt new or revised Questions without the need for the Director to announce the intention to seek adoption of new or revised Questions at a Study Group meeting at least two months before the meeting). Text to this effect was included in the draft revisions to Resolution ITU-R 1-6 (see Attachments 3 and 4 to this document).

3.2   Issues related to adoption and approval of ITU-R Recommendations

While the existing procedures for adoption and approval of ITU-R Recommendations were not proposed to be changed, discussions within RAG have shown that the wording of two aspects of these procedures could be improved in order to bring more clarity to the overall process.

The first possible improvement deals with the fact that draft new or revised Recommendation are considered by Study Groups when they have been agreed to be submitted to the Study Group by the appropriate subordinate group (modification in current § 10.1.1, new § 14.2.1.1):

"~~10~~14.2.1.1   When a study has reached a mature state, based on a consideration of existing ITU-R documentation and of contributions from Member States, Sector Members, Associates or Academia, ~~which~~ and has resulted in a draft new or revised Recommendation as agreed by the appropriate subordinate group, the approval process to be followed is in two stages:"

The second possible improvement is related to the conditions under which a draft Recommendation that does not gather consensus for adoption can be sent to the Radiocommunication Assembly (modifications to current § 10.2.1.2, new § 14.2.2.1.2):

"~~10~~14.2.2.1.2 If there is an objection to the text that cannot be resolved, one of the following procedures, whichever is applicable, shall be followed:

a)   if this Recommendation is in response to Questions of Category C1 (see Resolution ITU-R 5) or to other matters relating to a WRC, the ~~text~~ Study Group Chairman shall ~~be forwarded~~ forward it to the Radiocommunication Assembly;

b)   in other cases, the Study Group Chairman shall~~, taking into account the views expressed by the delegations of the Member States attending the meeting~~:

– forward the text to the Radiocommunication Assembly, if there is no other Study Group meeting scheduled before the Radiocommunication Assembly and provided that there is a consensus that the technical objections/concerns have already been adequately addressed; in so doing, the Chairman of the Study Group shall include the objection and its associated reasons~~forward the text with the objection, and the reasons for the objection as mentioned above, together with sufficient evidence reached by consensus that the technical objection has already been adequately addressed, to the Radiocommunication Assembly, if there is no other Study Group meeting scheduled before the Radiocommunication Assembly~~,

or

– if there is another meeting of the Study Group before the Radiocommunication Assembly, refer the text back to the Working Party or Task Group, as appropriate, giving the reasons for such objection so that the matter may be considered and resolved in the relevant meeting. Should at the subsequent meeting of the Study Group considering the report of the reporting WP, the objection is maintained, the Chairman of the Study Group shall forward the issue to the Radiocommunication Assembly."

3.3   Issues related to the approval of ITU-R Reports, Handbooks, Opinions and Decisions

Following the consideration of the possible new structure of Resolution ITU-R 1, it has been noted that Resolution ITU-R 1-6 does not contain explicit detailed provisions for the approval of ITU-R Reports, Handbooks, Opinions and Decisions. In such case, the General Rules of Conferences, Assemblies and Meetings of the Union apply by default, which means that approval is obtained via a simple majority.

3.3.1 Issues related to approval of ITU-R Reports

Following the discussions within RAG, the following mechanism is proposed for approving ITU-R Reports (inclusion in new § 15.2.1):

"15.2.1   Each Study Group may approve revised or new Reports, normally by consensus. Should one or more Member State(s) objects to any part of the Report, such objections could be reflected in the relevant part(s) of the Report as stated by the objecting Member State(s). In case where Member State(s) objects to the entire Report, its statement can be included in the first page of the Report, immediately after the title."

3.3.2 Issues related to approval of ITU-R Handbooks and Opinions

Following the discussions within RAG, the following mechanism is proposed for approving ITU-R Handbooks and Opinions (inclusion in new §§ 16.2 and 17.2 respectively):

"**16.2   Approval**

Each Study Group may approve, normally by consensus but even in cases where some delegations express their opposition, revised or new Handbooks. The Study Group may authorize the approval of Handbooks by its concerned subordinate group."

"**17.2   Approval**

Each Study Group may approve, normally by consensus but even in cases where some delegations express their opposition, revised or new Opinions."

3.3.3 Issues related to approval of ITU-R Decisions

Following the discussions within RAG, the following mechanism is proposed for approving ITU-R Decisions (inclusion in new § 12.2):

"**12.2   Approval**

Each Study Group may approve, by consensus, revised or new Decisions."

4   Other issues

This section lists various issues that have stemmed from the discussions within RAG on the structure of Resolution ITU-R 1.

In this section, references to current provisions of Resolution ITU-R 1 are introduced by "current § xxx" and references to the new numbering of these provisions in the possible new structure by "new § xxx".

4.1   Meetings of Study Group Chairmen and Vice-Chairmen (CVC)

It was proposed to hold a CVC meeting after each Radiocommunication Assembly for organizing the work of the Sector and distributing responsibilities on studies in response to ITU-R Resolutions between Study Groups. Moreover, the current text about CVC states that a one-day face-to-face meeting every two years shall be organized preceding a RAG meeting. However, this has not recently been implemented and it is therefore suggested to revise the text to reflect the current practice.

It is therefore proposed to amend the paragraph on CVC for convening the CVC after each RA and to suppress the requirement for a one-day face-to-face meeting every two years (see new § 8.1.1).

4.2   Alignment of time periods for the availability of draft Recommendations

The difference between the time periods mentioned in current § 2.22 (new § 3.1.10) (six weeks to publish a draft agenda), current § 10.2.2.1 (new § 14.2.2.2.1) (two months to inform about planned adoption of a Recommendation) and current § 10.2.2.2 (new § 14.2.2.2.2) (four weeks to make the draft Recommendation available) has been discussed. It is proposed to simplify the process by establishing only two dates: three months (as per the current Director's Guidelines) to publish the Administrative Circular announcing the meeting and a draft agenda (see new § 3.1.10) and four weeks to inform about the intended adoption of a draft Recommendation and to make the draft Recommendation available (see new §§ 14.2.2.2.1 and 14.2.2.2.2).

4.3   Joint Groups

In recent ITU-R practice, in some complicated cases where the consideration of a WRC agenda item required expertise from more than one Study Group and/or Working Party, a Joint Task Group (JTG) was established by the Decision of the first session of CPM with terms of reference to carry out studies for preparation of the next Conference. Therefore, in addition to JTGs proposed and established by the relevant Study Groups as specified in current § 2.8 (new § 3.2.5), this possibility is proposed to also be included so that JTG can be formally established when absolutely necessary.

Procedures for documents developed by joint groups like Joint Task Groups or Joint Rapporteur Groups should also be considered and included in Resolution ITU-R 1. In this regard, current § 10.1.4 (new § 14.2.1.4) are revised to apply the necessary procedures equally to all the relevant Study Group meetings and new § 15.2 is similarly updated for Reports. More specifically, all parent Study Groups have to agree or adopt a draft Recommendation developed by a joint group, whereas the approval process may be performed once at the end. For Reports, all parent Study Groups have to approve a Report developed by a joint group. Cases of Recommendation or Reports falling within the scope of more than one Study Group without being developed by joint groups will continue to be dealt by consultation between the Study Group Chairmen (see Note 3 of § 14.1).

Finally, Resolution 1 does not contain any procedure by which Recommendations and Reports developed by Joint Task Groups or Joint Working Parties should be maintained, when those joint

bodies are disbanded. In order to clarify this issue, it is proposed to insert a provision in current § 2.8 (new § 3.2.5) explaining that, when a joint body is disbanded, the responsibility to maintain Recommendations or Reports that were developed by them is transferred to the parent Study Groups (i.e. those that are responsible for the services addressed in the documents).

4.4   Link with Resolution ITU-R 6

Based on the work carried out by RAG on Resolution ITU-R 6 and the working methods relevant to Intersector Rapporteur Groups, it should be noted that, if the Radiocommunication Assembly approves the proposed revision to Resolution ITU-R 6, it would be useful for Resolution 1 to contain some information on Intersector Rapporteur Groups and points the reader to Resolution 6. The possibility to set up Intersector Rapporteur Groups could be reflected through the mention of such groups in new §§ 3.1.8 and 8.1.3 dealing with Intersector Groups.

4.5   Coordination Committee for Vocabulary

CCV is proposed be included in the provision related to contributions and documentations of Study Groups (see new § 10.3.1), because this provision for Study Group is becoming relevant for the CCV also.

4.6   Common format for ITU-R Recommendations

The common format for ITU-R Recommendations developed by RAG following the request of RA-12 is proposed to be mentioned in some way in Resolution ITU-R 1, while not including it in the Resolution itself in order for the RAG to keep flexibility about possible improvements of this common format in the future. It is therefore suggested to insert in new § 8.2.1 a reference to the inclusion of the common format for ITU-R Recommendations in the guidelines issued by the Director.

4.7   Editorial revision of Questions and Recommendations

It was suggested that the paragraph related to the need of editorial revision of Questions and Recommendations aiming at removing of "S" from referenced RR provisions is not necessary to be explicitly inserted any longer in Resolution ITU-R 1. It should be noted that RAG decided to request the BR to perform once for all such editorial revision in all Recommendations. Other editorial revisions would continue to follow the procedures of Resolution ITU-R 1.

4.8   Link with Resolutions ITU-R 43 (Rights of Associates) and ITU-R 63 (Admission of academia, universities and their associated research establishments to participate in the work of ITU-R)

It has been noted that a new delegate that represents an Associate or an Academia might expect to find guidance in Resolution ITU-R 1 on his rights to participate in a meeting, e.g. to chair a drafting group or to become a Rapporteur, etc. This information already appears in Resolutions 43 and 63 respectively and a cross-reference to Resolution ITU-R 43 could be inserted

in Resolution ITU-R 1 (note: such a reference already exists for Resolution ITU-R 63, see footnote 3 to new § 3.2.2).

4.9   Report of the RA to the following WRC on the progress of the ITU-R studies in response to the request made by the previous Conferences

Current § 1.9 (new §2.1.4) discusses this issue as one of the actions to be taken by the Radiocommunication Assembly. The progress report should refer to the ITU-R studies not related to the agenda items for the next WRC (immediately after the RA), which is included in the CPM Report, but for other studies for future Conferences. It is not clear how such a report is developed. Therefore, possible involvement of the relevant Study Group Chairmen on this matter needs to be mentioned, requesting them to report the progress of these studies as appropriate.

4.10   Alignment with current practices

4.10.1   General principles of Documentation

In new § 9, the term "texts" is used for ITU-R documents, i.e. Resolutions, Decisions, Questions, Recommendations, Reports, Handbooks and Opinions defined in new § 10 to 16. This point should be clarified and not intended to include "contributions" defined in new § 9.3, which are not concerned with "publication" or "approval" issues as specified in some provisions in new § 9. For this purpose, additional text is proposed in the draft revised Resolution ITU-R 1 at the beginning of new § 9.

4.10.2   Treatment of CPM Report in Resolution ITU-R 1 under the section for ITU-R Reports

In current § 6.1.6 (new § 15.1), two provisions (current §§ 6.1.6.1 and 6.1.6.2, new §§ 15.1.1 and 15.1.2) provide definitions of ITU-R Report and CPM Report, respectively. However, taking into account the different nature of CPM Report for which the approval/suppression procedures stated in the following sections cannot be applied, it is proposed to remove § 6.1.6.2 entirely and refer its definition to Resolution ITU-R 2, as required (it should also be noted that the CPM Report is already covered by *resolves* 2 of Resolution ITU-R 2-6).

4.10.3   Editorial Groups

It has been noted that current § 2.19 (new § 3.2.11) on the establishment of Editorial groups by Study Groups is not aligned with the current practice of the Study Groups for vocabulary issues, i.e. to nominate liaison Rapporteur to CCV. New § 3.2.11 could reflect the current practice of nominating liaison Rapporteur to CCV to handle vocabulary issues at SG level. Consequentially, the CCV should be included in the paragraph dedicated to Liaison Rapporteurs (cf. new § 8.1.2).

4.10.4   List of revisions to the ITU-R Recommendations incorporated by reference

Current §1.6 (new § 2.1.1) does not mention one of the tasks of Radiocommunication Assemblies with regards to WRC, i.e. to prepare a list of the revisions to the ITU-R Recommendations that are incorporated by reference. It is therefore proposed to add this task in new § 2.1.1.

4.11   Director's Guidelines

Current §§ 2.11 and 8.1 (new §§ 8.2.1 and 8.2.2) contain text about the Director's Guidelines. It has been noted during the discussions within RAG that the ITU-R membership may wish to consider means to broaden the awareness and adoption process of modifications to the Guidelines by involving other ITU-R Groups than simply the RAG (e.g. as currently done within ITU-T).

5   Consequential modifications in other ITU-R Resolutions

The modifications in the structure of Resolution ITU-R 1 imply some consequential modifications to Resolutions ITU-R 5, 43 and 63:

– *resolves* 1 of Resolution ITU-R 5: replace "studies, within the scope of the Study Group, that will be carried out in accordance with § 3.3 of Resolution ITU-R 1" by "studies, within the scope of the Study Group, that will be carried out in accordance with § 3.1.2 of Resolution ITU-R 1"

– *resolves* 4 of Resolution ITU-R 5: replace "for the deletion of Questions, where the study has been completed, where no contributions are expected within the next study period, or, in accordance with Resolution ITU-R 1, § 1.7, where no contributions have been made; such Questions shall be identified as category D" by "for the deletion of Questions, where the study has been completed, where no contributions are expected within the next study period, or, in accordance with Resolution ITU-R 1, § 4.1, where no contributions have been made; such Questions shall be identified as category D".

– *resolves* 5 of Resolution ITU-R 43: replace "that an Associate may serve as Rapporteur (see § 2.11 of Resolution ITU-R 1), within the selected Study Group, except for liaison activities which are to be handled separately" by "that an Associate may serve as Rapporteur (see § 3.2.6 of Resolution ITU-R 1), within the selected Study Group, except for liaison activities which are to be handled separately". It should be noted that the reference is outdated even in the current version of Resolutions 1 and 43. The reference was inserted in 2000 but never updated since.

– *resolves* 3 of Resolution ITU-R 63: replace "that a representative of academia, universities and their associated research establishments may serve as Rapporteur (see § 2.13 of Resolution ITU-R 1)" by "that a representative of academia, universities and their associated research establishments may serve as Rapporteur (see § 3.2.6 of Resolution ITU-R 1)".

List of Attachments (not attached: posted as separate files)

Attachment 1 – Outline of the proposed structure of the Annexes of Resolution ITU-R 1

Attachment 2 – Detailed structure of the Part of Resolution ITU-R 1 dealing with ITU-R documentation

Attachment 3 – Draft Revision to Resolution ITU-R 1-6 (with revision marks compared to the current wording of Resolution ITU-R 1-6)

Attachment 4 – Draft Revision to Resolution ITU-R 1-6 (clean version for information)

ATTACHMENT 1

Outline of the proposed structure of the Annexes of Resolution ITU-R 1

ANNEX 1 OF RESOLUTION ITU-R 1

Working methods and documentation of the ITU-R

PART 1

Working methods

Proposed structure	Numbering in current Resolution ITU-R 1-6	Numbering in the proposed structure
Table of contents		
1 Introduction		
	-	1.1 1.2 1.3
2 The Radiocommunication Assembly		
2.1 Functions	1.6 1.3 1.7 1.9 1.10 9.1 (relevant parts)	2.1.1 with edits 2.1.2 with edits 2.1.3 2.1.4 2.1.5 2.1.6
2.2 Structure	1.1 1.2 1.4 1.5	2.2.1 2.2.2 (with edits) 2.2.3 2.2.4

Proposed structure		Numbering in current Resolution ITU-R 1-6	Numbering in the proposed structure
3	**Radiocommunication Study Groups**		
3.1	Functions	2.1	3.1.1
		2.2 + 3.1.1 + 3.3	3.1.2 with edits
		2.3	3.1.3
		2.4	3.1.4 with edits
		2.9	3.1.5
		2.10	3.1.6
		2.12	3.1.7
		2.18	3.1.8
		2.21-2.26	3.1.9-3.1.14
		9.1 (relevant parts)	3.1.15 (with edits)
		2.28*bis*	3.1.16
		2.28*quater*	3.1.17 with edits
3.2	Structure		
	Steering Committee	2.20	3.2.1
	Working Parties	2.5	3.2.2
	Task Groups	2.6-2.7	3.2.3-3.2.4
	Joint Working Parties or Joint Task Groups	2.8	3.2.5
	Rapporteurs	2.13	3.2.6
	Rapporteur Groups	2.14-2.17	3.2.7-3.2.10
	Joint Rapporteur Groups	2.15	3.2.7 with 3.2.10 modified
	Correspondence Groups	2.16-2.17	3.2.7-3.2.10
	Editorial Groups	2.19	3.2.11
4	**The Radiocommunication Advisory Group**		
	Functions and working methods	1.7	4.1 as modified
		1.8	4.2
		Note 1 to resolves	4.3 with edits
5	**Preparations for World and Regional Radiocommunication Conferences**		
		4.1	5.1
		4.2	5.2
		4.3	5.3
		9.1 (relevant parts)	5.4
6	**The Special Committee for Regulatory and Procedural Matters**		
		-	6.1
7	**The Coordination Committee for Vocabulary**		
		-	7.1
8	**Other considerations**		
8.1	Coordination among Study Groups, Sectors and with other international organizations		

Proposed structure	Numbering in current Resolution ITU-R 1-6	Numbering in the proposed structure
8.1.1 Meetings of Study Group Chairmen and Vice-Chairmen	5.1	8.1.1
8.1.2 Liaison Rapporteurs	5.2	8.1.2
8.1.3 Intersector Coordination Groups	5.3	8.1.3
8.1.4 Other international organizations	5.4	8.1.4
8.2 Director's Guidelines	2.11 8.1	8.2.1 8.2.2

PART 2

Documentation

Proposed structure	Numbering in current Resolution ITU-R 1-6	Numbering in the proposed structure
9 **General Principles**		
9.1 Presentation of texts	6.2 6.2.1 6.2.2 6.2.3 6.2.4	9.1 9.1.1 9.1.2 9.1.3 9.1.4
9.2 Publication of texts	6.3 10.1.7 (=10.4.7)	9.2.1 with edits 9.2.2 with edits
10 **Preparatory documentation and contributions**		
10.1 Preparatory documentation for Radiocommunication Assemblies	7.1	10.1
10.2 Preparatory documentation for Radiocommunication Study Groups	7.2	10.2
10.3 Contributions to Radiocommunication Study Group studies	8 8.3 8.2 8.4 8.5	10.3 10.3.1 10.3.2-10.3.5 10.3.6 10.3.7
11 ITU-R **Resolutions**		
11.1 Definition	6.1.3	11.1
11.2 Adoption and approval	2.29 1.6 (relevant parts)	11.2.1 with edits 11.2.2
11.3 Suppression *(new provisions)*	-	11.3.1 11.3.2

Proposed structure	Numbering in current Resolution ITU-R 1-6	Numbering in the proposed structure
12 ITU-R Decisions		
12.1 Definition	6.1.5	12.1
12.2 Approval	2.30 (relevant parts)	12.2 with edits
12.3 Suppression *(new provisions)*	-	12.3.1 12.3.2
13 ITU-R Questions		
13.1 Definition	6.1.1	13.1
13.2 Adoption and approval		
13.2.1 General considerations	3.1.2 2.28*ter* 3.4 3.1.1 + 3.2 3.5 11.1-11.3	13.2.1.1 13.2.1.2 13.2.1.3 13.2.1.4 13.2.1.5 13.2.1.6 with edits and sub-items
13.2.2 Adoption	10.2	13.2.2 with edits
13.2.3 Approval	10.4.1 to 10.4.6	13.2.3.1 to 13.2.3.6 with edits
13.2.4 Editorial revision	11.4 11.5	13.2.4.1 with edits 13.2.4.2 with edits
13.3 Suppression	3.6 + 11.7 3.6 + 11.8	13.3.1 with edits 13.3.2 with edits
14 ITU-R Recommendations		
14.1 Definition	6.1.2	14.1
14.2 Adoption and approval		
14.2.1 General considerations	10.1.1 to 10.1.6 10.1.8 (=10.4.8) 10.1.9 (=10.4.9) 11.1-11.3	14.2.1.1 to 14.2.1.6 14.2.1.7 14.2.1.8 with edits 14.2.1.9 with edits and sub-items
14.2.2 Adoption	10.2	14.2.2 with edits
14.2.3 Approval	10.4.1 to 10.4.6	14.2.3.1 to 14.2.3.6 with edits
14.2.4 Simultaneous adoption and approval by correspondence	10.3	14.2.4 with edits
14.2.5 Editorial revision	11.4 11.5 11.6	14.2.5.1 with edits 14.2.5.2 with edits 14.2.5.3 with edits
14.3 Suppression	2.27 + 11.7 11.8	14.3.1 with edits 14.3.2 with edits

Proposed structure		Numbering in current Resolution ITU-R 1-6	Numbering in the proposed structure
15	**ITU-R Reports**		
15.1	Definition	6.1.6	15.1
15.2	Approval	2.30 (relevant parts)	15.2 with edits
15.3	Suppression *(new provisions)*	- (11.7)	15.3.1 15.3.2
16	**ITU-R Handbooks**		
16.1	Definition	6.1.7	16.1
16.2	Approval	2.30 (relevant parts)	16.2 with edits
16.3	Suppression *(new provisions)*	- (11.7)	16.3.1 16.3.2
17	**ITU-R Opinions**		
17.1	Definition	6.1.4	17.1
17.2	Approval	2.30 (relevant parts)	17.2 with edits
17.3	Suppression *(new provisions)*	- (11.7)	17.3.1 17.3.2

ANNEX 2

Common Patent Policy for ITU-T/ITU-R/ISO/IEC

Note: no change is proposed to this Annex, except its renumbering.

ATTACHMENT 2

Detailed structure of the part of Resolution ITU-R 1 dealing with ITU-R documentation

TABLE 1

Possible sub-structure of Part 2 – Documentation and mapping with current Resolution 1 provisions

		Resolutions	Decisions	Questions	Recommendations	Reports	Handbooks	Opinions
Description	Definition	§ 6.1.3	§ 6.1.5	§ 6.1.1	§ 6.1.2	§ 6.1.6	§ 6.1.7	§ 6.1.4
Creation	Development	not mentioned	not mentioned	not mentioned	§§ 10.1.1-10.1.3	not mentioned	not mentioned	not mentioned
	Adoption	§ 2.29	not applicable	§§ 2.28-2.28*quater*, 3.1.2, 10.2	§§ 2.27, 10.2	not applicable	not applicable	not applicable
	Approval	§ 1.6	§ 2.30	§§ 3.1.1, 3.1.2, 10.4	§§1.6, 10.1.4, 10.1.5, 10.4	§ 2.30	§ 2.30	§ 2.30
	Simultaneous adoption and approval	not mentioned	not mentioned	(not foreseen)	§§ 10.1.1, 10.3	not applicable	not applicable	not applicable
	Application	not mentioned	not mentioned	§§ 3.2-3.5	§§ 10.1.8, 10.1.9 (=10.4.8, 10.4.9)	not mentioned	not mentioned	not mentioned
Revision	Review and revision	§ 1.6	not mentioned	§§ 11.1-11.3	§§ 10.1.6, 11.1-11.3	not mentioned	not mentioned	not mentioned
	Editorial revision	not applicable	not applicable	§ 11.4	§§ 2.30, 11.4-11.6	not applicable	not applicable	not applicable
Suppression	Suppression	not mentioned	not mentioned	§§ 3.6, 11.7, 11.8	§§ 11.7, 11.8	not mentioned	not mentioned	not mentioned

TABLE 2

Possible sub-structure of Part 2 – Documentation and mapping with proposed new Resolution 1 provisions

		Resolutions	Decisions	Questions[1]	Recommendations [2]	Reports	Handbooks	Opinions
Description	Definition	§ 11.1	§ 12.1	§ 13.1	§ 14.1	§ 15.1	§ 16.1	§ 17.1
Creation	Adoption	§ 11.2.1 (consensus-based in SG)	not applicable	§ 13.2.2 (no opposition in SG)	§ 14.2.2 (no opposition in SG)	not applicable	not applicable	not applicable
Creation	Approval	§ 11.2.2 (Radio Assembly)	§ 12.2 (consensus-based)	§ 13.2.3 (70% in agreement)	§ 14.2.3 (70% in agreement)	§ 15.2 (normally by consensus but possible even despite some oppositions, objections may be included in the approved Report)	§ 16.2 (normally by consensus but possible even despite some oppositions, may be delegated)	§ 17.2 (normally by consensus but possible even despite some oppositions)
Creation	Simultaneous adoption and approval	not applicable	not applicable	not applicable	§ 14.2.4 (no opposition by correspondence)	not applicable	not applicable	not applicable
Revision	Review and revision	§ 11.2.1 (consensus-based in SG) § 11.2.2 (Radio Assembly)	§ 12.2 (consensus-based)	§ 13.2.2 (no opposition in SG) § 13.2.3 (70% in agreement)	§ 14.2.2 (no opposition in SG) § 14.2.3 (70% in agreement) or § 14.2.4 (no opposition by correspondence)	§ 15.2 (idem to approval)	§ 16.2 (idem to approval, may be delegated)	§ 17.2 (idem to approval)
Revision	Editorial revision	not applicable	not applicable	§ 13.2.4 (no method specified)	§ 14.2.5 (no method specified)	not applicable	not applicable	not applicable
Suppression	Suppression	§ 11.3.1 (consensus-based in SG) § 11.3.2 (Radio Assembly)	§§ 12.3.1-12.3.2 (consensus-based)	§ 13.3 (no opposition in SG + §§ 13.2.3)	§ 14.3 (no opposition in SG + §§ 14.2.3 or 14.2.4)	§§ 15.3.1-15.3.2 (consensus-based)	§§ 16.3.1-16.3.2 (consensus-based)	§§ 17.3.1-17.3.2 (consensus-based)

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[1] General considerations related to the Questions are contained in a separate specific section (§13.2.1).

[2] General considerations related to the adoption, approval and revision of Recommendations are contained in a separate specific section (§ 14.2.1).

ATTACHMENT 3

DRAFT REVISION TO RESOLUTION ITU-R 1-6

Working methods for the Radiocommunication Assembly, the Radiocommunication Study Groups, and the Radiocommunication Advisory Group

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

The ITU-Radiocommunication Assembly,

considering

a)   that the duties and functions of the Radiocommunication Assembly are stated in Article 13 of the ITU Constitution and Article 8 of the ITU Convention;

b)   that the duties, functions and organization of the Radiocommunication Study Groups and the Radiocommunication Advisory Group (RAG) are briefly described in Articles 11, 11A and 20 of the Convention;

c)   that the General Rules of Conferences, Assemblies and Meetings of the Union have been adopted by the Plenipotentiary Conference,

noting

that the Director of the Radiocommunication Bureau is authorized by this Resolution, in close cooperation with RAG when needed, to periodically issue updated versions of guidelines on working methods which complement and are additional to this Resolution,

resolves

that the working methods and documentation of the Radiocommunication Assembly, the Radiocommunication Study Groups and the Radiocommunication Advisory Group shall be as followsin accordance with Annex 1.

~~PART~~ANNEX 1

Working methods and documentation of the ITU-R

PART 1

Working methods

1   Introduction

1.1   As mentioned in Article 12 of the Constitution, the Radiocommunication Sector, bearing in mind the particular concerns of developing countries, fulfils the purposes of the Union, as stated in Article 1 of the Constitution, relating to radiocommunication:

–   by ensuring the rational, equitable, efficient and economical use of the radio-frequency spectrum by all radiocommunication services, including those using the geostationary-satellite or other satellite orbits, subject to the provisions of Article 44 of this Constitution, and

–   by carrying out studies without limit of frequency range and adopting recommendations on radiocommunication matters.

1.2   The Radiocommunication Sector works through World and Regional Radiocommunication Conferences, the Radio Regulations Board, Radiocommunication Assemblies, Radiocommunication Study Groups, the Radiocommunication Advisory Group and the Radiocommunication Bureau, headed by the elected Director. This Resolution deals with the Radiocommunication Assembly, the Radiocommunication Study Groups and the Radiocommunication Advisory Group

1.3   The Radiocommunication Sector has as members, of right, the administrations of all Member States as well as any entity or organization which becomes a Sector Member in accordance with the relevant provisions of the Convention.

2   The Radiocommunication Assembly

2.1   Functions

2.1.1   The Radiocommunication Assembly shall:

–   consider the reports of the Director of the Radiocommunication Bureau (hereinafter, the Director) and of the Chairmen of the Study Groups, the Chairman of the Conference Preparatory Meeting (CPM,), the Chairman of the Radiocommunication Advisory Group (RAG) pursuant to No. 160I of the Convention, the Chairman of the Special Committee on Regulatory/Procedural Matters (SC,), and the Chairman of the Coordination Committee for Vocabulary (CCV,);

– approve, taking into account the priority, urgency and time-scale for the completion of the studies and the financial implications, the programme of work²1 (see Resolution ITU-R 5) arising from the review of:

  – existing and new Questions³;

  – existing and new ITU-R Resolutions, and

  – topics to be carried forward ~~from~~to the ~~previous~~next study period², as identified in the Study Group Chairmen Reports to the Radiocommunication Assembly;

– delete any Question that a Study Group Chairman, at two consecutive Assemblies, reports as having received no study contributions, unless a Member State, Sector Member or Associate reports that it is undertaking studies on that Question and will contribute the results of those studies prior to the next Assembly, or unless a newer version of the Question is approved;

– decide, in the light of the approved programme of work, on the need to maintain, terminate or establish Study Groups (see Resolution ITU-R 4), and allocate to each of them the Questions to be studied;

– give special attention to problems of particular interest to developing countries by grouping Questions of interest to the developing countries as far as possible, in order to facilitate their participation in the study of those Questions;

– review and approve revised or new ITU-R Resolutions;

– consider and approve draft Recommendations proposed by the Study Groups, and any other documents within its scope, or make arrangements for the delegation of the consideration and approval of draft Recommendations and other documents to the Study Groups, as set out elsewhere in this Resolution or in other ITU-R Resolutions, as appropriate;

– take note of the Recommendations approved since the last Radiocommunication Assembly, paying special attention to the Recommendations incorporated by reference within the Radio Regulations~~.~~;

– communicate to the following WRC a list of the ITU-R Recommendations containing text incorporated by reference in the Radio Regulations which have been revised and approved during the previous study period.

2.1.2 Heads of Delegations shall:

– consider the proposals regarding the organization of the work and the establishment of relevant committees;

_____

² ~~RAG should consider and recommend modifications to the programme of work in accordance with Resolution ITU-R 52.~~

1 RAG should consider and recommend modifications to the programme of work in accordance with Resolution ITU-R 52.

³ ~~Where a study initiated without a Question is expected to continue beyond the date of the next Radiocommunication Assembly, an appropriate Question should be drafted for approval by the Assembly.~~

2 Where a study initiated without a Question is expected to continue beyond the date of the next Radiocommunication Assembly, an appropriate Question should be drafted for approval by the Assembly.

–   draw up the proposals concerning the designation of Chairmen and Vice-Chairmen of the committees, Study Groups, Special Committee on Regulatory/Procedural Matters, Conference Preparatory Meeting, the Radiocommunication Advisory Group, and the Coordination Committee for Vocabulary, taking into account Resolution ITU-R 15.

1.72.1.3In accordance with No. 137A of the Convention, and the provisions of Article 11A of the Convention, the Radiocommunication Assembly may assign specific matters within its competence, except those relating to the procedures contained in the Radio Regulations, to the Radiocommunication Advisory Group for advice on the action required on those matters.

1.8   The Radiocommunication Advisory Group is authorized in accordance with Resolution ITU-R 52 to act on behalf of the Assembly in the period between Assemblies.

1.9   The2.1.4   Based on the reports from the relevant Study Group Chairmen, as appropriate, the Radiocommunication Assembly shall report to the next World Radiocommunication Conference on the progress in matters that may be included in agendas of future Radiocommunication Conferences as well as on the progress of ITU-R studies in response to requests made by previous Radiocommunication Conferences.

2.1.105 A Radiocommunication Assembly may express its opinion relating to the duration or agenda of a future Assembly or, when appropriate, to the application of the provisions of Section 4 of the General Rules of Conferences, Assemblies and Meetings of the Union relating to the cancellation of a Radiocommunication Assembly.

2.1.6   The Director shall issue, including in electronic form, information that will include preparatory documents for the Radiocommunication Assembly.

2.2   Structure

2.2.1   The Radiocommunication Assembly, in undertaking the duties assigned to it in Article 13 of the Constitution, Article 8 of the Convention and the General Rules of Conferences, Assemblies and Meetings of the Union, shall conduct the work of each Assembly by setting up committees, as may be required, to address organization, work programme, budget control, and editorial matters.

2.2.2   In addition to committees mentioned in § 2.2.1, the Radiocommunication Assembly shall also establish a Steering Committee, presided over by the Chairman of the Assembly, and composed of the Vice-Chairmen of the Assembly and the Chairmen and Vice-Chairmen of the Committees.

2.2.3   All committees referred to in § 2.2.1 shall cease to exist with the closing of the Radiocommunication Assembly except, if required, the Editorial Committee. The Editorial Committee shall be responsible for aligning and perfecting the form of any texts prepared during the meeting and of any amendments made by the Radiocommunication Assembly to texts.

2.2.4   The Radiocommunication Assembly may also establish, by Resolution, committees or groups that meet to address specific matters, if required. The terms of reference should be contained in the establishing Resolution.

3   Radiocommunication Study Groups

~~2~~3.1   Functions

~~3.1~~.1   Each Study Group shall perform an executive role, including the planning, scheduling, supervision, delegation and approval of the work and other related matters.

~~2~~3.1.2   The work of each Study Group, within the scope defined in Resolution ITU-R 4, shall be organized by the Study Group itself on the basis of proposals by its Chairman in consultation with the Vice-Chairmen. New or revised Questions or Resolutions approved by the Radiocommunication Assembly on topics referred to it by the Plenipotentiary Conference, any other conference, the Council or the Radio Regulations Board, pursuant to No. 129 of the Convention, shall be studied. In accordance with Nos. 149 and 149A of the Convention and Resolution ITU-R 5, studies on topics within the scope of the Study Group may be undertaken without Questions.

~~2~~3.1.3   Each Study Group shall maintain a plan for its work that considers a period of at least four years ahead, taking due account of the related schedule of World Radiocommunication Conferences and Radiocommunication Assemblies. The plan may be reviewed at each meeting of the Study Group.

~~2~~3.1.4   The Study Groups may establish subgroups necessary to facilitate the completion of their work. With the exception of Working Parties, introduced in § 3.2.~~5~~2, the terms of reference and milestones of subgroups established during a Study Group meeting shall be reviewed and adjusted at each Study Group meeting as appropriate.

~~2.5   The Study Groups will normally set up Working Parties to study within their scope the Questions assigned to them, as well as topics in accordance with § 3.3 below.~~3.1.5   When Working Parties, Task Groups or Joint Task Groups (defined in § 3.2)~~ Working Parties are understood to exist over an undefined period to answer Questions and study the topics put before the Study Group. Each Working Party will study Questions and these topics, and will prepare draft Recommendations and other texts for consideration by the Study Group. To limit the resource impact on the Radiocommunication Bureau, Member States, Sector Members, Associates and Academia⁴~~, a Study Group shall establish by consensus and maintain only the minimum number of Working Parties.

~~2.6   A Study Group may also establish a minimum number of Task Groups, as necessary, to which it may assign the studies of those urgent issues and the preparation of those urgent Recommendations that cannot reasonably be carried out by a Working Party; appropriate liaison between the work of a Task Group and the Working Parties may be required. Given the urgent nature of the issues that need to be assigned to a Task Group, deadlines will be established for the completion of the work of a Task Group, and the Task Group will be disbanded upon completion of the assigned work.~~

~~⁴ The term Academia is understood to mean "academia, universities and their associated research establishments" which are admitted to participate in the work of ITU-R (see Resolution 169 (Guadalajara, 2010) of the Plenipotentiary Conference and Resolution ITU-R 63).~~

2.7 Establishment of a Task Group shall be an action taken by a Study Group during its meeting and shall be the subject of a Decision. For each Task Group, the Study Group shall prepare a text listing:

the specific matters to be studied within the Question or topic assigned and the subject of the draft Recommendation(s) and/or draft Report(s) to be prepared;

the reporting date;

the name and address of the Chairman and any Vice-Chairmen.

In addition, for the case of an urgent Question or topic arising between Study Group meetings, such that it cannot reasonably be considered at a scheduled Study Group meeting, the Chairman, in consultation with the Vice-Chairmen and the Director, may take action to establish a Task Group, in a Decision indicating the urgent Question or topic to be studied. Such action shall be confirmed by the following Study Group meeting.

2.8 When necessary, to bring together inputs that cover multiple Study Groups, or to study Questions or topics requiring the participation of experts from more than one Study Group, Joint Working Parties (JWP) or Joint Task Groups (JTG) may be established by the Study Groups as proposed by the relevant Study Group Chairmen.

2.9 When Working Parties or Task Groups are assigned preparatory studies on matters to be considered by World or Regional Radiocommunication Conferences (see Resolution ITU-R 2), the work should be coordinated by the relevant Study Groups, Working Parties and Task Groups. The final reports of the Working Parties, Task Groups or Joint Task Groups may be submitted directly to the Conference Preparatory Meeting (CPM) process, normally at the meeting called to consolidate Study Group texts into the draft CPM Report, or exceptionally via the relevant Study Group.

2.103.1.6 Electronic means of communication shall be used as far as possible to facilitate the work of Study Groups, Working Parties and, Task Groups and other subordinate groups, both during and between their respective meetings.

2.11 As a complement to this Resolution, it is the duty of the Director to periodically issue updated versions of guidelines on the working methods and procedures within the Radiocommunication Bureau (BR) which may affect the work of Study Groups and their subordinate groups. (See *noting*.) The guidelines need also to include matters relating to the provision of meetings and correspondence groups, as well as aspects concerning documentation (see Section 8).

2.123.1.7 The Director will maintain a list of Member States, Sector Members, Associates and Academia participating in each Study Group, Working Party or Task Group and exceptionally, Joint Rapporteur Groups if so deemed necessary (see § 3.2.158).

2.13 In some cases, when urgent or specific issues arise that require analysis, it might be suitable for a Study Group, Working Party or Task Group to appoint a Rapporteur, with clearly defined terms of reference, who, being an expert, can carry out preliminary studies or conduct a survey among Member States, Sector Members, Associates and Academia participating in the work of the Study Groups, mainly by correspondence. The method used by the Rapporteur, be it via personal study or survey, is not guided by working methods but is the choice of the individual Rapporteur. Therefore, the results of that work are assumed to represent the views of the Rapporteur. It might also be useful to appoint a Rapporteur to prepare draft Recommendation(s)

~~or other ITU-R texts. In this case, the preparation of draft Recommendation(s) or other ITU-R texts should be clearly mentioned in the terms of reference and the Rapporteur should submit the drafts as a contribution to the parent group in sufficient time before the meeting to allow for comments.~~

~~2.14   A Rapporteur Group may also be established by a Study Group, Working Party or Task Group to handle urgent or specific issues that require analysis. A Rapporteur Group, differs from the Rapporteur in that, in addition to an appointed Rapporteur, the Rapporteur Group has a membership and the results of the Rapporteur Group shall represent the agreed consensus of the Group or reflect the diversity of views of the participants in the Group. A Rapporteur Group must have clearly defined terms of reference. As much work as possible should be performed by correspondence. However, if necessary, a Rapporteur Group may hold a meeting to further its work. The work of the Rapporteur Group shall be conducted with limited support provided by BR.~~

~~2.15   In addition to the above, in some special cases, the establishment of a Joint Rapporteur Group (JRG) consisting of Rapporteur(s) and other experts from more than one Study Group might be envisaged. A Joint Rapporteur Group should report to the Working Parties or Task Groups of the relevant Study Groups. The provisions in § 2.12 concerning Joint Rapporteur Groups will apply only to those Joint Rapporteur Groups which have been identified as requiring special support by the Director in consultation with the Chairmen of the relevant Study Groups.~~

~~2.16   Correspondence Groups may also be established under the leadership of an appointed Correspondence Group Chairman. The Correspondence Group differs from the Rapporteur Group in that the Correspondence Group performs its work only via electronic correspondence and no meetings are required. A Correspondence Group must have clearly defined Terms of Reference and may be established and its Chairman appointed by a Working Party, a Task Group, a Study Group, CCV, or RAG.~~

~~2.17   Participation in the work of the Rapporteur and Correspondence Groups of the Study Groups is open to representatives of Member States, Sector Members, Associates and Academia. Participation in the work of the Rapporteur and Correspondence Groups of RAG is open to representatives of Member States, representatives of Sector Members, and to Chairmen of the Study Groups. Any views expressed and documentation submitted to these groups should indicate the Member State, Sector Member, Associate or Academia, as appropriate, making the submission.~~

~~2.18~~3.1.8   Matters of substance, within the scope of a Study Group, may only be considered within Study Groups, Working Parties, Joint Working Parties, Task Groups, Joint Task Groups, Rapporteur Groups, Joint Rapporteur Groups and Correspondence Groups~~.~~ (defined in § 3.2) as well as within Intersector Rapporteur Groups (see § 8.1.3).

~~2.19   Each Study Group may set up an Editorial Group to ensure that the technical vocabulary and the grammar in the approved texts are correct. In that case, it would also ensure that the approved texts are aligned and have the same meaning in the six languages of ITU and are easily comprehensible to all users. The work of an Editorial Group is conducted by correspondence. The agreed texts are provided by BR to the designated members of the Editorial Group as and when they become available in the official languages.~~

~~2.20   The Chairman of a Study Group may establish a Steering Committee composed of all Vice-Chairmen, Working Party Chairmen and their Vice-Chairmen, as well as the Chairmen of subgroups to assist in the organization of the work.~~

2.213.1.9   The Study Group Chairmen, in consultation with their Vice-Chairmen and with the Director, shall plan the schedule of Study Group, Task Group and Working Party meetings for the forthcoming period, taking account of the budget allocated to Study Group activities. The Chairmen shall consult with the Director to ensure that the provisions of §§ 2.233.1.11 and 2.243.1.12 below are appropriately considered especially as they apply to available resources.

2.223.1.10   Study Groups shall consider at their meetings, the draft Recommendations, Reports, Questions, progress reports and other texts prepared by Task Groups and Working Parties, as well as contributions submitted by the membership and Rapporteurs and/or Rapporteur Groups established by the same Study Group. To facilitate participation, a draft agenda shall be published in the Administrative Circular announcing the meeting, at latest, six weeksthree months in advance of each meeting, indicating, to the extent possible, specific days for consideration of different topics.

2.233.1.11   For meetings held outside Geneva, the provisions of Resolution 5 (Kyoto, 1994) of the Plenipotentiary Conference shall apply. Invitations to hold meetings of the Study Groups or their Task Groups and Working Parties away from Geneva should be accompanied by a statement indicating the host's agreement to defray the additional expenditure involved and the host's acceptance of *resolves* 2 of Resolution 5 (Kyoto, 1994) which states "that invitations to hold development conferences and meetings of the Study Groups of the Sectors away from Geneva should not be accepted unless the host government provides at least adequate premises and the necessary furniture and equipment free of charge, except that in the case of developing countries equipment need not necessarily be provided free of charge by the host government, if the government so requests".

2.243.1.12   To ensure the efficient use of the resources of the Radiocommunication Sector and of the participants in its work and to reduce the amount of travel involved, the Director, in consultation with the Chairmen, shall establish and publish a programme of meetings in a timely manner. This programme should take into account relevant factors, including:

–   the expected participation when grouping the meetings of a certain Study Group, Working Parties or Task Groups;

–   the desirability of contiguous meetings on related topics;

–   the capacity of the ITU-Resources;

–   the requirements for documents to be used in meetings;

–   the need for coordination with the other activities of ITU and other organizations;

–   any directive issued by the Radiocommunication Assembly concerning the Study Group meetings.

2.253.1.13   A Study Group meeting should, wherever appropriate, be held immediately after Working Party and Task Group meetings. The draft agenda of such a Study Group meeting should contain the following points:

–   if some Working Parties and Task Groups have met earlier and have prepared draft Recommendations, for which the approval process in accordance with § 1014 is to be applied, a list of such draft Recommendations, each accompanied by a summary of the proposal (i.e. summary of the new or revised Recommendation);

–   a description of the topics to be addressed by the Working Party and Task Group meetings just before the Study Group meeting for which draft Recommendations may be developed.

2.263.1.14   The draft agenda for Working Party and Task Group meetings, which are immediately followed by a Study Group meeting, should indicate as specifically as possible the topics to be addressed, and should indicate where it is anticipated that draft Recommendations are to be considered.

2.27   Each Study Group may adopt draft Recommendations. The draft Recommendations shall be approved according to the provisions of § 10. Additionally, each Study Group is encouraged to update, and should continue to review the maintained Recommendations with proper justification for old ones and, if they are found no longer necessary, should propose their deletion. (See § 11.)

2.28   Each Study Group may adopt draft Questions for approval in accordance with the provisions of § 3.

3.1.15   The Director shall issue, in electronic form, at regular intervals, information that will include:

–   an invitation to participate in the work of the Study Groups for the next meeting;

–   information on electronic access to relevant documentation;

–   a schedule of meetings with updates, as appropriate;

–   any other information that could be of assistance to the membership.

2.28*bis*3.1.16   Study Groups, when reviewing Questions assigned to them in accordance with Resolutions ITU-R 4 and 5, should reach unanimous conclusions, and should use the following guidelines:

a)   Questions which are within the mandate of ITU-R:

        This guideline ensures that Questions and their associated studies are related to the conduct of radiocommunication matters, in line with Nos. 150-154 and 159 of the Convention, "a) use of the radio-frequency spectrum in terrestrial and space radiocommunication and of the geostationary-satellite and other satellite orbits; b) characteristics and performance of radio systems; c) operation of radio stations; and d) radiocommunication aspects of distress and safety matters". However, new or revised Questions, when adopted, shall not include any reference to spectrum matters covering proposals on allocation unless requested under a Radiocommunication Assembly agenda item relating to the Question, or in a WRC Resolution seeking studies by ITU-R;

b)   Questions that relate to work being conducted by other international entities:

        If such work is being conducted elsewhere, the Study Group should liaise with such other entities, in accordance with § 5.4 of this Resolution and Resolution ITU-R 9, to determine the most appropriate way to conduct the studies, with a view to taking advantage of external expertise.

2.28*ter* Study Groups will evaluate draft new Questions proposed for adoption against the guidelines set forth in § 2.28*bis* above and will include such evaluation when submitting them to administrations for approval according to this Resolution.

2.28*quater*3.1.17   Study Groups will grant high priority, for the continuation of their work, to the Questions meeting guidelines defined in § 2.28*bis*3.1.16 above, with an intent to manage as efficiently as possible the scarce resources of ITU, taking into account the need to give appropriate priority to topics addressed to them by relevant ITU bodies, such as PPs, WRCs and RRB.

3.2   Structure

2.293.2.1   EachThe Chairman of a Study Group may establish a Steering Committee composed of all Vice-Chairmen, Working Party Chairmen and their Vice-Chairmen, as well as the Chairmen of subgroups to assist in the organization of the work.

3.2.2   The Study Groups will normally set up Working Parties to study within their scope the Questions assigned to them, as well as topics in accordance with § 3.1.2 above. Working Parties are understood to exist over an undefined period to answer Questions and study the topics put before the Study Group. Each Working Party will study Questions and these topics, and will prepare draft Recommendations and other texts for consideration by the Study Group. To limit the resource impact on the Radiocommunication Bureau, Member States, Sector Members, Associates and Academia[3], a Study Group shall establish by consensus and maintain only the minimum number of Working Parties.

3.2.3   A Study Group may also establish a minimum number of Task Groups, as necessary, to which it may assign the studies of those urgent issues and the preparation of those urgent Recommendations that cannot reasonably be carried out by a Working Party; appropriate liaison between the work of a Task Group and the Working Parties may be required. Given the urgent nature of the issues that need to be assigned to a Task Group, deadlines will be established for the completion of the work of a Task Group, and the Task Group will be disbanded upon completion of the assigned work.

3.2.4   Establishment of a Task Group shall be an action taken by a Study Group during its meeting and shall be the subject of a Decision. For each Task Group, the Study Group shall prepare a text listing:

–   the specific matters to be studied within the Question or topic assigned and the subject of the draft Recommendation(s) and/or draft Report(s) to be prepared;

–   the reporting date;

–   the name and address of the Chairman and any Vice-Chairmen.

In addition, for the case of an urgent Question or topic arising between Study Group meetings, such that it cannot reasonably be considered at a scheduled Study Group meeting, the Chairman, in consultation with the Vice-Chairmen and the Director, may take action to establish a Task Group, in a Decision indicating the urgent Question or topic to be studied. Such action shall be confirmed by the following Study Group meeting.

3.2.5   When necessary, to bring together inputs that cover multiple Study Groups, or to study Questions or topics requiring the participation of experts from more than one Study Group, Joint Working Parties (JWP) or Joint Task Groups (JTG) may be established by the Study Groups as

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[3]   The term Academia includes colleges, institutes, universities and their associated research establishments concerned with the development of telecommunications/ICT which are admitted to participate in the work of ITU-R (see Resolution 169 (Rev. Busan, 2014) of the Plenipotentiary Conference and Resolution ITU-R 63).

proposed by the relevant Study Group Chairmen. A Joint Task Group may also be established by the decision of the first session of CPM to carry out studies in preparation for the next WRC, as specified in Resolution ITU-R 2. When Joint Working Parties or Joint Task Groups are disbanded, the Study Groups that established them or those in charge of the relevant Series of ITU-R documentation shall be responsible to revise or suppress the documentation that was developed by the joint groups.

3.2.6   In some cases, when urgent or specific issues arise that require analysis, it might be suitable for a Study Group, Working Party or Task Group to appoint a Rapporteur, with clearly defined terms of reference, who, being an expert, can carry out preliminary studies or conduct a survey among Member States, Sector Members, Associates and Academia participating in the work of the Study Groups, mainly by correspondence. The method used by the Rapporteur, be it via personal study or survey, is not guided by working methods but is the choice of the individual Rapporteur. Therefore, the results of that work are assumed to represent the views of the Rapporteur. It might also be useful to appoint a Rapporteur to prepare draft Recommendation(s) or other ITU-R texts. In this case, the preparation of draft Recommendation(s) or other ITU-R texts should be clearly mentioned in the terms of reference and the Rapporteur should submit the drafts as a contribution to the parent group in sufficient time before the meeting to allow for comments.

3.2.7   A Rapporteur Group may also be established by a Study Group, Working Party or Task Group to handle urgent or specific issues that require analysis. A Rapporteur Group, differs from the Rapporteur in that, in addition to an appointed Rapporteur, the Rapporteur Group has a membership and the results of the Rapporteur Group shall represent the agreed consensus of the Group or reflect the diversity of views of the participants in the Group. A Rapporteur Group must have clearly defined terms of reference. As much work as possible should be performed by correspondence. However, if necessary, a Rapporteur Group may hold a meeting to further its work. The work of the Rapporteur Group shall be conducted with limited support provided by BR.

3.2.8   In addition to the above, in some special cases, the establishment of a Joint Rapporteur Group (JRG) consisting of Rapporteur(s) and other experts from more than one Study Group might be envisaged. A Joint Rapporteur Group should report to the Working Parties or Task Groups of the relevant Study Groups. The provisions in § 3.1.7 concerning Joint Rapporteur Groups will apply only to those Joint Rapporteur Groups which have been identified as requiring special support by the Director in consultation with the Chairmen of the relevant Study Groups.

3.2.9   Correspondence Groups may also be established under the leadership of an appointed Correspondence Group Chairman. The Correspondence Group differs from the Rapporteur Group in that the Correspondence Group performs its work only via electronic correspondence and no meetings are required. A Correspondence Group must have clearly defined Terms of Reference and may be established and its Chairman appointed by a Working Party, a Task Group, a Study Group, CCV, or RAG.

3.2.10   Participation in the work of the Rapporteur, Joint Rapporteur and Correspondence Groups of the Study Groups is open to representatives of Member States, Sector Members, Associates[4] and Academia. Participation in the work of the Rapporteur and Correspondence Groups of RAG is open to representatives of Member States, representatives of Sector Members,

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4   For the rights of Associates, see Resolution ITU-R 43.

and to Chairmen of the Study Groups. Any views expressed and documentation submitted to these groups should indicate the Member State, Sector Member, Associate or Academia, as appropriate, making the submission.

~~also adopt draft Resolutions for approval by~~3.2.11   Each Study Group may nominate liaison Rapporteur(s) to the CCV to ensure that the technical vocabulary and the grammar in the approved texts are correct. In that case, the Rapporteur(s) would also ensure that the approved texts are aligned and have the same meaning in the six languages of ITU and are easily comprehensible to all users. The agreed texts are provided by BR to the designated Rapporteur(s) as and when they become available in the official languages.

4   The Radiocommunication Advisory Group

4.1   As stipulated in § 2.1.3, specific matters within the competence of the Radiocommunication Assembly, except those relating to the procedures contained in the Radio Regulations, may be assigned to the Radiocommunication Advisory Group for advice on the action required on those matters.

~~2.30   Each Study Group may approve Decisions, Opinions, Handbooks, Reports and editorially updated Recommendations. The Study Group may authorize the approval of Handbooks, e.g. by the Working Party concerned.~~

4.2   The Radiocommunication Advisory Group is authorized in accordance with Resolution ITU-R 52 to act on behalf of the Assembly in the period between Assemblies.

4.~~3~~   ~~Questions and other topics⁵ to be studied by the Study Groups~~

~~3.1   Adoption and approval of Questions:~~

~~3.1.1~~   In accordance with No. ~~New or revised Questions or Resolutions approved by~~160G of the Convention, the Radiocommunication ~~Assembly on topics referred to it by the Plenipotentiary Conference, any other conference, the Council or the Radio Regulations Board, pursuant to No.~~ Advisory Group adopts its own working procedures compatible with those~~129 of the Convention, shall be studied.~~

~~3.1.2   New or revised Questions, proposed within Study Groups, may be~~ adopted by ~~a Study Group according to the same process as contained in § 10.2, and approved:~~

~~—   by~~ the Radiocommunication Assembly ~~(see Resolution ITU-R 5);~~.

        ~~—   by consultation in the interval between Radiocommunication Assemblies, after adoption by a Study Group.~~

~~The process for approval by consultation shall be the same as that used for Recommendations in § 10.4.~~

~~3.2   Concerning Questions submitted in accordance with § 3.1.1, the Director shall, as soon as possible, consult with the Study Group Chairmen and Vice-Chairmen and shall determine the appropriate Study Group to which the Question shall be assigned, and the urgency for the studies.~~

~~⁵   In accordance with § 3.3.~~

3.3 ~~In accordance with Nos. 149 and 149A of the Convention and Resolution ITU-R~~ 5~~, studies may also be undertaken without Questions, on topics within the scope of the Study Group.~~

3.4 ~~Each Question shall be assigned to only one Study Group.~~

3.5 ~~The Study Group Chairman, in consultation with the Vice-Chairmen, shall, to the extent possible, assign the Question to a single Working Party or Task Group or, dependent upon the urgency of a new Question, shall propose the establishment of a new Task Group, (see § 2.7), or shall decide to refer the Question to the next Study Group meeting. In order to avoid duplication of effort, in cases where a Question is relevant to more than one Working Party, a specific Working Party responsible for consolidating and coordinating the texts shall be identified.~~

3.6 ~~Each Study Group shall identify, to the Director, Questions that may be suppressed because studies have been completed, may no longer be necessary or have been superseded. The Director shall consult Member States for approval of their suppression under the same procedure given in § 3.1.2 above or shall forward relevant proposals to the next Radiocommunication Assembly, with justification for the action.~~5

4~~5~~ Preparations for World and Regional Radiocommunication Conferences

4~~5~~.1 The procedures outlined in Resolution ITU-R 2 apply to the preparation for World Radiocommunication Conferences (WRCs). As appropriate, they may be adapted by a Radiocommunication Assembly to apply to the case of a Regional Radiocommunication Conference (RRC).

4~~5~~.2 Preparations for WRCs will be carried out by CPM (see Resolution ITU-R 2).

4~~5~~.3 Questionnaires issued by the Bureau should be limited to the required technical and operational characteristics to perform the necessary studies, unless such questionnaires stem from a decision of a WRC or RRC.

5.4 The Director shall issue, including in electronic form, information that will include CPM preparatory documents and final Reports.

6 The Special Committee for Regulatory and Procedural Matters

6.1 The functions and working methods of the Special Committee for Regulatory and Procedural Matters are contained in Resolution ITU-R 38.

7 The Coordination Committee for Vocabulary

7.1 The functions and working methods of the Coordination Committee for Vocabulary are contained in Resolution ITU-R 36.

8　　Other considerations

58.1　Coordination among Study Groups, Sectors and with other international organizations

58.1.1　Meetings of Study Group Chairmen and Vice-Chairmen

WhenAfter each Radiocommunication Assembly, as well as when the need arises, the Director will call a meeting of the Chairmen and Vice-Chairmen of Study Groups and may invite Chairmen and Vice-Chairmen of Working Parties. and other subordinate groups. At the discretion of the Director, other experts may be invited on an *ex-officio* basis. The purpose of the meeting is to ensure the most effective conduct and coordination of the work of the Study Groups, in particular regarding studies in response to relevant ITU-R Resolutions, with the view to avoid duplication of work between several Study Groups. The Director shall serve as Chairman of this meeting. If appropriate, such meetings could be held by electronic means, such as telephone or video conferences or using the Internet. However, a one-day face-to-face meeting every two years shall be organized preceding a RAG meeting.

58.1.2　Liaison Rapporteurs

Coordination between Study Groups may be ensured by the appointment of Study Group Liaison Rapporteurs to participate in the work of the other Study Groups or with Study Groups, the Coordination Committee for Vocabulary or relevant groups of the other two Sectors.

58.1.3　Intersector Coordination Groups

In specific instances, complementary work on certain topics may be conducted by Study Groups in the Radiocommunication Sector, as well as in the Telecommunication Standardization Sector, and the Telecommunication Development Sector. In such circumstances, it may be agreed between the two Sectors or among the three Sectors to establish an Intersector Coordination Group (ICG).) or an Intersector Rapporteur Group (IRG). For details on this processthese groups, see Resolutions ITU-R 6 and ITU-R 7.

58.1.4　Other international organizations

When cooperation and coordination with other international organizations is necessary, the interface shall be provided by the Director. Liaison on specific technical matters, following consultation with the Director, may be carried out by Working Parties or Task Groups, or by a representative appointed by a Study Group. For details on this process, see Resolution ITU-R 9.

8.2　　Director's Guidelines

8.2.1　As a complement to this Resolution, it is the duty of the Director to periodically issue updated versions of guidelines on the working methods and procedures within the Radiocommunication Bureau (BR) which may affect the work of Study Groups and their subordinate groups (see *noting*). The guidelines need also to include matters relating to the provision of meetings and correspondence groups, as well as aspects concerning documentation. In particular, the guidelines contain the common format for ITU-R Recommendations developed by RAG.

8.2.2   The guidelines issued by the Director shall contain guidance on preparation of contributions, the deadlines for their submission and details of the various types of documents, including reports and documents prepared by Chairmen, and liaison statements. The guidelines should also address practical matters concerning the effective distribution of documents by electronic means.

PART 2

Documentation

~~6~~9   ~~Radiocommunication Assembly~~General principles

In the following sections 9.1 and ~~Radiocommunication Study Group~~ 9.2, "texts

~~6.1   Definitions~~

~~The Radiocommunication Assembly and Radiocommunication Study Group texts are defined as follows:~~

~~6.1.1   Question~~

~~A statement of a technical, operational or procedural problem, generally seeking a Recommendation, Handbook or Report (see Resolution ITU-R 5). Each Question shall indicate in a concise form the reason for the study and specify the scope of the study as precisely as possible. It should also, to the extent practicable, include a work programme (i.e. milestones for the progress of the study and expected date of completion) and indicate the form in which the response should be prepared (e.g. as a Recommendation or other text, etc.).~~

~~6.1.2   Recommendation~~

~~An answer to a Question, part(s) of a Question or topics referred to in § 3.3, which, within the scope of existing knowledge, research and available information, normally provides recommended specifications, requirements, data or guidance for recommended ways of undertaking a specified task; or recommended procedures for a specified application, and which~~"
is ~~considered to be sufficient to serve as a basis for international cooperation in a given context in the field of radiocommunications.~~

~~As a result of further studies, taking into account developments and new knowledge in the field of radiocommunications~~used for ITU-R Resolutions, Decisions, Questions, Recommendations ~~are expected to be revised and updated (see~~, Reports, Handbooks and Opinions, as defined in § 11~~)~~. to § 17.~~However, in the interests of stability, Recommendations should not normally be revised more frequently than every two years, unless the proposed revision, which complements rather than changes the agreement reached in the previous version, urgently needs to be included, or unless significant errors or omissions are identified.~~

~~Each Recommendation should include a brief "scope" clarifying the objective of the Recommendation. The scope should remain in the text of the Recommendation after its approval.~~

NOTE 1 – When Recommendations provide information on various systems relating to one particular radio application, they should be based on criteria relevant to the application, and should include, where possible, an evaluation of the recommended systems, using those criteria. In such cases, the relevant criteria and other pertinent information are to be determined, as appropriate, within the Study Group.

NOTE 2 – Recommendations should be drafted taking account of the Common Patent Policy for ITU-T/ITU-R/ISO/IEC on intellectual property rights, as given in Annex 1.

NOTE 3 – Study Groups may develop wholely within the Study Group itself, without the need for concurrence by other Study Groups, Recommendations that include "protection criteria" for radiocommunication services within their mandate. However, Study Groups developing Recommendations that include sharing criteria for radiocommunication services must obtain agreement, prior to their adoption, of the Study Groups responsible for those services.

NOTE 4 – A Recommendation may contain certain definitions of specific terms that do not necessarily apply elsewhere; however the applicability of the definitions should be clearly explained in the Recommendation.

6.1.3   Resolution

A text giving instructions on the organization, methods or programmes of Radiocommunication Assembly or Study Group work.

6.1.4   Opinion

A text containing a proposal or a request destined for another organization (such as other Sectors of ITU, international organizations, etc.) and not necessarily relating to a technical subject.

6.1.5   Decision

A text giving instructions on the organization of the work of a Study Group.

6.1.6   Report

6.1.6.1 A technical, operational or procedural statement, prepared by a Study Group on a given subject related to a current Question or the results of studies referred to in § 3.3;

6.1.6.2 A technical, operational or procedural statement prepared by CPM for Radiocommunication Conferences.

6.1.7   Handbook

A text which provides a statement of the current knowledge, the present position of studies, or of good operating or technical practice, in certain aspects of radiocommunications, which should be addressed to a radio engineer, system planner or operating official who plans, designs or uses radio services or systems, paying particular attention to the requirements of developing countries. It should be self-contained, require no familiarity with other ITU Radiocommunication texts or procedures, but should not duplicate the scope and content of publications readily available outside ITU.

6.29.1   Presentation of texts

6.29.1.1Texts should be as brief as possible, taking account of the necessary content, and should relate directly to the Question/topic or part of the Question/topic being studied.

6.29.1.2Each text should include a reference to related texts and, where appropriate, to pertinent items of the Radio Regulations, without any interpretation or qualifications of the Radio Regulations or suggesting any change to an allocation status.

6.29.1.3Texts shall be presented showing their number, (including, for Recommendations and Reports, their series), their title and an indication of the year of their initial approval, and, where appropriate, the year of approval of any revisions.

6.29.1.4Annexes, Attachments, and Appendices to any of these texts should be considered equivalent in status, unless otherwise specified.

6.39.2   Publications of texts

9.2.1   Publication of approvedAll texts shall be according to the following scheme:

–   all Recommendations, Questions, Resolutions, Opinions, Reports and Handbooks in force shall, after approval, be published in electronic form as soon as possible;

–   all Recommendations, Questions, Resolutions, Opinions, Reports and Handbooks in force after approval and may also be made available in paper form subject to the publication policy of ITU.

9.2.2   Approved new or revised Recommendations and Questions will be published in the official languages of the Union as soon as practicable.

710   Preparatory documentation and contributions

7.110.1 Preparatory documentation for Radiocommunication Assemblies

Preparatory documentation shall include:
–   draft texts, prepared by Study Groups, for approval;

Preparatory documentation shall include:
–   draft texts, prepared by Study Groups, for approval;

–   a Report from the Chairman of each Study Group, SC, CCV, RAG[4] and CPM, reviewing activities since the preceding Radiocommunication Assembly, including from each Study Group Chairman a list of:

–   topics identified to be carried forward to the next study period;

–   Questions and Resolutions for which no input documentation has been received for the period mentioned in § [6] and CPM, reviewing activities since the preceding Radiocommunication Assembly, including from each Study Group Chairman a list of:

–   topics identified to be carried forward to the next study period;

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[4]   Pursuant to No. 160I of the Convention, RAG prepares a Report for the Radiocommunication Assembly, submitted through the Director of BR.

[6]   Pursuant to No. 160I of the Convention, RAG prepares a Report for the Radiocommunication Assembly, submitted through the Director of BR.

- ~~Questions and Resolutions for which no input documentation has been received for the period mentioned in §~~ 2.1.~~6~~1. Should a Study Group believe that a certain Question or Resolution should be maintained, the Report from the Chairman must include an explanation;

- a Report by the Director, which should include proposals for the future work programme;

- a list of Recommendations approved since the previous Radiocommunication Assembly;

- contributions submitted from Member States and Sector Members addressed to the Radiocommunication Assembly.

~~7~~10.2   Preparatory documentation for Radiocommunication Study Groups

Preparatory documentation shall include:

- any directives issued by the Radiocommunication Assembly with respect to the Study Group, including this Resolution;

- draft Recommendations and other texts (as defined in §§ 11 to 17) prepared by Task Groups or Working Parties;

- ~~proposals for approval of draft Recommendations between Radiocommunication Assemblies (see § 10);~~

- ~~progress reports from each Task Group, Working Party and Rapporteur;~~

- Chairman's executive reports from each Task Group, Working Party and Rapporteur Group, summarizing the progress and conclusions of any work carried out by the group since the previous meeting and the work to be accomplished at the next meeting (these reports may also include considerations about the procedure to be followed for adoption and approval of the draft Recommendations to be considered by the meeting (see § 14));

- the contributions to be considered at the meeting;

- documentation prepared by the Bureau, particularly of an organizational or procedural nature, for clarification purposes or in response to Study Group requests;

- the ~~Chairman's Report, summarizing the conclusions of any work carried out by correspondence and preparing the work to be accomplished at the meeting;~~

- ~~the conclusions~~summary record of the preceding meeting~~, in so far as they have not been included in the official texts referred to above~~;

- an outline agenda indicating: draft Recommendations to be considered, draft Questions to be considered, reports from Task Groups and Working Parties to be received, and draft Decisions, draft Opinions, draft Handbooks and draft Reports to be approved.

~~8~~10.3   Contributions to Radiocommunication Study Group studies

~~8.1   The guidelines issued by the Director (see *noting* and § 2.11) shall contain guidance on preparation of contributions, the deadlines for their submission and details of the various types of documents, including reports and documents prepared by Chairmen, and liaison statements. The guidelines should also address practical matters concerning the effective distribution of documents by electronic means.~~

~~8.2~~ ~~In particular:~~

~~–~~ ~~Contributions shall be provided to the Director electronically, with some exceptions for developing countries unable to do so.~~

~~–~~ ~~The Director may return a document that does not comply with the guidelines, for it to be brought into line.~~

~~–~~ ~~Each contribution should clearly indicate the Question, Resolution or topic and the group (e.g. Study Group, Task Group, Working Party) for which it is intended, and be accompanied by the details of a contact person as may be needed to clarify the contribution.~~

~~–~~ ~~Contributions should be sent to the Chairman and Vice-Chairmen, if any, of the group concerned as well as to the Chairman and Vice-Chairmen of the Study Group.~~

~~–~~ ~~Contributions should be limited in length (if possible, less than ten pages) and be prepared using standard word-processing software, without using any auto-formatting facility; modifications to existing text should be indicated by means of revision marks (using "Track Changes").~~

~~8~~10.3.1 For meetings of all Study Groups, the Coordination Committee for Vocabulary and their subordinate groups (Working Parties, Task Groups, etc.), the following deadlines apply for the submission of contributions:

– *where translation is required,* contributions should be received at least three months prior to the meeting, and will be made available not later than four weeks before the meeting. For later contributions, no commitment can be made by the Secretariat to ensure the document will be available at the opening of the meeting in all the required languages;

– otherwise, for documents *not requiring translation*, the membership is encouraged to submit contributions (including Revisions, Addenda and Corrigenda to contributions) in order for them to be received 12 calendar days prior to the start of the meeting; and, in any case, contributions shall be received not later than seven calendar days (1600 hours UTC) prior to the start of the meeting to be made available for the opening of the meeting. The deadline applies only to contributions from the membership. The secretariat shall post contributions as received on a webpage established for this purpose within one working day, and post within three working days the official versions on the website once reformatted. Administrations should submit their contributions using the template published by ITU-R.

The secretariat cannot accept submissions later than the aforementioned deadline. Documents not available at the opening of a meeting cannot be discussed at the meeting.

~~8.4~~10.3.2 Contributions shall be provided to the Director electronically, with some exceptions for developing countries unable to do so. The Director may return a document that does not comply with the guidelines, for it to be brought into line.

10.3.3 Contributions should be sent to the Chairman and Vice-Chairmen, if any, of the group concerned as well as to the Chairman and Vice-Chairmen of the Study Group.

10.3.4 Each contribution should clearly indicate the Question, Resolution or topic and the group (e.g. Study Group, Task Group, Working Party) for which it is intended, and be accompanied by the details of a contact person as may be needed to clarify the contribution.

10.3.5   Contributions should be limited in length (if possible, less than ten pages) and be prepared using standard word-processing software, without using any auto-formatting facility; modifications to existing text should be indicated by means of revision marks (using "Track Changes").

10.3.6   Following the meetings of Task Groups or Working Parties, the Chairmen of the groups concerned shall prepare a report for their future meetings giving information regarding progress made and work in progress. These Reports should be prepared within one month of the end of the meeting concerned. In addition, annexes to a Chairman's Report, which contain draft texts for which further study is needed, should be issued by BR within two weeks of the end of the meeting.

8.5 10.3.7   When articles are referred to in documents submitted to the Radiocommunication Bureau, such references or bibliography should be to published works which are readily available through library services.

9 11   Circulation of information ITU-R Resolutions

9 11.1   Definition

A text giving instructions on the organization, methods or programmes of Radiocommunication Assembly or Study Group work.

11.2   Adoption and approval

11.2.1   Each Study Group may adopt, by consensus, draft revised or new Resolutions for approval by the Radiocommunication Assembly.

11.2.2   The Radiocommunication Assembly shall review and approve revised or new ITU-R Resolutions.

11.3   Suppression

11.2.1   Each Study Group as well as the Radiocommunication Advisory Group may propose, by consensus, to the Radiocommunication Assembly to suppress a Resolution. Such a proposal shall be accompanied by supporting explanations.

11.2.2   The Radiocommunication Assembly may suppress Resolutions based on proposals from the membership, Study Groups or the Radiocommunication Advisory Group.

12   ITU-R Decisions

12.1   Definition

A text giving instructions on the organization of the work of a Study Group.

12.2   Approval

Each Study Group may approve, by consensus, revised or new Decisions.

12.3   Suppression

12.3.1   Decisions shall be deleted when they become superfluous for the work of a Study Group.

12.3.2   Each Study Group may delete Decisions by consensus.

13   ITU-R Questions

13.1   Definition

A statement of a technical, operational or procedural problem, generally seeking a Recommendation, Report or Handbook (see Resolution ITU-R 5). Each Question shall indicate in a concise form the reason for the study and specify the scope of the study as precisely as possible. It should also, to the extent practicable, include a work programme (i.e. milestones for the progress of the study and expected date of completion) and indicate the form in which the response should be prepared (e.g. as a Recommendation or other text, etc.).

13.2   Adoption and approval

13.2.1   General considerations

13.2.1.1 New or revised Questions, proposed within Study Groups, may be adopted by a Study Group according to the process contained in § 13.2.2, and approved:

–   by the Radiocommunication Assembly (see Resolution ITU-R 5);

–   by consultation in the interval between Radiocommunication Assemblies, after adoption by a Study Group, according to provisions contained in § 13.2.3.

13.2.1.2 Study Groups will evaluate draft new Questions proposed for adoption against the guidelines set forth in § 3.1.16 above and will include such evaluation when submitting them to administrations for approval according to this Resolution.

13.2.1.3 Each Question shall be assigned to only one Study Group.

13.2.1.4 Concerning new or revised Questions approved by the Radiocommunication Assembly on topics referred to it by the Plenipotentiary Conference, any other conference, the Council or the Radio Regulations Board, pursuant to No. 129 of the Convention, the Director shall, as soon as possible, consult with the Study Group Chairmen and Vice-Chairmen and shall determine the appropriate Study Group to which the Question shall be assigned, and the urgency for the studies.

13.2.1.5 The Study Group Chairman, in consultation with the Vice-Chairmen, shall, to the extent possible, assign the Question to a single Working Party or Task Group or, dependent upon the urgency of a new Question, shall propose the establishment of a new Task Group, (see § 3.2.4), or shall decide to refer the Question to the next Study Group meeting. In order to avoid duplication of effort, in cases where a Question is relevant to more than one Working Party, a specific Working Party responsible for consolidating and coordinating the texts shall be identified.

~~issue,~~ 13.2.1.6 Updating or deletion of ITU-R Questions

13.2.1.6.1   In view of translation and production costs, any updating of ITU-R Questions for which substantial revision has not been made within the last 10-15 years should, as far as possible, be avoided.

13.2.1.6.2   Radiocommunication Study Groups (including CCV) should continue to review their Questions, particularly older texts, and, if they are found to be no longer necessary or obsolete, should propose their revision or deletion. In this process, the following factors should be taken into account:

~~in electronic form, at regular intervals, information~~ –   if the contents of the Questions still have validity, are they really so useful as to be continuously applicable to ITU-R?

–   is there another Question developed later which handles the same (or quite similar) topic(s) and could cover the points included in the old text?

–   in the case that ~~will include:~~only a part of the Question is regarded as still useful, the possibility to transfer the relevant part to another Question developed later.

–   ~~an invitation to participate in the work of the Study Groups for the next study period;~~

–   ~~a request form to be completed for the receipt of the documentation;~~

–   ~~a schedule of meetings for at least the next 12 months with updates, as appropriate;~~

–   ~~all Study Group meeting invitations;~~

–   ~~CPM preparatory documents and final Reports;~~

–   ~~preparatory documents for the Radiocommunication Assembly.~~

~~The following information will be provided based on responses to requests for documentation as outlined above:~~

–   ~~Study Group circulars that will include invitations to all Working Party, Task Group and Joint Rapporteur Group meetings with a form for individual participation and draft agenda;~~

–   ~~Study Group, Working Party, Task Group and Joint Rapporteur Group documents;~~

–   ~~other information that will assist the membership.~~

~~PART 3~~

13.2.1.6.3 To facilitate the review work, the Director shall endeavour, before each Radiocommunication Assembly, in consultation with the Chairmen of the Study Groups, to prepare lists of ITU-R Questions that may be identified in § 13.2.1.6.1. After the review by the relevant Study Groups, the results should be reported to the next Radiocommunication Assembly through the Chairmen of the Study Groups.

13.2.2 Adoption ~~and approval~~

~~10 Adoption and approval of Recommendations~~

~~10.1 Introduction~~

~~10.1.1 When a study has reached a mature state, based on a consideration of existing ITU-R documentation and of contributions from Member States, Sector Members, Associates or Academia, which has resulted in a draft new or revised Recommendation, the approval process to be followed is in two stages:~~

~~– adoption by the Study Group concerned; dependent on circumstances, the adoption may take place at a Study Group meeting or by correspondence following the Study Group meeting (see § 10.2);~~

~~– following adoption, approval by the Member States, either by consultation between Radiocommunication Assemblies or at a Radiocommunication Assembly (see § 10.4).~~

~~If there is no objection by any Member State attending the meeting, when adoption of a draft new or revised Recommendation is sought by correspondence, its approval is undertaken simultaneously (PSAA procedure). This procedure shall not be applied to ITU-R Recommendations incorporated by reference in the Radio Regulations.~~

~~10.1.2 There may be exceptional circumstances where no Study Group meeting has been scheduled at a suitable time prior to a Radiocommunication Assembly, and where a Task Group or Working Party has prepared draft proposals for new or revised Recommendations which require urgent action. In these cases, if at its previous meeting the Study Group decides, the Study Group Chairman may submit such proposals directly to the Radiocommunication Assembly with justification, and should outline the reasons for such urgent action.~~

13.2.2.1 Main elements regarding the adoption of a new or revised Question

~~10.1.3~~13.2.2.1.1 ~~Approval may only be sought for a~~A draft Question (~~new or revised Recommendation within the Study Group's mandate as defined~~) shall be considered to be adopted by the ~~Questions allocated to it in accordance with Nos. 129 and 149 of the Convention, or by topics. Approval may however also be sought for revision of an existing Recommendation within the Study Group's mandate for which no current Question exists.~~

~~10.1.4 Where a draft Recommendation (or revision) falls, exceptionally, within the scope of more than one~~ Study Group if not opposed by any delegation representing a Member State attending the meeting. If a delegation of a Member State opposes the adoption, the Chairman of the Study Group ~~proposing the approval should~~ shall consult ~~and take into account the views of all the other Study Group Chairmen~~with the delegation concerned ~~before proceeding with~~in order for the ~~procedures below.~~

~~10.1.5 The Director shall promptly notify, by circular letter,~~objection to be resolved. In the ~~results of the above procedure, indicating the date of entry into force, as appropriate.~~

~~10.1.6 Should minor, purely editorial amendments or the correction of evident oversights or inconsistencies in the text be necessary, the Director may correct these with the agreement of~~case where the Chairman of the ~~relevant~~ Study Group~~(s).~~

10.1.7 ITU will publish cannot resolve the approved new or revised Recommendations in objection, the official languages of the Union as soon as practicable.

10.1.8 Any Member State or Sector Member considering itself to be adversely affected by a Recommendation approved in the course of a study period may refer its case to the Director, who shall submit it to the relevant Study Group for prompt attention.

10.1.9 The Director shall inform the next Radiocommunication Assembly of all cases notified in conformity with § 10.1.8 provide in written form the reason(s) for its objection.

10.2 Adoption of Recommendations

10.2.1 Principles for the adoption of a new or revised Recommendation

10.2.1.1 A draft Recommendation (new or revised) shall be considered to be adopted by the Study Group if not opposed by any delegation representing a Member State attending the meeting or responding to the correspondence. If a delegation of a Member State opposes the adoption, the Chairman of the Study Group shall consult with the delegation concerned in order for the objection to be resolved. In the case where the Chairman of the Study Group cannot resolve the objection, the Member State shall provide in written form the reason(s) for its objection.

10.2.1.2 If there is an objection to the text that cannot be resolved, one of the following procedures, whichever is applicable, shall be followed:

a) if this Recommendation is in response to Questions of Category C1 (see Resolution ITU-R 5) or to other matters relating to a WRC, the text shall be forwarded to the Radiocommunication Assembly;

b) in other cases, the Study Group Chairman shall, taking into account the views expressed by the delegations of the Member States attending the meeting:

– forward the text with the objection, and the reasons for the objection as mentioned above, together with sufficient evidence reached by consensus that the technical objection has already been adequately addressed, to the Radiocommunication Assembly, if there is no other Study Group meeting scheduled before the Radiocommunication Assembly,

or

– if there is another meeting of the Study Group before the Radiocommunication Assembly, refer the text back to the Working Party or Task Group, as appropriate, giving the reasons for such objection so that the matter may be considered and resolved in the relevant meeting. Should at the subsequent meeting of the Study Group considering the report of the reporting WP, the objection is maintained the Chairman of the Study Group shall forward the issue to the Radiocommunication Assembly.

In all cases, the Radiocommunication Bureau shall send, as soon as possible, to the Radiocommunication Assembly, Task Group or Working Party, as appropriate, the reasons given by the Study Group Chairman, in consultation with the Director, for the decision and the detailed objection from the administration that objected to the draft new or revised Recommendation.

~~10~~13.2.2.2 Procedure for adoption at a Study Group meeting

~~10.2.2.1 Upon request of the Study Group Chairman, the Director shall explicitly indicate the intention to seek adoption of new or revised Recommendations at a Study Group meeting when announcing the convening of the relevant Study Group meeting. The announcement shall include summaries of the proposals (i.e. summaries of the new or revised Recommendations). Reference shall be provided to the document where the text of the draft of the new or revised Recommendation may be found.~~

~~This information shall be distributed to all Member States and Sector Members and should be sent by the Director so that it shall be received, so far as practicable, at least~~ ~~two months before the meeting.~~

~~10~~13.2.2.2.~~2~~1 A Study Group may consider and adopt draft new or revised ~~Recommendations~~Questions, when the draft texts ~~have been prepared sufficiently far in advance of the Study Group meeting so that the draft texts will have been~~ are available in electronic form at ~~least four weeks prior to~~ the start of the Study Group meeting.

~~10.2.2.3 The Study Group should agree summaries of draft new Recommendations and summaries of draft revisions to Recommendations, these summaries being included in subsequent Administrative Circulars relating to the approval process.~~

~~10.2.3 Procedure for adoption by a Study Group by correspondence~~

~~10~~13.2.3 Approval

13.2.3.1 When a draft new or revised ~~Recommendation has not been anticipated for specific inclusion in the agenda of a Study Group meeting, the participants at the Study Group meeting may decide, after due consideration, to seek adoption of the draft new or revised Recommendation by the Study Group by correspondence (see also § 2.10).~~

~~10.2.3.2 The Study Group should agree summaries of draft new Recommendations and summaries of draft revisions to Recommendations.~~

~~10.2.3.3 Immediately following the Study Group meeting, the Director should circulate these draft new or revised Recommendations to all Member States and Sector Members participating in the work of the Study Group for full Study Group consideration by correspondence.~~

~~10.2.3.4 The period for Study Group consideration shall be two months following the circulation of the draft new or revised Recommendations.~~

~~10.2.3.5 If, within this period for Study Group consideration, no objections are received from Member States, the draft new or revised Recommendation shall be considered to be adopted by the Study Group.~~

~~10.2.3.6 A Member State objecting to the adoption shall inform the Director and the Chairman of the Study Group of the reasons for the objection, and the Director shall make the reasons available to the next meeting of the Study Group and its relevant Working Party.~~

~~**10.3 Procedure for the simultaneous adoption and approval by correspondence**~~

~~10.3.1 When a Study Group is not in a position to adopt the draft new or revised Recommendation according to the provisions of §§ 10.2.2.1 and 10.2.2.2, the Study Group shall use the procedure for simultaneous adoption and approval (PSAA) by correspondence, if there is no objection by any Member State attending the meeting.~~

~~10.3.2 Immediately following the Study Group meeting, the Director should circulate these draft new or revised Recommendations to all Member States and to Sector Members.~~

~~10.3.3 The period for consideration shall be two months following the circulation of the draft new or revised Recommendations.~~

~~10.3.4 If, within this period for consideration, no objection is received from a Member State, the draft new or revised Recommendation shall be considered to be adopted by the Study Group. Since the PSAA procedure has been followed, such adoption is considered to constitute approval and the procedure for approval in § 10.4 is unnecessary.~~

~~10.3.5 If, within this period for consideration, an objection is received from a Member State, the draft new or revised Recommendation shall be considered as not adopted, and the procedure described in § 10.2.1.2 shall apply. A Member State objecting to the adoption shall inform the Director and the Chairman of the Study Group of the reasons for the objection, and the Director shall make the reasons available to the next meeting of the Study Group and its relevant Working Party.~~

~~**10.4 The procedure for the approval of new or revised Recommendations**~~

~~10.4.1 When a draft new or revised Recommendation~~Question has been adopted by a Study Group, by the procedures given in § ~~10~~13.2.2, then the text shall be submitted for approval by Member States.

~~10.4~~13.2.3.2 Approval of new or revised ~~Recommendations~~Questions may be sought:

– by consultation of the Member States as soon as the text has been adopted by the relevant Study Group ~~at its meeting or by correspondence~~;

– if justified, at a Radiocommunication Assembly.

~~10.4~~13.2.3.3 At the Study Group meeting where a draft new or revised Question is adopted ~~or where it is decided to seek adoption by Study Group correspondence~~, the Study Group shall decide to submit the draft new or revised ~~Recommendation~~Question for approval either at the next Radiocommunication Assembly or by consultation of the Member States~~, unless the Study Group has decided to use the PSAA procedure as described in § 10.3~~.

~~10.4~~13.2.3.4 When it is decided to submit a draft new or revised Question for approval, with detailed justification, to the Radiocommunication Assembly, the Study Group Chairman shall inform the Director and request that he takes the necessary action to ensure that it is included in the agenda for the Assembly.

~~10.4~~13.2.3.5 When it is decided to submit a draft new or revised Question for approval by consultation, the following conditions and procedures apply~~.~~:

~~10.4~~13.2.3.5.1 For the application of the approval procedure by consultation, within one month of a Study Group's adoption of a draft new or revised ~~Recommendation~~Question, according to

~~one of the methods in~~ § ~~10~~13.2.2, the Director shall request Member States to indicate within two months whether they approve or do not approve the proposal. This request shall be accompanied by the complete final text of the draft new ~~Recommendation, or the complete final text, or modified parts of, the~~or revised ~~Recommendation~~Question.

~~10.4.5.2 The Director shall also advise Sector Members participating in the work of the relevant Study Group under the provisions of Article 19 of the Convention, that Member States are being asked to respond to a consultation on a proposed new or revised Recommendation. This advice should be accompanied by the complete final texts, or revised parts of the texts, for information only.~~

~~10.4.5.3 If 70 per cent or more of the replies from Member States indicate approval, the proposal shall be accepted. If the proposal is not accepted, it shall be referred back to the Study Group.~~

~~Any comments received along with responses to the consultation shall be collected by the Director and submitted to the Study Group for consideration.~~

~~10.4~~13.2.3.5.2   The Director shall also advise Sector Members participating in the work of the relevant Study Group under the provisions of Article 19 of the Convention, that Member States are being asked to respond to a consultation on a proposed new or revised Question. This advice should be accompanied by the complete final texts for information only.

13.2.3.5.3   If 70 per cent or more of the replies from Member States indicate approval, the proposal shall be accepted. If the proposal is not accepted, it shall be referred back to the Study Group.

Any comments received along with responses to the consultation shall be collected by the Director and submitted to the Study Group for consideration.

13.2.3.5.4   Those Member States who indicate that they do not approve the draft new or revised ~~Recommendation~~Question shall provide their reasons and should be invited to participate in the future consideration by the Study Group and its Working Parties and Task Groups.

~~10.4~~13.2.3.6   Should minor, purely editorial amendments or correction of evident oversights or inconsistencies in the text as presented for approval be necessary, the Director may correct these with the agreement of the Chairman of the relevant Study Group(s).

~~10.4.7   ITU will publish the approved new or revised Recommendations in the official languages of the Union as soon as practicable.~~

~~10.4.8   Any Member State or Sector Member considering itself to be adversely affected by a Recommendation approved in the course of a study period may refer its case to the Director who shall submit it to the relevant Study Group for prompt attention.~~

~~10.4.9   The Director shall inform the next Radiocommunication Assembly of all cases notified in conformity with § 10.4. 8.~~

~~11   Updating or deletion of ITU-R Recommendations and Questions~~

~~11.1   In view of translation and production costs, any updating of ITU-R Recommendations or Questions for which substantial revision has not been made within the last 10-15 years should, as far as possible, be avoided.~~

11.2 Radiocommunication Study Groups (including CCV) should continue to review maintained Recommendations and Questions, particularly older texts, and, if they are found to be no longer necessary or obsolete, should propose their revision or deletion. In this process, the following factors should be taken into account:

– if the contents of the Recommendations or Questions still have validity, are they really so useful as to be continuously applicable to ITU-R?

– is there another Recommendation or Question developed later which handles the same (or quite similar) topic(s) and could cover the points included in the old text?

– in the case that only a part of the Recommendation or Question is regarded as still useful, the possibility to transfer the relevant part to another Recommendation or Question developed later.

11.3 To facilitate the review work, the Director shall endeavour, before each Radiocommunication Assembly, in consultation with the Chairmen of the Study Groups, to prepare lists of ITU-R Recommendations or Questions that may be identified in § 11.1. After the review by the relevant Study Groups, the results should be reported to the next Radiocommunication Assembly through the Chairmen of the Study Groups.

11.413.2.4 Editorial revision

13.2.4.1 Radiocommunication Study Groups (including CCV) are encouraged, where appropriate, to editorially update maintained Recommendations or Questions in order to reflect recent changes, such as:

– ITU structural changes;

– renumbering of Radio Regulation provisions[7] resulting from the simplification of the Radio Regulations[5], provided the Radio Regulation provision text is not changed, e.g. removal of "S" from referenced Radio Regulation Article provisions;

updating of cross-references between ITU-R Recommendations;

deleting references to Questions that are no longer in force.

11.5 updating of cross-references between ITU-R texts.

13.2.4.2 Editorial revisions should not be regarded as draft revisions of Questions as specified in §§ 13.2.2 to 13.2.3, but each editorially updated Questions should be accompanied, until the next revision, by a footnote stating "Radiocommunication Study Group (*nomenclature of Study Group to be inserted as appropriate*) made editorial amendments to this Question in the year (*insert year in which amendments have been made*) in accordance with Resolution ITU-R 1".

13.3 Suppression

13.3.1 Each Study Group shall identify, to the Director, Questions that may be suppressed because studies have been completed, may no longer be necessary or have been superseded. Decisions to delete Questions should take into account the status of telecommunication technology, which may differ from country to country and between Regions.

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[7] The Radiocommunication Bureau should be consulted in this respect.

[5] The Radiocommunication Bureau should be consulted in this respect.

13.3.2   The deletion of existing Questions shall follow a two-stage process:

–   agreement to the deletion by a Study Group if no delegation representing a Member State attending the meeting opposes the deletion;

–   following this agreement to delete, approval by Member States, by consultation, or forward of the relevant proposals to the next Radiocommunication Assembly, with justification for the action.

Approval of the deletion of Questions by consultation shall be undertaken by using the procedures described in § 13.2.3. The Questions proposed for deletion may be listed in the same Administrative Circular treating draft Questions under these procedures.

14   ITU-R Recommendations

14.1   Definition

An answer to a Question, part(s) of a Question or topics referred to in § 3.1.2, which, within the scope of existing knowledge, research and available information, normally provides recommended specifications, requirements, data or guidance for recommended ways of undertaking a specified task; or recommended procedures for a specified application, and which is considered to be sufficient to serve as a basis for international cooperation in a given context in the field of radiocommunications.

As a result of further studies, taking into account developments and new knowledge in the field of radiocommunications, Recommendations are expected to be revised and updated (see § 14.2). However, in the interests of stability, Recommendations should not normally be revised more frequently than every two years, unless the proposed revision, which complements rather than changes the agreement reached in the previous version, urgently needs to be included, or unless significant errors or omissions are identified.

Each Recommendation should include a brief "scope" clarifying the objective of the Recommendation. The scope should remain in the text of the Recommendation after its approval.

NOTE 1 – When Recommendations provide information on various systems relating to one particular radio application, they should be based on criteria relevant to the application, and should include, where possible, an evaluation of the recommended systems, using those criteria. In such cases, the relevant criteria and other pertinent information are to be determined, as appropriate, within the Study Group.

NOTE 2 – Recommendations should be drafted taking account of the Common Patent Policy for ITU-T/ITU-R/ISO/IEC on intellectual property rights, as given in Annex 1.

NOTE 3 – Study Groups may develop wholly within the Study Group itself, without the need for concurrence by other Study Groups, Recommendations that include "protection criteria" for radiocommunication services within their mandate. However, Study Groups developing Recommendations that include sharing criteria for radiocommunication services must obtain agreement, prior to their adoption, of the Study Groups responsible for those services.

NOTE 4 – A Recommendation may contain certain definitions of specific terms that do not necessarily apply elsewhere; however the applicability of the definitions should be clearly explained in the Recommendation.

14.2 Adoption and approval

14.2.1 General considerations

14.2.1.1When a study has reached a mature state, based on a consideration of existing ITU-R documentation and of contributions from Member States, Sector Members, Associates or Academia, and has resulted in a draft new or revised Recommendation as agreed by the appropriate subordinate group, the approval process to be followed is in two stages:

– adoption by the Study Group concerned; dependent on circumstances, the adoption may take place at a Study Group meeting or by correspondence following the Study Group meeting (see § 14.2.2);

– following adoption, approval by the Member States, either by consultation between Radiocommunication Assemblies or at a Radiocommunication Assembly (see § 14.2.3).

If there is no objection by any Member State attending the meeting, when adoption of a draft new or revised Recommendation is sought by correspondence, its approval is undertaken simultaneously (PSAA procedure). This procedure shall not be applied to ITU-R Recommendations incorporated by reference in the Radio Regulations.

14.2.1.2There may be exceptional circumstances where no Study Group meeting has been scheduled at a suitable time prior to a Radiocommunication Assembly, and where a Task Group or Working Party has prepared draft proposals for new or revised Recommendations which require urgent action. In these cases, if at its previous meeting the Study Group decides, the Study Group Chairman may submit such proposals directly to the Radiocommunication Assembly with justification, and should outline the reasons for such urgent action.

14.2.1.3Approval may only be sought for a draft new or revised Recommendation within the Study Group's mandate as defined by the Questions allocated to it in accordance with Nos. 129 and 149 of the Convention or by topics within the scope of Study Group (see § 3.1.2). Approval may however also be sought for revision of an existing Recommendation within the Study Group's mandate for which no current Question exists.

as specified in § 14.2.1.4 Where a draft Recommendation (or revision) falls, exceptionally, within the scope of more than one Study Group, the Chairman of the Study Group proposing the approval should consult and take into account the views of all the other Study Group Chairmen concerned before proceeding with the procedures below. Where a draft Recommendation (or revision) has been developed by a Joint Working Party or a Joint Task Group (see § 3.2.5), all the relevant Study Groups shall agree the draft Recommendation or adopt it according to the procedures for adoption specified in section 14.2.2. In cases where adoption has been reached by all the relevant Study Groups, the procedures for approval specified in section 14.2.3 shall be applied only once. Otherwise, the procedures for simultaneous adoption and approval by correspondence specified in section 14.2.4 shall be applied only once.

14.2.1.5The Director shall promptly notify, by circular letter, the results of the above procedure, indicating the date of entry into force, as appropriate.

14.2.1.6Should minor, purely editorial amendments or the correction of evident oversights or inconsistencies in the text be necessary, the Director may correct these with the agreement of the Chairman of the relevant Study Group(s).

14.2.1.7Any Member State or Sector Member considering itself to be adversely affected by a Recommendation approved in the course of a study period may refer its case to the Director, who shall submit it to the relevant Study Group for prompt attention.

14.2.1.8The Director shall inform the next Radiocommunication Assembly of all cases notified in conformity with § 14.2.1.7.

14.2.1.9   Updating or deletion of ITU-R Recommendations

14.2.1.9.1   In view of translation and production costs, any updating of ITU-R Recommendations for which substantial revision has not been made within the last 10-15 years should, as far as possible, be avoided.

14.2.1.9.2   Radiocommunication Study Groups (including CCV) should continue to review maintained Recommendations, particularly older texts, and, if they are found to be no longer necessary or obsolete, should propose their revision or deletion. In this process, the following factors should be taken into account:

–   if the contents of the Recommendations still have validity, are they really so useful as to be continuously applicable to ITU-R?

–   is there another Recommendation developed later which handles the same (or quite similar) topic(s) and could cover the points included in the old text?

–   in the case that only a part of the Recommendation is regarded as still useful, the possibility to transfer the relevant part to another Recommendation developed later.

14.2.1.9.3 To facilitate the review work, the Director shall endeavour, before each Radiocommunication Assembly, in consultation with the Chairmen of the Study Groups, to prepare lists of ITU-R Recommendations that may be identified in § 14.2.1.9.1. After the review by the relevant Study Groups, the results should be reported to the next Radiocommunication Assembly through the Chairmen of the Study Groups.

14.2.2   Adoption

14.2.2.1   Main elements regarding the adoption of a new or revised Recommendation

14.2.2.1.1   A draft Recommendation (new or revised) shall be considered to be adopted by the Study Group if not opposed by any delegation representing a Member State attending the meeting or responding to the correspondence. If a delegation of a Member State opposes the adoption, the Chairman of the Study Group shall consult with the delegation concerned in order for the objection to be resolved. In the case where the Chairman of the Study Group cannot resolve the objection, the Member State shall provide in written form the reason(s) for its objection.

14.2.2.1.2   If there is an objection to the text that cannot be resolved, one of the following procedures, whichever is applicable, shall be followed:

a)   if this Recommendation is in response to Questions of Category C1 (see Resolution ITU-R 5) or to other matters relating to a WRC, the Study Group Chairman shall forward it to the Radiocommunication Assembly;

b)   in other cases, the Study Group Chairman shall:

–   forward the text to the Radiocommunication Assembly, if there is no other Study Group meeting scheduled before the Radiocommunication Assembly and provided that there is a consensus that the technical objections/concerns have already been adequately addressed; in so doing, the Chairman of the Study Group shall include the objection and its associated reasons,

or

–   if there is another meeting of the Study Group before the Radiocommunication Assembly, refer the text back to the Working Party or Task Group, as appropriate, giving the reasons for such objection so that the matter may be considered and resolved in the relevant meeting. Should at the subsequent meeting of the Study Group considering the report of the reporting WP, the objection is maintained, the Chairman of the Study Group shall forward the issue to the Radiocommunication Assembly.

In all cases, the Radiocommunication Bureau shall send, as soon as possible, to the Radiocommunication Assembly, Task Group or Working Party, as appropriate, the reasons given by the Study Group Chairman, in consultation with the Director, for the decision and the detailed objection from the administration that objected to the draft new or revised Recommendation.

14.2.2.2   Procedure for adoption at a Study Group meeting

14.2.2.2.1   Upon request of the Study Group Chairman, the Director shall explicitly indicate the intention to seek adoption of new or revised Recommendations at a Study Group meeting when announcing the convening of the relevant Study Group meeting. The announcement shall include summaries of the proposals (i.e. summaries of the new or revised Recommendations). Reference shall be provided to the document where the text of the draft of the new or revised Recommendation may be found.

This information shall be distributed to all Member States and Sector Members and should be sent by the Director so that it shall be received, so far as practicable, at least four weeks before the meeting.

14.2.2.2.2   A Study Group may consider and adopt draft new or revised Recommendations, when the draft texts have been prepared sufficiently far in advance of the Study Group meeting so that the draft texts will have been available in electronic form at least four weeks prior to the start of the Study Group meeting.

14.2.2.2.3   The Study Group should agree summaries of draft new Recommendations and summaries of draft revisions to Recommendations, these summaries being included in subsequent Administrative Circulars relating to the approval process.

14.2.2.3   Procedure for adoption by a Study Group by correspondence

14.2.2.3.1   When a draft new or revised Recommendation has not been anticipated for specific inclusion in the agenda of a Study Group meeting, the participants at the Study Group meeting may decide, after due consideration, to seek adoption of the draft new or revised Recommendation by the Study Group by correspondence (see also § 3.1.6).

14.2.2.3.2   The Study Group should agree summaries of draft new Recommendations and summaries of draft revisions to Recommendations.

14.2.2.3.3   Immediately following the Study Group meeting, the Director should circulate these draft new or revised Recommendations to all Member States and Sector Members participating in the work of the Study Group for full Study Group consideration by correspondence.

14.2.2.3.4   The period for Study Group consideration shall be two months following the circulation of the draft new or revised Recommendations.

14.2.2.3.5   If, within this period for Study Group consideration, no objections are received from Member States, the draft new or revised Recommendation shall be considered to be adopted by the Study Group.

14.2.2.3.6   A Member State objecting to the adoption shall inform the Director and the Chairman of the Study Group of the reasons for the objection, and the Director shall make the reasons available to the next meeting of the Study Group and its relevant Working Party.

14.2.3   Approval

14.2.3.1   When a draft new or revised Recommendation has been adopted by a Study Group, by the procedures given in § 14.2.2, then the text shall be submitted for approval by Member States.

14.2.3.2   Approval of new or revised Recommendations may be sought:

–   by consultation of the Member States as soon as the text has been adopted by the relevant Study Group at its meeting or by correspondence;

–   if justified, at a Radiocommunication Assembly.

14.2.3.3   At the Study Group meeting where a draft new or revised Recommendation is adopted or where it is decided to seek adoption by Study Group by correspondence, the Study Group shall decide to submit the draft new or revised Recommendation for approval either at the next Radiocommunication Assembly or by consultation of the Member States, unless the Study Group has decided to use the procedure for simultaneous adoption and approval (PSAA) procedure as described in § 14.2.4.

14.2.3.4   When it is decided to submit a draft new or revised Recommendation for approval, with detailed justification, to the Radiocommunication Assembly, the Study Group Chairman shall inform the Director and request that he takes the necessary action to ensure that it is included in the agenda for the Assembly.

14.2.3.5   When it is decided to submit a draft new or revised Recommendation for approval by consultation, the following conditions and procedures apply:

14.2.3.5.1   For the application of the approval procedure by consultation, within one month of a Study Group's adoption of a draft new or revised Recommendation, according to one of the methods in § 14.2.2, the Director shall request Member States to indicate within two months whether they approve or do not approve the proposal. This request shall be accompanied by the complete final text of the draft new Recommendation, or the complete final text, or modified parts of, the revised Recommendation.

14.2.3.5.2   The Director shall also advise Sector Members participating in the work of the relevant Study Group under the provisions of Article 19 of the Convention, that Member States are being asked to respond to a consultation on a proposed new or revised Recommendation. This advice should be accompanied by the complete final texts, or revised parts of the texts, for information only.

14.2.3.5.3   If 70 per cent or more of the replies from Member States indicate approval, the proposal shall be accepted. If the proposal is not accepted, it shall be referred back to the Study Group.

Any comments received along with responses to the consultation shall be collected by the Director and submitted to the Study Group for consideration.

14.2.3.5.4   Those Member States who indicate that they do not approve the draft new or revised Recommendation shall provide their reasons and should be invited to participate in the future consideration by the Study Group and its Working Parties and Task Groups.

14.2.3.6   Should minor, purely editorial amendments or correction of evident oversights or inconsistencies in the text as presented for approval be necessary, the Director may correct these with the agreement of the Chairman of the relevant Study Group(s).

14.2.4   Simultaneous adoption and approval by correspondence

14.2.4.1   When a Study Group is not in a position to adopt the draft new or revised Recommendation according to the provisions of §§ 14.2.2.2.1 and 14.2.2.2.2, the Study Group shall use the procedure for simultaneous adoption and approval (PSAA) by correspondence, if there is no objection by any Member State attending the meeting.

14.2.4.2   Immediately following the Study Group meeting, the Director should circulate these draft new or revised Recommendations to all Member States and to Sector Members.

14.2.4.3   The period for consideration shall be two months following the circulation of the draft new or revised Recommendations.

14.2.4.4   If, within this period for consideration, no objection is received from a Member State, the draft new or revised Recommendation shall be considered to be adopted by the Study Group. Since the PSAA procedure has been followed, such adoption is considered to constitute approval and the procedure for approval in § 14.2.3 is unnecessary.

14.2.4.5   If, within this period for consideration, an objection is received from a Member State, the draft new or revised Recommendation shall be considered as not adopted, and the procedure described in § 14.2.2.1.2 shall apply. A Member State objecting to the adoption shall inform the Director and the Chairman of the Study Group of the reasons for the objection, and the Director shall make the reasons available to the next meeting of the Study Group and its relevant Working Party.

14.2.5   Editorial revision

14.2.5.1   Radiocommunication Study Groups (including CCV) are encouraged, where appropriate, to editorially update maintained Recommendations in order to reflect recent changes, such as:

–   ITU structural changes;

–   renumbering of Radio Regulation provisions[6], provided the Radio Regulation provision text is not changed;

–   updating of cross-references between ITU-R Recommendations;

–   deleting references to Questions that are no longer in force.

14.2.5.2   Editorial revisions should not be regarded as draft revisions of Recommendations as specified in §§ 14.2.2 to 14.2.4, but each editorially updated Recommendation should be accompanied, until the next revision, by a footnote stating "Radiocommunication Study Group (*nomenclature of Study Group to be inserted as appropriate*) made editorial amendments to this Recommendation in the year (*insert year in which amendments have been made*) in accordance with Resolution ITU-R 1".

11.6 14.2.5.3   Furthermore, editorial updating shall not be applied to the updating of ITU-R Recommendations incorporated by reference in the Radio Regulations. Such updating of ITU-R Recommendations shall be made through the two steps of adoption and approval procedures specified in § 10 §§ 14.2.2 and 14.2.3 of this Resolution.

14.3   Suppression

11.7 14.3.1   Each Study Group is encouraged to review the maintained Recommendations and, if they are found no longer necessary, should propose their deletion. Decisions to delete Recommendations or Questions should take into account the status of telecommunication technology, which may differ from country to country and between Regions. Therefore, even if some administrations are in favour of suppressing an old Recommendation or Question, technical/operational requirements addressed in that Recommendation may still be important for some other administrations.

11.8 14.3.2   The deletion of existing Recommendations and Questions shall follow a two-stage process:

–   agreement to the deletion by a Study Group if no delegation representing a Member State attending the meeting opposes the deletion;

–   following this agreement to delete, approval by Member States, by consultation.

Approval of the deletion of Recommendations and Questions by consultation may be undertaken when using either of the procedures described in § 10 14.2.3 or § 10 14.2.4. The Recommendations and Questions proposed for deletion may be listed in the same Administrative Circular treating draft Recommendations under either of these two procedures.

15   ITU-R Reports

15.1   Definition

A technical, operational or procedural statement, prepared by a Study Group on a given subject related to a current Question or the results of studies referred to in § 3.1.2.

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[6]   The Radiocommunication Bureau should be consulted in this respect.

15.2   Approval

15.2.1   Each Study Group may approve revised or new Reports, normally by consensus. Should one or more Member State(s) objects to any part of the Report, such objections could be reflected in the relevant part(s) of the Report as stated by the objecting Member State(s). In case where Member State(s) objects to the entire Report, its statement can be included in the first page of the Report, immediately after the title.

15.2.2   New or revised Reports developed jointly by more than one Study Group shall be approved by all the relevant Study Groups.

15.3   Suppression

15.3.1   Reports shall be deleted when they become outdated, irrelevant or superfluous. Such deletion should take into account the status of telecommunication technology, which may differ from country to country and between Regions. Therefore, even if some administrations are in favour of suppressing an old Report, technical/operational conditions addressed in that Report may still be important for some other administrations.

15.3.2   Each Study Group may delete Reports by consensus.

16   ITU-R Handbooks

16.1   Definition

A text which provides a statement of the current knowledge, the present position of studies, or of good operating or technical practice, in certain aspects of radiocommunications, which should be addressed to a radio engineer, system planner or operating official who plans, designs or uses radio services or systems, paying particular attention to the requirements of developing countries. It should be self-contained, require no familiarity with other ITU Radiocommunication texts or procedures, but should not duplicate the scope and content of publications readily available outside ITU.

16.2   Approval

Each Study Group may approve, normally by consensus but even in cases where some delegations express their opposition, revised or new Handbooks. The Study Group may authorize the approval of Handbooks by its concerned subordinate group.

16.3   Suppression

16.3.1   Handbooks shall be deleted when their material becomes irrelevant or outdated. Such deletion should take into account the status of telecommunication technology, which may differ from country to country and between Regions. Therefore, even if some administrations are in favour of suppressing an old Handbook, technical/operational information given in that Handbook may still be important for some other administrations.

16.3.2   Each Study Group may delete Handbooks by consensus.

17 ITU-R Opinions

17.1 Definition

A text containing a proposal or a request destined for another organization (such as other Sectors of ITU, international organizations, etc.) and not necessarily relating to a technical subject.

17.2 Approval

Each Study Group may approve, normally by consensus but even in cases where some delegations express their opposition, revised or new Opinions.

17.3 Suppression

17.3.1   Opinions shall be deleted when the proposal or request that they contain have been addressed. Such deletion should take into account the status of telecommunication technology, which may differ from country to country and between Regions.

17.3.2   Each Study Group may delete Opinions by consensus.

ANNEX 12

Common Patent Policy for ITU-T/ITU-R/ISO/IEC

The Common Patent Policy is available at http://www.itu.int/ITU-T/dbase/patent/patent-policy.html

ATTACHMENT 4

DRAFT REVISION TO RESOLUTION ITU-R 1-6

Working methods for the Radiocommunication Assembly, the Radiocommunication Study Groups, and the Radiocommunication Advisory Group

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

The ITU-Radiocommunication Assembly,

considering

a) that the duties and functions of the Radiocommunication Assembly are stated in Article 13 of the ITU Constitution and Article 8 of the ITU Convention;

b) that the duties, functions and organization of the Radiocommunication Study Groups and the Radiocommunication Advisory Group (RAG) are briefly described in Articles 11, 11A and 20 of the Convention;

c) that the General Rules of Conferences, Assemblies and Meetings of the Union have been adopted by the Plenipotentiary Conference,

noting

that the Director of the Radiocommunication Bureau is authorized by this Resolution, in close cooperation with RAG when needed, to periodically issue updated versions of guidelines on working methods which complement and are additional to this Resolution,

resolves

that the working methods and documentation of the Radiocommunication Assembly, the Radiocommunication Study Groups and the Radiocommunication Advisory Group shall be in accordance with Annex 1.

ANNEX 1

Working methods and documentation of the ITU-R

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PART 1

Working methods

1   Introduction

1.1   As mentioned in Article 12 of the Constitution, the Radiocommunication Sector, bearing in mind the particular concerns of developing countries, fulfils the purposes of the Union, as stated in Article 1 of the Constitution, relating to radiocommunication:

–   by ensuring the rational, equitable, efficient and economical use of the radio-frequency spectrum by all radiocommunication services, including those using the geostationary-satellite or other satellite orbits, subject to the provisions of Article 44 of this Constitution, and

–   by carrying out studies without limit of frequency range and adopting recommendations on radiocommunication matters.

1.2   The Radiocommunication Sector works through World and Regional Radiocommunication Conferences, the Radio Regulations Board, Radiocommunication Assemblies, Radiocommunication Study Groups, the Radiocommunication Advisory Group and the Radiocommunication Bureau, headed by the elected Director. This Resolution deals with the Radiocommunication Assembly, the Radiocommunication Study Groups and the Radiocommunication Advisory Group

1.3   The Radiocommunication Sector has as members, of right, the administrations of all Member States as well as any entity or organization which becomes a Sector Member in accordance with the relevant provisions of the Convention.

2 The Radiocommunication Assembly

2.1 Functions

2.1.1 The Radiocommunication Assembly shall:

– consider the reports of the Director of the Radiocommunication Bureau (hereinafter, the Director) and of the Chairmen of the Study Groups, the Chairman of the Conference Preparatory Meeting (CPM), the Chairman of the Radiocommunication Advisory Group (RAG) pursuant to No. 160I of the Convention, the Chairman of the Special Committee on Regulatory/Procedural Matters (SC), and the Chairman of the Coordination Committee for Vocabulary (CCV);

– approve, taking into account the priority, urgency and time-scale for the completion of the studies and the financial implications, the programme of work[1] (see Resolution ITU-R 5) arising from the review of:

  – existing and new Questions;

  – existing and new ITU-R Resolutions, and

  – topics to be carried forward to the next study period[2], as identified in the Study Group Chairmen Reports to the Radiocommunication Assembly;

– delete any Question that a Study Group Chairman, at two consecutive Assemblies, reports as having received no study contributions, unless a Member State, Sector Member or Associate reports that it is undertaking studies on that Question and will contribute the results of those studies prior to the next Assembly, or unless a newer version of the Question is approved;

– decide, in the light of the approved programme of work, on the need to maintain, terminate or establish Study Groups (see Resolution ITU-R 4), and allocate to each of them the Questions to be studied;

– give special attention to problems of particular interest to developing countries by grouping Questions of interest to the developing countries as far as possible, in order to facilitate their participation in the study of those Questions;

– review and approve revised or new ITU-R Resolutions;

– consider and approve draft Recommendations proposed by the Study Groups, and any other documents within its scope, or make arrangements for the delegation of the consideration and approval of draft Recommendations and other documents to the Study Groups, as set out elsewhere in this Resolution or in other ITU-R Resolutions, as appropriate;

– take note of the Recommendations approved since the last Radiocommunication Assembly, paying special attention to the Recommendations incorporated by reference within the Radio Regulations;

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[1] RAG should consider and recommend modifications to the programme of work in accordance with Resolution ITU-R 52.

[2] Where a study initiated without a Question is expected to continue beyond the date of the next Radiocommunication Assembly, an appropriate Question should be drafted for approval by the Assembly.

–   communicate to the following WRC a list of the ITU-R Recommendations containing text incorporated by reference in the Radio Regulations which have been revised and approved during the previous study period.

2.1.2   Heads of Delegations shall:

–   consider the proposals regarding the organization of the work and the establishment of relevant committees;

–   draw up the proposals concerning the designation of Chairmen and Vice-Chairmen of the committees, Study Groups, Special Committee on Regulatory/Procedural Matters, Conference Preparatory Meeting, the Radiocommunication Advisory Group, and the Coordination Committee for Vocabulary, taking into account Resolution ITU-R 15.

2.1.3   In accordance with No. 137A of the Convention, and the provisions of Article 11A of the Convention, the Radiocommunication Assembly may assign specific matters within its competence, except those relating to the procedures contained in the Radio Regulations, to the Radiocommunication Advisory Group for advice on the action required on those matters.

2.1.4   Based on the reports from the relevant Study Group Chairmen, as appropriate, the Radiocommunication Assembly shall report to the next World Radiocommunication Conference on the progress in matters that may be included in agendas of future Radiocommunication Conferences as well as on the progress of ITU-R studies in response to requests made by previous Radiocommunication Conferences.

2.1.5   A Radiocommunication Assembly may express its opinion relating to the duration or agenda of a future Assembly or, when appropriate, to the application of the provisions of Section 4 of the General Rules of Conferences, Assemblies and Meetings of the Union relating to the cancellation of a Radiocommunication Assembly.

2.1.6   The Director shall issue, including in electronic form, information that will include preparatory documents for the Radiocommunication Assembly.

2.2   Structure

2.2.1   The Radiocommunication Assembly, in undertaking the duties assigned to it in Article 13 of the Constitution, Article 8 of the Convention and the General Rules of Conferences, Assemblies and Meetings of the Union, shall conduct the work of each Assembly by setting up committees, as may be required, to address organization, work programme, budget control, and editorial matters.

2.2.2   In addition to committees mentioned in § 2.2.1, the Radiocommunication Assembly shall also establish a Steering Committee, presided over by the Chairman of the Assembly, and composed of the Vice-Chairmen of the Assembly and the Chairmen and Vice-Chairmen of the Committees.

2.2.3   All committees referred to in § 2.2.1 shall cease to exist with the closing of the Radiocommunication Assembly except, if required, the Editorial Committee. The Editorial Committee shall be responsible for aligning and perfecting the form of any texts prepared during the meeting and of any amendments made by the Radiocommunication Assembly to texts.

2.2.4   The Radiocommunication Assembly may also establish, by Resolution, committees or groups that meet to address specific matters, if required. The terms of reference should be contained in the establishing Resolution.

3   Radiocommunication Study Groups

3.1   Functions

3.1.1   Each Study Group shall perform an executive role, including the planning, scheduling, supervision, delegation and approval of the work and other related matters.

3.1.2   The work of each Study Group, within the scope defined in Resolution ITU-R 4, shall be organized by the Study Group itself on the basis of proposals by its Chairman in consultation with the Vice-Chairmen. New or revised Questions or Resolutions approved by the Radiocommunication Assembly on topics referred to it by the Plenipotentiary Conference, any other conference, the Council or the Radio Regulations Board, pursuant to No. 129 of the Convention, shall be studied. In accordance with Nos. 149 and 149A of the Convention and Resolution ITU-R 5, studies on topics within the scope of the Study Group may be undertaken without Questions.

3.1.3   Each Study Group shall maintain a plan for its work that considers a period of at least four years ahead, taking due account of the related schedule of World Radiocommunication Conferences and Radiocommunication Assemblies. The plan may be reviewed at each meeting of the Study Group.

3.1.4   The Study Groups may establish subgroups necessary to facilitate the completion of their work. With the exception of Working Parties, introduced in § 3.2.2, the terms of reference and milestones of subgroups established during a Study Group meeting shall be reviewed and adjusted at each Study Group meeting as appropriate.

3.1.5   When Working Parties, Task Groups or Joint Task Groups (defined in § 3.2) are assigned preparatory studies on matters to be considered by World or Regional Radiocommunication Conferences (see Resolution ITU-R 2), the work should be coordinated by the relevant Study Groups, Working Parties and Task Groups. The final reports of the Working Parties, Task Groups or Joint Task Groups may be submitted directly to the Conference Preparatory Meeting (CPM) process, normally at the meeting called to consolidate Study Group texts into the draft CPM Report, or exceptionally via the relevant Study Group.

3.1.6   Electronic means of communication shall be used as far as possible to facilitate the work of Study Groups, Working Parties, Task Groups and other subordinate groups, both during and between their respective meetings.

3.1.7   The Director will maintain a list of Member States, Sector Members, Associates and Academia participating in each Study Group, Working Party or Task Group and exceptionally, Joint Rapporteur Groups if so deemed necessary (see § 3.2.8).

3.1.8   Matters of substance, within the scope of a Study Group, may only be considered within Study Groups, Working Parties, Joint Working Parties, Task Groups, Joint Task Groups, Rapporteur Groups, Joint Rapporteur Groups and Correspondence Groups (defined in § 3.2) as well as within Intersector Rapporteur Groups (see § 8.1.3).

3.1.9   The Study Group Chairmen, in consultation with their Vice-Chairmen and with the Director, shall plan the schedule of Study Group, Task Group and Working Party meetings for the forthcoming period, taking account of the budget allocated to Study Group activities. The Chairmen shall consult with the Director to ensure that the provisions of §§ 3.1.11 and 3.1.12 below are appropriately considered especially as they apply to available resources.

3.1.10   Study Groups shall consider at their meetings, the draft Recommendations, Reports, Questions, progress reports and other texts prepared by Task Groups and Working Parties, as well as contributions submitted by the membership and Rapporteurs and/or Rapporteur Groups established by the same Study Group. To facilitate participation, a draft agenda shall be published in the Administrative Circular announcing the meeting, at latest, three months in advance of each meeting, indicating, to the extent possible, specific days for consideration of different topics.

3.1.11   For meetings held outside Geneva, the provisions of Resolution 5 (Kyoto, 1994) of the Plenipotentiary Conference shall apply. Invitations to hold meetings of the Study Groups or their Task Groups and Working Parties away from Geneva should be accompanied by a statement indicating the host's agreement to defray the additional expenditure involved and the host's acceptance of *resolves* 2 of Resolution 5 (Kyoto, 1994) which states "that invitations to hold development conferences and meetings of the Study Groups of the Sectors away from Geneva should not be accepted unless the host government provides at least adequate premises and the necessary furniture and equipment free of charge, except that in the case of developing countries equipment need not necessarily be provided free of charge by the host government, if the government so requests".

3.1.12   To ensure the efficient use of the resources of the Radiocommunication Sector and of the participants in its work and to reduce the amount of travel involved, the Director, in consultation with the Chairmen, shall establish and publish a programme of meetings in a timely manner. This programme should take into account relevant factors, including:

–   the expected participation when grouping the meetings of a certain Study Group, Working Parties or Task Groups;

–   the desirability of contiguous meetings on related topics;

–   the capacity of the ITU-Resources;

–   the requirements for documents to be used in meetings;

–   the need for coordination with the other activities of ITU and other organizations;

–   any directive issued by the Radiocommunication Assembly concerning the Study Group meetings.

3.1.13   A Study Group meeting should, wherever appropriate, be held immediately after Working Party and Task Group meetings. The draft agenda of such a Study Group meeting should contain the following points:

–   if some Working Parties and Task Groups have met earlier and have prepared draft Recommendations, for which the approval process in accordance with § 14 is to be applied, a list of such draft Recommendations, each accompanied by a summary of the new or revised Recommendation;

–   a description of the topics to be addressed by the Working Party and Task Group meetings just before the Study Group meeting for which draft Recommendations may be developed.

3.1.14   The draft agenda for Working Party and Task Group meetings, which are immediately followed by a Study Group meeting, should indicate as specifically as possible the topics to be addressed, and should indicate where it is anticipated that draft Recommendations are to be considered.

3.1.15   The Director shall issue, in electronic form, at regular intervals, information that will include:

–   an invitation to participate in the work of the Study Groups for the next meeting;

–   information on electronic access to relevant documentation;

–   a schedule of meetings with updates, as appropriate;

–   any other information that could be of assistance to the membership.

3.1.16   Study Groups, when reviewing Questions assigned to them in accordance with Resolutions ITU-R 4 and 5, should reach unanimous conclusions, and should use the following guidelines:

a)   Questions which are within the mandate of ITU-R:

This guideline ensures that Questions and their associated studies are related to the conduct of radiocommunication matters, in line with Nos. 150-154 and 159 of the Convention, "a) use of the radio-frequency spectrum in terrestrial and space radiocommunication and of the geostationary-satellite and other satellite orbits; b) characteristics and performance of radio systems; c) operation of radio stations; and d) radiocommunication aspects of distress and safety matters". However, new or revised Questions, when adopted, shall not include any reference to spectrum matters covering proposals on allocation unless requested under a Radiocommunication Assembly agenda item relating to the Question, or in a WRC Resolution seeking studies by ITU-R;

b)   Questions that relate to work being conducted by other international entities:

If such work is being conducted elsewhere, the Study Group should liaise with such other entities, in accordance with § 5.4 of this Resolution and Resolution ITU-R 9, to determine the most appropriate way to conduct the studies, with a view to taking advantage of external expertise.

3.1.17   Study Groups will grant high priority, for the continuation of their work, to the Questions meeting guidelines defined in § 3.1.16 above, with an intent to manage as efficiently as possible the scarce resources of ITU, taking into account the need to give appropriate priority to topics addressed to them by relevant ITU bodies, such as PPs, WRCs and RRB.

3.2   Structure

3.2.1   The Chairman of a Study Group may establish a Steering Committee composed of all Vice-Chairmen, Working Party Chairmen and their Vice-Chairmen, as well as the Chairmen of subgroups to assist in the organization of the work.

3.2.2   The Study Groups will normally set up Working Parties to study within their scope the Questions assigned to them, as well as topics in accordance with § 3.1.2 above. Working Parties are understood to exist over an undefined period to answer Questions and study the topics put before the Study Group. Each Working Party will study Questions and these topics, and will prepare draft Recommendations and other texts for consideration by the Study Group. To limit

the resource impact on the Radiocommunication Bureau, Member States, Sector Members, Associates and Academia[3], a Study Group shall establish by consensus and maintain only the minimum number of Working Parties.

3.2.3   A Study Group may also establish a minimum number of Task Groups, as necessary, to which it may assign the studies of those urgent issues and the preparation of those urgent Recommendations that cannot reasonably be carried out by a Working Party; appropriate liaison between the work of a Task Group and the Working Parties may be required. Given the urgent nature of the issues that need to be assigned to a Task Group, deadlines will be established for the completion of the work of a Task Group, and the Task Group will be disbanded upon completion of the assigned work.

3.2.4   Establishment of a Task Group shall be an action taken by a Study Group during its meeting and shall be the subject of a Decision. For each Task Group, the Study Group shall prepare a text listing:

–   the specific matters to be studied within the Question or topic assigned and the subject of the draft Recommendation(s) and/or draft Report(s) to be prepared;

–   the reporting date;

–   the name and address of the Chairman and any Vice-Chairmen.

In addition, for the case of an urgent Question or topic arising between Study Group meetings, such that it cannot reasonably be considered at a scheduled Study Group meeting, the Chairman, in consultation with the Vice-Chairmen and the Director, may take action to establish a Task Group, in a Decision indicating the urgent Question or topic to be studied. Such action shall be confirmed by the following Study Group meeting.

3.2.5   When necessary, to bring together inputs that cover multiple Study Groups, or to study Questions or topics requiring the participation of experts from more than one Study Group, Joint Working Parties (JWP) or Joint Task Groups (JTG) may be established by the Study Groups as proposed by the relevant Study Group Chairmen. A Joint Task Group may also be established by the decision of the first session of CPM to carry out studies in preparation for the next WRC, as specified in Resolution ITU-R 2. When Joint Working Parties or Joint Task Groups are disbanded, the Study Groups that established them or those in charge of the relevant Series of ITU-R documentation shall be responsible to revise or suppress the documentation that was developed by the joint groups.

3.2.6   In some cases, when urgent or specific issues arise that require analysis, it might be suitable for a Study Group, Working Party or Task Group to appoint a Rapporteur, with clearly defined terms of reference, who, being an expert, can carry out preliminary studies or conduct a survey among Member States, Sector Members, Associates and Academia participating in the work of the Study Groups, mainly by correspondence. The method used by the Rapporteur, be it via personal study or survey, is not guided by working methods but is the choice of the individual Rapporteur. Therefore, the results of that work are assumed to represent the views of the Rapporteur. It might also be useful to appoint a Rapporteur to prepare draft Recommendation(s) or other ITU-R texts. In this case, the preparation of draft Recommendation(s) or other ITU-R texts

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[3]   The term Academia includes colleges, institutes, universities and their associated research establishments concerned with the development of telecommunications/ICT which are admitted to participate in the work of ITU-R (see Resolution 169 (Rev. Busan, 2014) of the Plenipotentiary Conference and Resolution ITU-R 63).

should be clearly mentioned in the terms of reference and the Rapporteur should submit the drafts as a contribution to the parent group in sufficient time before the meeting to allow for comments.

3.2.7   A Rapporteur Group may also be established by a Study Group, Working Party or Task Group to handle urgent or specific issues that require analysis. A Rapporteur Group, differs from the Rapporteur in that, in addition to an appointed Rapporteur, the Rapporteur Group has a membership and the results of the Rapporteur Group shall represent the agreed consensus of the Group or reflect the diversity of views of the participants in the Group. A Rapporteur Group must have clearly defined terms of reference. As much work as possible should be performed by correspondence. However, if necessary, a Rapporteur Group may hold a meeting to further its work. The work of the Rapporteur Group shall be conducted with limited support provided by BR.

3.2.8   In addition to the above, in some special cases, the establishment of a Joint Rapporteur Group (JRG) consisting of Rapporteur(s) and other experts from more than one Study Group might be envisaged. A Joint Rapporteur Group should report to the Working Parties or Task Groups of the relevant Study Groups. The provisions in § 3.1.7 concerning Joint Rapporteur Groups will apply only to those Joint Rapporteur Groups which have been identified as requiring special support by the Director in consultation with the Chairmen of the relevant Study Groups.

3.2.9   Correspondence Groups may also be established under the leadership of an appointed Correspondence Group Chairman. The Correspondence Group differs from the Rapporteur Group in that the Correspondence Group performs its work only via electronic correspondence and no meetings are required. A Correspondence Group must have clearly defined Terms of Reference and may be established and its Chairman appointed by a Working Party, a Task Group, a Study Group, CCV, or RAG.

3.2.10   Participation in the work of the Rapporteur, Joint Rapporteur and Correspondence Groups of the Study Groups is open to representatives of Member States, Sector Members, Associates[4] and Academia. Participation in the work of the Rapporteur and Correspondence Groups of RAG is open to representatives of Member States, representatives of Sector Members, and to Chairmen of the Study Groups. Any views expressed and documentation submitted to these groups should indicate the Member State, Sector Member, Associate or Academia, as appropriate, making the submission.

3.2.11   Each Study Group may nominate liaison Rapporteur(s) to the CCV to ensure that the technical vocabulary and the grammar in the approved texts are correct. In that case, the Rapporteur(s) would also ensure that the approved texts are aligned and have the same meaning in the six languages of ITU and are easily comprehensible to all users. The agreed texts are provided by BR to the designated Rapporteur(s) as and when they become available in the official languages.

4   The Radiocommunication Advisory Group

4.1   As stipulated in § 2.1.3, specific matters within the competence of the Radiocommunication Assembly, except those relating to the procedures contained in the Radio

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[4]   For the rights of Associates, see Resolution ITU-R 43.

Regulations, may be assigned to the Radiocommunication Advisory Group for advice on the action required on those matters.

4.2   The Radiocommunication Advisory Group is authorized in accordance with Resolution ITU-R 52 to act on behalf of the Assembly in the period between Assemblies.

4.3   In accordance with No. 160G of the Convention, the Radiocommunication Advisory Group adopts its own working procedures compatible with those adopted by the Radiocommunication Assembly.

5   Preparations for World and Regional Radiocommunication Conferences

5.1   The procedures outlined in Resolution ITU-R 2 apply to the preparation for World Radiocommunication Conferences (WRCs). As appropriate, they may be adapted by a Radiocommunication Assembly to apply to the case of a Regional Radiocommunication Conference (RRC).

5.2   Preparations for WRCs will be carried out by CPM (see Resolution ITU-R 2).

5.3   Questionnaires issued by the Bureau should be limited to the required technical and operational characteristics to perform the necessary studies, unless such questionnaires stem from a decision of a WRC or RRC.

5.4   The Director shall issue, including in electronic form, information that will include CPM preparatory documents and final Reports.

6   The Special Committee for Regulatory and Procedural Matters

6.1   The functions and working methods of the Special Committee for Regulatory and Procedural Matters are contained in Resolution ITU-R 38.

7   The Coordination Committee for Vocabulary

7.1   The functions and working methods of the Coordination Committee for Vocabulary are contained in Resolution ITU-R 36.

8   Other considerations

8.1   Coordination among Study Groups, Sectors and with other international organizations

8.1.1   Meetings of Study Group Chairmen and Vice-Chairmen

After each Radiocommunication Assembly, as well as when the need arises, the Director will call a meeting of the Chairmen and Vice-Chairmen of Study Groups and may invite Chairmen and Vice-Chairmen of Working Parties and other subordinate groups. At the discretion of the Director, other experts may be invited on an *ex-officio* basis. The purpose of the meeting is to ensure the

most effective conduct and coordination of the work of the Study Groups, in particular regarding studies in response to relevant ITU-R Resolutions, with the view to avoid duplication of work between several Study Groups. The Director shall serve as Chairman of this meeting. If appropriate, such meetings could be held by electronic means, such as telephone or video conferences or using the Internet.

8.1.2   Liaison Rapporteurs

Coordination between Study Groups may be ensured by the appointment of Study Group Liaison Rapporteurs to participate in the work of the other Study Groups, the Coordination Committee for Vocabulary or relevant groups of the other two Sectors.

8.1.3   Intersector Groups

In specific instances, complementary work on certain topics may be conducted by Study Groups in the Radiocommunication Sector, as well as in the Telecommunication Standardization Sector, and the Telecommunication Development Sector. In such circumstances, it may be agreed between the two Sectors or among the three Sectors to establish an Intersector Coordination Group (ICG) or an Intersector Rapporteur Group (IRG). For details on these groups, see Resolutions ITU-R 6 and ITU-R 7.

8.1.4   Other international organizations

When cooperation and coordination with other international organizations is necessary, the interface shall be provided by the Director. Liaison on specific technical matters, following consultation with the Director, may be carried out by Working Parties or Task Groups, or by a representative appointed by a Study Group. For details on this process, see Resolution ITU-R 9.

8.2   Director's Guidelines

8.2.1   As a complement to this Resolution, it is the duty of the Director to periodically issue updated versions of guidelines on the working methods and procedures within the Radiocommunication Bureau (BR) which may affect the work of Study Groups and their subordinate groups (see *noting*). The guidelines need also to include matters relating to the provision of meetings and correspondence groups, as well as aspects concerning documentation. In particular, the guidelines contain the common format for ITU-R Recommendations developed by RAG.

8.2.2   The guidelines issued by the Director shall contain guidance on preparation of contributions, the deadlines for their submission and details of the various types of documents, including reports and documents prepared by Chairmen, and liaison statements. The guidelines should also address practical matters concerning the effective distribution of documents by electronic means.

PART 2

Documentation

9   General principles

In the following sections 9.1 and 9.2, "texts" is used for ITU-R Resolutions, Decisions, Questions, Recommendations, Reports, Handbooks and Opinions, as defined in § 11 to § 17.

9.1   Presentation of texts

9.1.1   Texts should be as brief as possible, taking account of the necessary content, and should relate directly to the Question/topic or part of the Question/topic being studied.

9.1.2   Each text should include a reference to related texts and, where appropriate, to pertinent items of the Radio Regulations, without any interpretation or qualifications of the Radio Regulations or suggesting any change to an allocation status.

9.1.3   Texts shall be presented showing their number (including, for Recommendations and Reports, their series), their title and an indication of the year of their initial approval, and, where appropriate, the year of approval of any revisions.

9.1.4   Annexes, Attachments, and Appendices to any of these texts should be considered equivalent in status, unless otherwise specified.

9.2   Publications of texts

9.2.1   All texts shall be published in electronic form as soon as possible after approval and may also be made available in paper form subject to the publication policy of ITU.

9.2.2   Approved new or revised Recommendations and Questions will be published in the official languages of the Union as soon as practicable.

10   Preparatory documentation and contributions

10.1   Preparatory documentation for Radiocommunication Assemblies

Preparatory documentation shall include:

–   draft texts, prepared by Study Groups, for approval;

–   a Report from the Chairman of each Study Group, SC, CCV, RAG[4] and CPM, reviewing activities since the preceding Radiocommunication Assembly, including from each Study Group Chairman a list of:

   –   topics identified to be carried forward to the next study period;

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4   Pursuant to No. 160I of the Convention, RAG prepares a Report for the Radiocommunication Assembly, submitted through the Director of BR.

– Questions and Resolutions for which no input documentation has been received for the period mentioned in § 2.1.1. Should a Study Group believe that a certain Question or Resolution should be maintained, the Report from the Chairman must include an explanation;

– a Report by the Director, which should include proposals for the future work programme;

– a list of Recommendations approved since the previous Radiocommunication Assembly;

– contributions submitted from Member States and Sector Members addressed to the Radiocommunication Assembly.

10.2 Preparatory documentation for Radiocommunication Study Groups

Preparatory documentation shall include:

– any directives issued by the Radiocommunication Assembly with respect to the Study Group, including this Resolution;

– draft Recommendations and other texts (as defined in §§ 11 to 17) prepared by Task Groups or Working Parties;

– Chairman's executive reports from each Task Group, Working Party and Rapporteur Group, summarizing the progress and conclusions of any work carried out by the group since the previous meeting and the work to be accomplished at the next meeting (these reports may also include considerations about the procedure to be followed for adoption and approval of the draft Recommendations to be considered by the meeting (see § 14));

– the contributions to be considered at the meeting;

– documentation prepared by the Bureau, particularly of an organizational or procedural nature, for clarification purposes or in response to Study Group requests;

– the summary record of the preceding meeting;

– an outline agenda indicating: draft Recommendations to be considered, draft Questions to be considered, reports from Task Groups and Working Parties to be received, and draft Decisions, draft Opinions, draft Handbooks and draft Reports to be approved.

10.3 Contributions to Radiocommunication Study Group studies

10.3.1   For meetings of all Study Groups, the Coordination Committee for Vocabulary and their subordinate groups (Working Parties, Task Groups, etc.), the following deadlines apply for the submission of contributions:

– *where translation is required,* contributions should be received at least three months prior to the meeting, and will be made available not later than four weeks before the meeting. For later contributions, no commitment can be made by the Secretariat to ensure the document will be available at the opening of the meeting in all the required languages;

– otherwise, for documents *not requiring translation*, the membership is encouraged to submit contributions (including Revisions, Addenda and Corrigenda to contributions) in order for them to be received 12 calendar days prior to the start of the meeting; and, in any case, contributions shall be received not later than seven calendar days (1600 hours UTC) prior to the start of the meeting to be made available for the opening of the meeting. The deadline applies only to contributions from the membership. The

secretariat shall post contributions as received on a webpage established for this purpose within one working day, and post within three working days the official versions on the website once reformatted. Administrations should submit their contributions using the template published by ITU-R.

The secretariat cannot accept submissions later than the aforementioned deadline. Documents not available at the opening of a meeting cannot be discussed at the meeting.

10.3.2   Contributions shall be provided to the Director electronically, with some exceptions for developing countries unable to do so. The Director may return a document that does not comply with the guidelines, for it to be brought into line.

10.3.3   Contributions should be sent to the Chairman and Vice-Chairmen, if any, of the group concerned as well as to the Chairman and Vice-Chairmen of the Study Group.

10.3.4   Each contribution should clearly indicate the Question, Resolution or topic and the group (e.g. Study Group, Task Group, Working Party) for which it is intended, and be accompanied by the details of a contact person as may be needed to clarify the contribution.

10.3.5   Contributions should be limited in length (if possible, less than ten pages) and be prepared using standard word-processing software, without using any auto-formatting facility; modifications to existing text should be indicated by means of revision marks (using "Track Changes").

10.3.6   Following the meetings of Task Groups or Working Parties, the Chairmen of the groups concerned shall prepare a report for their future meetings giving information regarding progress made and work in progress. These Reports should be prepared within one month of the end of the meeting concerned. In addition, annexes to a Chairman's Report, which contain draft texts for which further study is needed, should be issued by BR within two weeks of the end of the meeting.

10.3.7   When articles are referred to in documents submitted to the Radiocommunication Bureau, such references or bibliography should be to published works which are readily available through library services.

11   ITU-R Resolutions

11.1   Definition

A text giving instructions on the organization, methods or programmes of Radiocommunication Assembly or Study Group work.

11.2   Adoption and approval

11.2.1   Each Study Group may adopt, by consensus, draft revised or new Resolutions for approval by the Radiocommunication Assembly.

11.2.2   The Radiocommunication Assembly shall review and approve revised or new ITU-R Resolutions.

11.3   Suppression

11.2.1   Each Study Group as well as the Radiocommunication Advisory Group may propose, by consensus, to the Radiocommunication Assembly to suppress a Resolution. Such a proposal shall be accompanied by supporting explanations.

11.2.2   The Radiocommunication Assembly may suppress Resolutions based on proposals from the membership, Study Groups or the Radiocommunication Advisory Group.

12   ITU-R Decisions

12.1   Definition

A text giving instructions on the organization of the work of a Study Group.

12.2   Approval

Each Study Group may approve, by consensus, revised or new Decisions.

12.3   Suppression

12.3.1   Decisions shall be deleted when they become superfluous for the work of a Study Group.

12.3.2   Each Study Group may delete Decisions by consensus.

13   ITU-R Questions

13.1   Definition

A statement of a technical, operational or procedural problem, generally seeking a Recommendation, Report or Handbook (see Resolution ITU-R 5). Each Question shall indicate in a concise form the reason for the study and specify the scope of the study as precisely as possible. It should also, to the extent practicable, include a work programme (i.e. milestones for the progress of the study and expected date of completion) and indicate the form in which the response should be prepared (e.g. as a Recommendation or other text, etc.).

13.2   Adoption and approval

13.2.1 General considerations

13.2.1.1   New or revised Questions, proposed within Study Groups, may be adopted by a Study Group according to the process contained in § 13.2.2, and approved:

–   by the Radiocommunication Assembly (see Resolution ITU-R 5);

–   by consultation in the interval between Radiocommunication Assemblies, after adoption by a Study Group, according to provisions contained in § 13.2.3.

13.2.1.2   Study Groups will evaluate draft new Questions proposed for adoption against the guidelines set forth in § 3.1.16 above and will include such evaluation when submitting them to administrations for approval according to this Resolution.

13.2.1.3   Each Question shall be assigned to only one Study Group.

13.2.1.4   Concerning new or revised Questions approved by the Radiocommunication Assembly on topics referred to it by the Plenipotentiary Conference, any other conference, the Council or the Radio Regulations Board, pursuant to No. 129 of the Convention, the Director shall, as soon as possible, consult with the Study Group Chairmen and Vice-Chairmen and shall determine the appropriate Study Group to which the Question shall be assigned, and the urgency for the studies.

13.2.1.5   The Study Group Chairman, in consultation with the Vice-Chairmen, shall, to the extent possible, assign the Question to a single Working Party or Task Group or, dependent upon the urgency of a new Question, shall propose the establishment of a new Task Group, (see § 3.2.4), or shall decide to refer the Question to the next Study Group meeting. In order to avoid duplication of effort, in cases where a Question is relevant to more than one Working Party, a specific Working Party responsible for consolidating and coordinating the texts shall be identified.

13.2.1.6   Updating or deletion of ITU-R Questions

13.2.1.6.1   In view of translation and production costs, any updating of ITU-R Questions for which substantial revision has not been made within the last 10-15 years should, as far as possible, be avoided.

13.2.1.6.2   Radiocommunication Study Groups (including CCV) should continue to review their Questions, particularly older texts, and, if they are found to be no longer necessary or obsolete, should propose their revision or deletion. In this process, the following factors should be taken into account:

–   if the contents of the Questions still have validity, are they really so useful as to be continuously applicable to ITU-R?

–   is there another Question developed later which handles the same (or quite similar) topic(s) and could cover the points included in the old text?

–   in the case that only a part of the Question is regarded as still useful, the possibility to transfer the relevant part to another Question developed later.

13.2.1.6.3 To facilitate the review work, the Director shall endeavour, before each Radiocommunication Assembly, in consultation with the Chairmen of the Study Groups, to prepare lists of ITU-R Questions that may be identified in § 13.2.1.6.1. After the review by the relevant Study Groups, the results should be reported to the next Radiocommunication Assembly through the Chairmen of the Study Groups.

13.2.2 Adoption

13.2.2.1 Main elements regarding the adoption of a new or revised Question

13.2.2.1.1 A draft Question (new or revised) shall be considered to be adopted by the Study Group if not opposed by any delegation representing a Member State attending the meeting. If a delegation of a Member State opposes the adoption, the Chairman of the Study Group shall

consult with the delegation concerned in order for the objection to be resolved. In the case where the Chairman of the Study Group cannot resolve the objection, the Member State shall provide in written form the reason(s) for its objection.

13.2.2.2   Procedure for adoption at a Study Group meeting

13.2.2.2.1   A Study Group may consider and adopt draft new or revised Questions, when the draft texts are available in electronic form at the start of the Study Group meeting.

13.2.3   Approval

13.2.3.1   When a draft new or revised Question has been adopted by a Study Group, by the procedures given in § 13.2.2, then the text shall be submitted for approval by Member States.

13.2.3.2   Approval of new or revised Questions may be sought:

–   by consultation of the Member States as soon as the text has been adopted by the relevant Study Group;

–   if justified, at a Radiocommunication Assembly.

13.2.3.3   At the Study Group meeting where a draft new or revised Question is adopted, the Study Group shall decide to submit the draft new or revised Question for approval either at the next Radiocommunication Assembly or by consultation of the Member States.

13.2.3.4   When it is decided to submit a draft new or revised Question for approval, with detailed justification, to the Radiocommunication Assembly, the Study Group Chairman shall inform the Director and request that he takes the necessary action to ensure that it is included in the agenda for the Assembly.

13.2.3.5   When it is decided to submit a draft new or revised Question for approval by consultation, the following conditions and procedures apply:

13.2.3.5.1   For the application of the approval procedure by consultation, within one month of a Study Group's adoption of a draft new or revised Question, according to § 13.2.2, the Director shall request Member States to indicate within two months whether they approve or do not approve the proposal. This request shall be accompanied by the complete final text of the draft new or revised Question.

13.2.3.5.2   The Director shall also advise Sector Members participating in the work of the relevant Study Group under the provisions of Article 19 of the Convention, that Member States are being asked to respond to a consultation on a proposed new or revised Question. This advice should be accompanied by the complete final texts for information only.

13.2.3.5.3   If 70 per cent or more of the replies from Member States indicate approval, the proposal shall be accepted. If the proposal is not accepted, it shall be referred back to the Study Group.

Any comments received along with responses to the consultation shall be collected by the Director and submitted to the Study Group for consideration.

13.2.3.5.4   Those Member States who indicate that they do not approve the draft new or revised Question shall provide their reasons and should be invited to participate in the future consideration by the Study Group and its Working Parties and Task Groups.

13.2.3.6   Should minor, purely editorial amendments or correction of evident oversights or inconsistencies in the text as presented for approval be necessary, the Director may correct these with the agreement of the Chairman of the relevant Study Group(s).

13.2.4   Editorial revision

13.2.4.1   Radiocommunication Study Groups (including CCV) are encouraged, where appropriate, to editorially update Questions in order to reflect recent changes, such as:

–   ITU structural changes;

–   renumbering of Radio Regulation provisions[5], provided the Radio Regulation provision text is not changed;

–   updating of cross-references between ITU-R texts.

13.2.4.2   Editorial revisions should not be regarded as draft revisions of Questions as specified in §§ 13.2.2 to 13.2.3, but each editorially updated Questions should be accompanied, until the next revision, by a footnote stating "Radiocommunication Study Group (*nomenclature of Study Group to be inserted as appropriate*) made editorial amendments to this Question in the year (*insert year in which amendments have been made*) in accordance with Resolution ITU-R 1".

13.3   Suppression

13.3.1 Each Study Group shall identify, to the Director, Questions that may be suppressed because studies have been completed, may no longer be necessary or have been superseded. Decisions to delete Questions should take into account the status of telecommunication technology, which may differ from country to country and between Regions.

13.3.2 The deletion of existing Questions shall follow a two-stage process:

–   agreement to the deletion by a Study Group if no delegation representing a Member State attending the meeting opposes the deletion;

–   following this agreement to delete, approval by Member States, by consultation, or forward of the relevant proposals to the next Radiocommunication Assembly, with justification for the action.

Approval of the deletion of Questions by consultation shall be undertaken by using the procedures described in § 13.2.3. The Questions proposed for deletion may be listed in the same Administrative Circular treating draft Questions under these procedures.

14   ITU-R Recommendations

14.1   Definition

An answer to a Question, part(s) of a Question or topics referred to in § 3.1.2, which, within the scope of existing knowledge, research and available information, normally provides recommended specifications, requirements, data or guidance for recommended ways of

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[5]   The Radiocommunication Bureau should be consulted in this respect.

undertaking a specified task; or recommended procedures for a specified application, and which is considered to be sufficient to serve as a basis for international cooperation in a given context in the field of radiocommunications.

As a result of further studies, taking into account developments and new knowledge in the field of radiocommunications, Recommendations are expected to be revised and updated (see § 14.2). However, in the interests of stability, Recommendations should not normally be revised more frequently than every two years, unless the proposed revision, which complements rather than changes the agreement reached in the previous version, urgently needs to be included, or unless significant errors or omissions are identified.

Each Recommendation should include a brief "scope" clarifying the objective of the Recommendation. The scope should remain in the text of the Recommendation after its approval.

NOTE 1 – When Recommendations provide information on various systems relating to one particular radio application, they should be based on criteria relevant to the application, and should include, where possible, an evaluation of the recommended systems, using those criteria. In such cases, the relevant criteria and other pertinent information are to be determined, as appropriate, within the Study Group.

NOTE 2 – Recommendations should be drafted taking account of the Common Patent Policy for ITU-T/ITU-R/ISO/IEC on intellectual property rights, as given in Annex 1.

NOTE 3 – Study Groups may develop wholly within the Study Group itself, without the need for concurrence by other Study Groups, Recommendations that include "protection criteria" for radiocommunication services within their mandate. However, Study Groups developing Recommendations that include sharing criteria for radiocommunication services must obtain agreement, prior to their adoption, of the Study Groups responsible for those services.

NOTE 4 – A Recommendation may contain certain definitions of specific terms that do not necessarily apply elsewhere; however the applicability of the definitions should be clearly explained in the Recommendation.

14.2   Adoption and approval

14.2.1   General considerations

14.2.1.1   When a study has reached a mature state, based on a consideration of existing ITU-R documentation and of contributions from Member States, Sector Members, Associates or Academia, and has resulted in a draft new or revised Recommendation as agreed by the appropriate subordinate group, the approval process to be followed is in two stages:

–   adoption by the Study Group concerned; dependent on circumstances, the adoption may take place at a Study Group meeting or by correspondence following the Study Group meeting (see § 14.2.2);

–   following adoption, approval by the Member States, either by consultation between Radiocommunication Assemblies or at a Radiocommunication Assembly (see § 14.2.3).

If there is no objection by any Member State attending the meeting, when adoption of a draft new or revised Recommendation is sought by correspondence, its approval is undertaken simultaneously (PSAA procedure). This procedure shall not be applied to ITU-R Recommendations incorporated by reference in the Radio Regulations.

14.2.1.2   There may be exceptional circumstances where no Study Group meeting has been scheduled at a suitable time prior to a Radiocommunication Assembly, and where a Task Group or Working Party has prepared draft proposals for new or revised Recommendations which require urgent action. In these cases, if at its previous meeting the Study Group decides, the Study

Group Chairman may submit such proposals directly to the Radiocommunication Assembly with justification, and should outline the reasons for such urgent action.

14.2.1.3   Approval may only be sought for a draft new or revised Recommendation within the Study Group's mandate as defined by the Questions allocated to it in accordance with Nos. 129 and 149 of the Convention or by topics within the scope of Study Group (see § 3.1.2). Approval may however also be sought for revision of an existing Recommendation within the Study Group's mandate for which no current Question exists.

14.2.1.4   Where a draft Recommendation (or revision) falls, exceptionally, within the scope of more than one Study Group, the Chairman of the Study Group proposing the approval should consult and take into account the views of all the other Study Group Chairmen concerned before proceeding with the procedures below. Where a draft Recommendation (or revision) has been developed by a Joint Working Party or a Joint Task Group (see § 3.2.5), all the relevant Study Groups shall agree the draft Recommendation or adopt it according to the procedures for adoption specified in section 14.2.2. In cases where adoption has been reached by all the relevant Study Groups, the procedures for approval specified in section 14.2.3 shall be applied only once. Otherwise, the procedures for simultaneous adoption and approval by correspondence specified in section 14.2.4 shall be applied only once.

14.2.1.5   The Director shall promptly notify, by circular letter, the results of the above procedure, indicating the date of entry into force, as appropriate.

14.2.1.6   Should minor, purely editorial amendments or the correction of evident oversights or inconsistencies in the text be necessary, the Director may correct these with the agreement of the Chairman of the relevant Study Group(s).

14.2.1.7   Any Member State or Sector Member considering itself to be adversely affected by a Recommendation approved in the course of a study period may refer its case to the Director, who shall submit it to the relevant Study Group for prompt attention.

14.2.1.8   The Director shall inform the next Radiocommunication Assembly of all cases notified in conformity with § 14.2.1.7.

14.2.1.9   Updating or deletion of ITU-R Recommendations

14.2.1.9.1   In view of translation and production costs, any updating of ITU-R Recommendations for which substantial revision has not been made within the last 10-15 years should, as far as possible, be avoided.

14.2.1.9.2   Radiocommunication Study Groups (including CCV) should continue to review maintained Recommendations, particularly older texts, and, if they are found to be no longer necessary or obsolete, should propose their revision or deletion. In this process, the following factors should be taken into account:

–   if the contents of the Recommendations still have validity, are they really so useful as to be continuously applicable to ITU-R?

–   is there another Recommendation developed later which handles the same (or quite similar) topic(s) and could cover the points included in the old text?

–   in the case that only a part of the Recommendation is regarded as still useful, the possibility to transfer the relevant part to another Recommendation developed later.

14.2.1.9.3 To facilitate the review work, the Director shall endeavour, before each Radiocommunication Assembly, in consultation with the Chairmen of the Study Groups, to prepare lists of ITU-R Recommendations that may be identified in § 14.2.1.9.1. After the review by the relevant Study Groups, the results should be reported to the next Radiocommunication Assembly through the Chairmen of the Study Groups.

14.2.2 Adoption

14.2.2.1 Main elements regarding the adoption of a new or revised Recommendation

14.2.2.1.1 A draft Recommendation (new or revised) shall be considered to be adopted by the Study Group if not opposed by any delegation representing a Member State attending the meeting or responding to the correspondence. If a delegation of a Member State opposes the adoption, the Chairman of the Study Group shall consult with the delegation concerned in order for the objection to be resolved. In the case where the Chairman of the Study Group cannot resolve the objection, the Member State shall provide in written form the reason(s) for its objection.

14.2.2.1.2 If there is an objection to the text that cannot be resolved, one of the following procedures, whichever is applicable, shall be followed:

a) if this Recommendation is in response to Questions of Category C1 (see Resolution ITU-R 5) or to other matters relating to a WRC, the Study Group Chairman shall forward it to the Radiocommunication Assembly;

b) in other cases, the Study Group Chairman shall:

– forward the text to the Radiocommunication Assembly, if there is no other Study Group meeting scheduled before the Radiocommunication Assembly and provided that there is a consensus that the technical objections/concerns have already been adequately addressed; in so doing, the Chairman of the Study Group shall include the objection and its associated reasons,

or

– if there is another meeting of the Study Group before the Radiocommunication Assembly, refer the text back to the Working Party or Task Group, as appropriate, giving the reasons for such objection so that the matter may be considered and resolved in the relevant meeting. Should at the subsequent meeting of the Study Group considering the report of the reporting WP, the objection is maintained, the Chairman of the Study Group shall forward the issue to the Radiocommunication Assembly.

In all cases, the Radiocommunication Bureau shall send, as soon as possible, to the Radiocommunication Assembly, Task Group or Working Party, as appropriate, the reasons given by the Study Group Chairman, in consultation with the Director, for the decision and the detailed objection from the administration that objected to the draft new or revised Recommendation.

14.2.2.2 Procedure for adoption at a Study Group meeting

14.2.2.2.1 Upon request of the Study Group Chairman, the Director shall explicitly indicate the intention to seek adoption of new or revised Recommendations at a Study Group meeting when announcing the convening of the relevant Study Group meeting. The announcement shall include

summaries of the proposals (i.e. summaries of the new or revised Recommendations). Reference shall be provided to the document where the text of the draft of the new or revised Recommendation may be found.

This information shall be distributed to all Member States and Sector Members and should be sent by the Director so that it shall be received, so far as practicable, at least four weeks before the meeting.

14.2.2.2.2   A Study Group may consider and adopt draft new or revised Recommendations, when the draft texts have been prepared sufficiently far in advance of the Study Group meeting so that the draft texts will have been available in electronic form at least four weeks prior to the start of the Study Group meeting.

14.2.2.2.3   The Study Group should agree summaries of draft new Recommendations and summaries of draft revisions to Recommendations, these summaries being included in subsequent Administrative Circulars relating to the approval process.

14.2.2.3   Procedure for adoption by a Study Group by correspondence

14.2.2.3.1   When a draft new or revised Recommendation has not been anticipated for specific inclusion in the agenda of a Study Group meeting, the participants at the Study Group meeting may decide, after due consideration, to seek adoption of the draft new or revised Recommendation by the Study Group by correspondence (see also § 3.1.6).

14.2.2.3.2   The Study Group should agree summaries of draft new Recommendations and summaries of draft revisions to Recommendations.

14.2.2.3.3   Immediately following the Study Group meeting, the Director should circulate these draft new or revised Recommendations to all Member States and Sector Members participating in the work of the Study Group for full Study Group consideration by correspondence.

14.2.2.3.4   The period for Study Group consideration shall be two months following the circulation of the draft new or revised Recommendations.

14.2.2.3.5   If, within this period for Study Group consideration, no objections are received from Member States, the draft new or revised Recommendation shall be considered to be adopted by the Study Group.

14.2.2.3.6   A Member State objecting to the adoption shall inform the Director and the Chairman of the Study Group of the reasons for the objection, and the Director shall make the reasons available to the next meeting of the Study Group and its relevant Working Party.

14.2.3   Approval

14.2.3.1   When a draft new or revised Recommendation has been adopted by a Study Group, by the procedures given in § 14.2.2, then the text shall be submitted for approval by Member States.

14.2.3.2   Approval of new or revised Recommendations may be sought:
–   by consultation of the Member States as soon as the text has been adopted by the relevant Study Group at its meeting or by correspondence;
–   if justified, at a Radiocommunication Assembly.

14.2.3.3   At the Study Group meeting where a draft new or revised Recommendation is adopted or where it is decided to seek adoption by Study Group by correspondence, the Study Group shall decide to submit the draft new or revised Recommendation for approval either at the next Radiocommunication Assembly or by consultation of the Member States, unless the Study Group has decided to use the procedure for simultaneous adoption and approval (PSAA) procedure as described in § 14.2.4.

14.2.3.4   When it is decided to submit a draft new or revised Recommendation for approval, with detailed justification, to the Radiocommunication Assembly, the Study Group Chairman shall inform the Director and request that he takes the necessary action to ensure that it is included in the agenda for the Assembly.

14.2.3.5   When it is decided to submit a draft new or revised Recommendation for approval by consultation, the following conditions and procedures apply:

14.2.3.5.1   For the application of the approval procedure by consultation, within one month of a Study Group's adoption of a draft new or revised Recommendation, according to one of the methods in § 14.2.2, the Director shall request Member States to indicate within two months whether they approve or do not approve the proposal. This request shall be accompanied by the complete final text of the draft new Recommendation, or the complete final text, or modified parts of, the revised Recommendation.

14.2.3.5.2   The Director shall also advise Sector Members participating in the work of the relevant Study Group under the provisions of Article 19 of the Convention, that Member States are being asked to respond to a consultation on a proposed new or revised Recommendation. This advice should be accompanied by the complete final texts, or revised parts of the texts, for information only.

14.2.3.5.3   If 70 per cent or more of the replies from Member States indicate approval, the proposal shall be accepted. If the proposal is not accepted, it shall be referred back to the Study Group.

Any comments received along with responses to the consultation shall be collected by the Director and submitted to the Study Group for consideration.

14.2.3.5.4   Those Member States who indicate that they do not approve the draft new or revised Recommendation shall provide their reasons and should be invited to participate in the future consideration by the Study Group and its Working Parties and Task Groups.

14.2.3.6   Should minor, purely editorial amendments or correction of evident oversights or inconsistencies in the text as presented for approval be necessary, the Director may correct these with the agreement of the Chairman of the relevant Study Group(s).

14.2.4   Simultaneous adoption and approval by correspondence

14.2.4.1   When a Study Group is not in a position to adopt the draft new or revised Recommendation according to the provisions of §§ 14.2.2.2.1 and 14.2.2.2.2, the Study Group shall use the procedure for simultaneous adoption and approval (PSAA) by correspondence, if there is no objection by any Member State attending the meeting.

14.2.4.2   Immediately following the Study Group meeting, the Director should circulate these draft new or revised Recommendations to all Member States and to Sector Members.

14.2.4.3   The period for consideration shall be two months following the circulation of the draft new or revised Recommendations.

14.2.4.4   If, within this period for consideration, no objection is received from a Member State, the draft new or revised Recommendation shall be considered to be adopted by the Study Group. Since the PSAA procedure has been followed, such adoption is considered to constitute approval and the procedure for approval in § 14.2.3 is unnecessary.

14.2.4.5   If, within this period for consideration, an objection is received from a Member State, the draft new or revised Recommendation shall be considered as not adopted, and the procedure described in § 14.2.2.1.2 shall apply. A Member State objecting to the adoption shall inform the Director and the Chairman of the Study Group of the reasons for the objection, and the Director shall make the reasons available to the next meeting of the Study Group and its relevant Working Party.

14.2.5   Editorial revision

14.2.5.1   Radiocommunication Study Groups (including CCV) are encouraged, where appropriate, to editorially update maintained Recommendations in order to reflect recent changes, such as:

–   ITU structural changes;

–   renumbering of Radio Regulation provisions[6], provided the Radio Regulation provision text is not changed;

–   updating of cross-references between ITU-R Recommendations;

–   deleting references to Questions that are no longer in force.

14.2.5.2   Editorial revisions should not be regarded as draft revisions of Recommendations as specified in §§ 14.2.2 to 14.2.4, but each editorially updated Recommendation should be accompanied, until the next revision, by a footnote stating "Radiocommunication Study Group (*nomenclature of Study Group to be inserted as appropriate*) made editorial amendments to this Recommendation in the year (*insert year in which amendments have been made*) in accordance with Resolution ITU-R 1".

14.2.5.3   Furthermore, editorial updating shall not be applied to the updating of ITU-R Recommendations incorporated by reference in the Radio Regulations. Such updating of ITU-R Recommendations shall be made through the two steps of adoption and approval procedures specified in §§ 14.2.2 and 14.2.3 of this Resolution.

14.3   Suppression

14.3.1   Each Study Group is encouraged to review the maintained Recommendations and, if they are found no longer necessary, should propose their deletion. Decisions to delete Recommendations should take into account the status of telecommunication technology, which may differ from country to country and between Regions. Therefore, even if some administrations are in favour of suppressing an old Recommendation, technical/operational requirements addressed in that Recommendation may still be important for some other administrations.

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[6] The Radiocommunication Bureau should be consulted in this respect.

14.3.2   The deletion of existing Recommendations shall follow a two-stage process:

–   agreement to the deletion by a Study Group if no delegation representing a Member State attending the meeting opposes the deletion;

–   following this agreement to delete, approval by Member States, by consultation.

Approval of the deletion of Recommendations by consultation may be undertaken when using either of the procedures described in § 14.2.3 or § 14.2.4. The Recommendations proposed for deletion may be listed in the same Administrative Circular treating draft Recommendations under either of these two procedures.

15   ITU-R Reports

15.1   Definition

A technical, operational or procedural statement, prepared by a Study Group on a given subject related to a current Question or the results of studies referred to in § 3.1.2.

15.2   Approval

15.2.1   Each Study Group may approve revised or new Reports, normally by consensus. Should one or more Member State(s) objects to any part of the Report, such objections could be reflected in the relevant part(s) of the Report as stated by the objecting Member State(s). In case where Member State(s) objects to the entire Report, its statement can be included in the first page of the Report, immediately after the title.

15.2.2   New or revised Reports developed jointly by more than one Study Group shall be approved by all the relevant Study Groups.

15.3   Suppression

15.3.1   Reports shall be deleted when they become outdated, irrelevant or superfluous. Such deletion should take into account the status of telecommunication technology, which may differ from country to country and between Regions. Therefore, even if some administrations are in favour of suppressing an old Report, technical/operational conditions addressed in that Report may still be important for some other administrations.

15.3.2   Each Study Group may delete Reports by consensus.

16   ITU-R Handbooks

16.1   Definition

A text which provides a statement of the current knowledge, the present position of studies, or of good operating or technical practice, in certain aspects of radiocommunications, which should be addressed to a radio engineer, system planner or operating official who plans, designs or uses radio services or systems, paying particular attention to the requirements of developing

countries. It should be self-contained, require no familiarity with other ITU Radiocommunication texts or procedures, but should not duplicate the scope and content of publications readily available outside ITU.

16.2   Approval

Each Study Group may approve, normally by consensus but even in cases where some delegations express their opposition, revised or new Handbooks. The Study Group may authorize the approval of Handbooks by its concerned subordinate group.

16.3   Suppression

16.3.1   Handbooks shall be deleted when their material becomes irrelevant or outdated. Such deletion should take into account the status of telecommunication technology, which may differ from country to country and between Regions. Therefore, even if some administrations are in favour of suppressing an old Handbook, technical/operational information given in that Handbook may still be important for some other administrations.

16.3.2   Each Study Group may delete Handbooks by consensus.

17   ITU-R Opinions

17.1   Definition

A text containing a proposal or a request destined for another organization (such as other Sectors of ITU, international organizations, etc.) and not necessarily relating to a technical subject.

17.2   Approval

Each Study Group may approve, normally by consensus but even in cases where some delegations express their opposition, revised or new Opinions.

17.3   Suppression

17.3.1   Opinions shall be deleted when the proposal or request that they contain have been addressed. Such deletion should take into account the status of telecommunication technology, which may differ from country to country and between Regions.

17.3.2   Each Study Group may delete Opinions by consensus.

ANNEX 2

Common Patent Policy for ITU-T/ITU-R/ISO/IEC

The Common Patent Policy is available at http://www.itu.int/ITU-T/dbase/patent/patent-policy.html

ANNEX 2

Draft four-year Rolling Operational Plan for the Radiocommunication Sector for 2016-2019

This document presents a summary and the key elements of the draft four-year rolling Operational Plan for the Radiocommunication Sector (ITU-R) for the period 2016-2019 as amended during the special session held by the RAG on 6 May 2015.

1 Introduction

The four-year rolling Operational Plan for the ITU Radiocommunication Sector (ITU-R) is prepared in full alignment with the ITU Strategic Plan for 2016-2019, within the limits of the Financial Plan for 2016-2019 and the corresponding biennial budgets. The structure follows the ITU-R results framework, outlining the ITU-R objectives, the corresponding outcomes and the indicators to measure their progress, as well as the outputs (products and services) produced by the activities of the Sector.

The planning, implementation and monitoring and evaluation process for the Radiocommunication Bureau (BR) will be complemented by the following internal mechanisms:

i)   the Work Plans of the Departments and Divisions of the BR, and

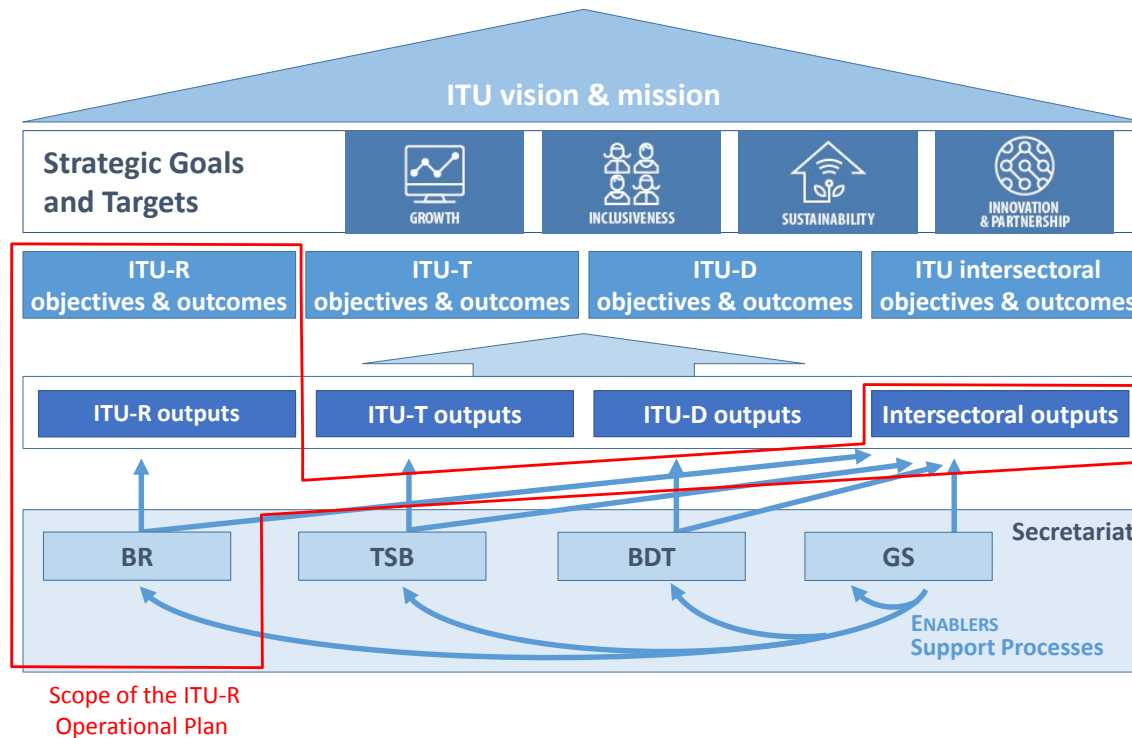ii)   the Service Level Agreements (SLAs) for the planning, monitoring and evaluation of the support services.

Figure 1: ITU-R OP and the ITU strategic framework for 2016-2019

2   Outline and key priorities for the ITU-R Sector

The period 2016-2019 will be marked by the implementation of the decisions of RA-15 and WRC-15, the preparation of RA-19 and WRC-19 and the development of key standards and best practices in radiocommunications. The key issues are listed below, against the four operational activities of the ITU-R Sector and the supporting activities of the Radiocommunication Bureau:

2.1   To establish and update international regulations on the use of the radio-frequency spectrum and satellite orbits

- The finalization and publication of the Final Acts of WRC-15 and of the updated Radio Regulations.
- The adoption by the RRB of the associated Rules of Procedure.

2.2   To implement and apply international regulations on the use of the radio-frequency spectrum and satellite orbits

- The implementation of the decisions of WRC-15 as they become applicable, in particular by developing and making available to the membership the related software tools.

- The proper and timely application of the provisions of the Radio Regulations and applicable Regional Agreements for terrestrial and space services, with the update of the Master International Frequency Register (MIFR) and assignment and/or allotment Plans and Lists.

- The monitoring of harmful interference cases and more generally of situations of conflicts in sharing spectrum/orbit resources and the resolution of these cases.

- The associated publications (BR IFIC, Maritime service publications, list of international monitoring stations).

2.3   To establish and update worldwide Recommendations, Reports and Handbooks for the most efficient use of the radio-frequency spectrum and satellite orbits

- The preparation of RA-19 and WRC-19 in ITU-R Study Groups and in the Regional Groups.
- The development of key recommendations, in particular on the radio interface of "IMT 2020" (in close cooperation with ITU-T and the regional groups).

2.4   To inform and assist the ITU-R membership in radiocommunication matters

- The publication and promotion of the ITU-R products (such as Radio Regulations, Recommendations, Reports and Handbooks).
- In close cooperation with the other Sectors, the ITU regional offices, the relevant regional organizations, and the membership,
  o The dissemination and sharing of information, including Worldwide and Regional Radiocommunication seminars, conferences, workshops and other events.
  o The assistance to the membership in facing the challenges raised by the development of their radiocommunication services, in particular in relation to the transition to digital television broadcasting and the allocation of the digital dividend.

2.5 Supporting activities of the Radiocommunication Bureau

- The continuing development, improvement, and maintenance of the BR software tools, with a view to maintaining a high level of efficiency, reliability, user-friendliness, and satisfaction of the membership.
- The logistical and administrative support to ITU-R Study groups and the participation in the related activities of the regional groups.
- The rendering of assistance to the membership, in close collaboration with the other Bureaux, the ITU regional offices and the regional organizations.

3 ITU-R results framework for 2016-2019

3.1 Linkage with the ITU Strategic Goals[3]

ITU-R objectives	Goal 1: Growth	Goal 2: Inclusiveness	Goal 3: Sustainability	Goal 4: Innovation & partnership
R.1 Meet, in a rational, equitable, efficient, economical and timely way, the ITU membership's requirements for radio-frequency spectrum and satellite orbit resources, while avoiding harmful interference	☑	✓	✓	✓
R.2 Provide for worldwide connectivity and interoperability, improved performance, quality, affordability and timeliness of service and overall system economy in radiocommunications, including through the development of international standards	☑	✓	✓	✓
R.3 Foster the acquisition and sharing of knowledge and know-how on radiocommunications		☑		

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[3] Boxes and ticks demonstrate primary and secondary links to goals.

3.2 ITU-R objectives, outcomes and outputs

Objectives	R.1 Meet, in a rational, equitable, efficient, economical and timely way, the ITU membership's requirements for radio-frequency spectrum and satellite-orbit resources, while avoiding harmful interference	R.2 Provide for worldwide connectivity and interoperability, improved performance, quality, affordability and timeliness of service and overall system economy in radiocommunications, including through the development of international standards	R.3 Foster the acquisition and sharing of knowledge and know-how on radiocommunications
Outcomes	**R.1-1**: Increased number of countries having satellite networks and earth stations recorded in the Master International Frequency Register (MIFR) **R.1-2**: Increased number of countries having terrestrial frequency assignments recorded in the MIFR **R.1-3**: Increased percentage of assignments recorded in the MIFR with favourable finding **R.1-4**: Increased percentage of countries which have completed the transition to digital terrestrial television broadcasting **R.1-5**: Increased percentage of spectrum assigned to satellite networks which is free from harmful interference **R.1-6**: Increased percentage of assignments to terrestrial services recorded in the MIFR which are free from harmful interference	**R.2-1**: Increased mobile-broadband access, including in frequency bands identified for international mobile telecommunications (IMT) **R.2-2**: Reduced mobile-broadband price basket, as a percentage of gross national income (GNI) per capita **R.2-3**: Increased number of fixed links and increased amount of traffic handled by the fixed service (Tbit/s) **R.2-4**: Number of households with digital terrestrial television reception **R.2-5**: Number of satellite transponders (equivalent 36 MHz) in operation and corresponding capacity (Tbit/s); Number of VSAT terminals; Number of households with satellite television reception **R.2-6**: Increased number of devices with radionavigation-satellite reception **R.2-7**: Number of Earth exploration satellites in operation, corresponding quantity and resolution of transmitted images and data volume downloaded (Tbytes)	**R.3-1**: Increased knowledge and know-how on the Radio Regulations, Rules of Procedures, regional agreements, recommendations and best practices on spectrum use **R.3-2**: Increased participation in ITU-R activities (including through remote participation), in particular by developing countries
Outputs	– Final acts of world radiocommunication conferences, updated Radio Regulations – Final acts of regional radiocommunication conferences, regional agreements – Rules of Procedure adopted by Radio Regulations Board (RRB) – Results of the processing of space notices and other related activities – Results of the processing of terrestrial notices and other related activities – RRB decisions other than the adoption of Rules of Procedure – Improvement of ITU-R software	– Decisions of Radiocommunication Assembly, ITU-R resolutions – ITU-R recommendations, reports (including the CPM report) and handbooks – Advice from the Radiocommunication Advisory Group	– ITU-R publications – Assistance to members, in particular developing countries and LDCs – Liaison/support to development activities – Seminars, workshops and other events
	The following outputs of the activities of the ITU governing bodies contribute to the implementation of all the objectives of the Union: – Decisions, resolutions, recommendations and other results of the Plenipotentiary Conference – Decisions and resolutions of the Council, as well as results of the Council Working Groups		

3.3   Allocation of resources to ITU-R objectives and outputs for 2016-2019

R.1 Meet, in a rational, equitable, efficient, economical and timely way, the ITU membership's requirements for radio-frequency spectrum and satellite-orbit resources, while avoiding harmful interference   **59%**

R.2 Provide for worldwide connectivity and interoperability, improved performance, quality, affordability and timeliness of service and overall system economy in radiocommunications, including through the development of international standards   **14%**

R.3 Foster the acquisition and sharing of knowledge and know-how on radiocommunications   **27%**

Planned allocation of resources per Output

	% of total	% of objective
R.1-1 Final acts of world radiocommunication conferences, updated Radio Regulations	1.7%	**3.0%**
R.1-2 Final acts of regional radiocommunication conferences, regional agreements	0.5%	**0.8%**
R.1-3 Rules of Procedure adopted by Radio Regulations Board (RRB)	2.3%	**3.9%**
R.1-4 Results of the processing of space notices and other related activities	25.3%	**43.1%**
R.1-5 Results of the processing of terrestrial notices and other related activities	12.6%	**21.5%**
R.1-6 RRB decisions other than the adoption of Rules of Procedure	2.6%	**4.4%**
R.1-7 Improvement of ITU-R software	11.8%	**20.2%**
R.2-1 Decisions of Radiocommunication Assembly, ITU-R resolutions	2.2%	**16.0%**
R.2-2 ITU-R recommendations, reports (including the CPM report) and handbooks	9.6%	**68.9%**
R.2-3 Advice from the Radiocommunication Advisory Group	1.7%	**12.0%**
R.3-1 ITU-R publications	15.1%	**55.0%**
R.3-2 Assistance to members, in particular developing countries and LDCs	3.8%	**14.0%**
R.3-3 Liaison/support to development activities	2.2%	**7.9%**
R.3-4 Seminars, workshops and other events	5.5%	**20.0%**
PP: Decisions, resolutions, recommendations and other results of the Plenipotentiary Conference *	0.8%	**0.8%**
Council/CWGs: Decisions and resolutions of the Council, as well as results of the Council working groups *	2.3%	**2.3%**

* Cost of these Outputs is allocated to all the Objectives of the Union.

4 Risk analysis

Moving from strategy to implementation, the following top-level operational risks presented in the Table below have been identified, analysed and evaluated. The Bureaux and each Department will manage all the risks associated with the achievement of the corresponding outcomes.

RISK FOCUS	DESCRIPTION OF RISK	PROBABILITY	IMPACT LEVEL	MITIGATION ACTIONS[4]
OPERATIONAL RISK	a) Total or partial loss of integrity of data in the MIFR or in any of the Plans, resulting in inadequate protection of the rights of administrations to use spectrum/orbit resources b) Total or partial loss of operations in the processing of notices, resulting in delays in the recognition of rights of administrations to use spectrum/orbit resources and risks for the corresponding investments.	Low	Very High	- Daily backup of data - Development of high data security program - Ability to restore data/operation within a limited time period
	c) Occurrence of harmful interference (e.g. due to lack of observance of the regulatory provisions), resulting in disruptions in the radiocommunication services provided by the membership.	Low	High	- Promote capacity building on international regulations, through worldwide and regional seminars, and any other appropriate events - Provide BR assistance in applying the international regulations - Promote regional or sub-regional coordination to resolve interference problems, with BR support - Report, inform and assist in resolving cases of harmful interference in accordance with the instructions to the Bureau in Resolution 186 (Busan, 2014)
ORGANIZATIONAL RISK	Inadequate facilities for meetings in ITU (e.g. due to lack of meeting rooms and overcrowded meetings schedule), resulting in membership dissatisfaction and delays in work programmes.	Medium	High	- Hold more meetings externally - Increase the use of virtual meeting rooms for small meetings

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[4]   Risk owners will be appointed by the Director of the Bureau.

5   ITU-R objectives, outcomes and outputs for 2016-2019

ITU-R Sector objectives will be met by achieving the related outcomes, through the implementation of the outputs. ITU-R objectives, in the context of the remit of the Sector, contribute to the overarching goals of the Union. The Radiocommunication Bureau is also contributing to the implementation of the intersectoral objectives, outcomes and outputs (presented in the General Secretariat's Operational Plan).

5.1   R.1 Meet, in a rational, equitable, efficient, economical, and timely way, the ITU membership's requirements for radio-frequency spectrum and satellite-orbit resources, while avoiding harmful interference

Outcome	Outcome Indicator (current value – value by 2020)	Means of measurement
R.1-1: **Increased number of countries having satellite networks and earth stations recorded in the Master International Frequency Register (MIFR)**	Number of countries having satellite networks recorded in the MIFR: 49; 2019 Target: 70 Incremental annual average target: 5 Number of countries having earth stations recorded in the MIFR: Baseline: 81 2019 Target: 120 Incremental annual average target: 10	MIFR
R.1-2: **Increased number of countries having terrestrial frequency assignments recorded in the MIFR**	Number of countries having terrestrial frequency assignments recorded in the MIFR: 188 Number of countries, which registered terrestrial assignments in the MIFR in the period 2011-2015: 78	MIFR
R.1-3: **Increased percentage of assignments recorded in the MIFR with favourable finding**	Percentage of terrestrial assignments recorded in the MIFR with favorable finding: Baseline: Coordination: 99.99%; Plan: 97.65% Target: 99.99%	MIFR
R.1-4: **Increased percentage of countries which have completed the transition to digital terrestrial television broadcasting**	Percentage of countries which have completed the transition to digital terrestrial television. Target: 95%	ITU Statistics http://www.itu.int/en/ITU-D/Spectrum-Broadcasting/Pages/DSO/Default.aspx
R.1-5: **Increased percentage of spectrum assigned to satellite networks which is free from harmful interference**	Percentage of spectrum assigned to satellite networks which is free from harmful interference (based on the number of cases reported to the ITU within the last four years): 99.97% Baseline: 99.97% Target: 99.99%	MIFR and reports on harmful interference cases received by the BR
R.1-6: **Increased percentage of assignments to terrestrial services recorded in the MIFR which are free from harmful interference**	Percentage of assignments to terrestrial services recorded in the Master Register which are free from harmful interference (based on the number of cases reported to the ITU within the last four years): 99.9% Baseline: 99.9% Target: 99.99%	ITU Statistics http://www.itu.int/en/ITU-D/Spectrum-Broadcasting/Pages/DSO/Default.aspx

Output	Financial resources[5] (in k CHF)			
	2016	**2017**	**2018**	**2019**
R.1-1: Final acts of world radiocommunication conferences, updated Radio Regulations	*1,075*	*1,082*	N/A	N/A
R.1-2: Final acts of regional radiocommunication conferences, regional agreements	*305*	*306*	N/A	N/A
R.1-3: Rules of Procedure adopted by the Radio Regulations Board (RRB)	*1,396*	*1,355*	N/A	N/A
R.1-4: Results of the processing of space notices and other related activities	*15,546*	*15,427*	N/A	N/A
R.1-5: Results of the processing of terrestrial notices and other related activities	*7,738*	*7,652*	N/A	N/A
R.1-6: RRB decisions other than the adoption of Rules of Procedure	*1,594*	*1,582*	N/A	N/A
R.1-7: Improvement of ITU-R software	*7,282*	*7,323*	N/A	N/A
Cost allocation to Plenipotentiary Conference and Council activities (**PP**, **Council/CWGs**)	*1,117*	*1,218*	N/A	N/A
Total for Objective R.1	*36,053*	*35,945*	N/A	N/A

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[5] Estimates, especially for 2018-2019. Allocation of resources for the subsequent years is subject to change upon Senior Management decisions.

5.2 R.2 Provide for worldwide connectivity and interoperability, improved performance, quality, affordability, and timeliness of service and overall system economy in radiocommunications, including through the development of international standards

Outcome	Outcome Indicator (current value – value by 2020)	Means of measurement
R.2-1: Increased mobile-broadband access, including in frequency bands identified for International Mobile Telecommunications (IMT)	Number of Subscribers/Subscriptions % of Mobile Broadband	Annual Survey through national regulators on technologies transmitted via mobile broadband
R.2-2: Reduced mobile-broadband price basket, as a percentage of gross national income (GNI) per capita	Mobile broadband price basket as percentage of GNI per capita. Average mobile broadband ARPU/GNI per capita	ITU ICT Index (MIS Report)
R.2-3: Increased number of fixed links and increased amount of traffic handled by the fixed service (Tbit/s)	Number of Fixed Links Total Capacity (in Tbps)	Spectrum and manufactures survey results
R.2-4: Number of households with digital terrestrial television reception	Number of Households with TDT % of Households with TDT	ITU survey segmented by technology: TDT, Cable, Satellite, IP)
R.2-5: Number of satellite transponders (equivalent 36 MHz) in operation and corresponding capacity (Tbit/s); Number of VSAT terminals; Number of households with satellite television reception	Number of Satellites Capacity (in TRP Eq.) Number of VSATs Number of DTH	ITU survey
R.2-6: Increased number of devices with radionavigation-satellite reception	Number of operational GNNS constellations/satellites Number of devices with GNSS embedded Rx	Chip manufacturers surveys; MIFR
R.2-7: Number of Earth exploration satellites in operation, corresponding quantity and resolution of transmitted images and data volume downloaded (Tbytes)	Number of ERS Satellites Quantity of transmitted images Size of downloaded images	UN OOSA; UN Special Working Group for ERS

Output	Financial resources[6] (in k CHF)			
	2016	**2017**	**2018**	**2019**
R.2-1 Decisions of the Radiocommunication Assembly, ITU-R resolutions	*1,378*	*1,384*	N/A	N/A
R.2-2 ITU-R recommendations, reports (including the CPM report) and handbooks	*5,916*	*6,004*	N/A	N/A
R.2-3 Advice from the Radiocommunication Advisory Group	*1,029*	*1,031*	N/A	N/A
Cost allocation to Plenipotentiary Conference and Council activities (**PP**, **Council/CWGs**)	*266*	*295*	N/A	N/A
Total for Objective R.2	*8,590*	*8,714*	N/A	N/A

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[6] Estimates, especially for 2018-2019. Allocation of resources for the subsequent years is subject to change upon Senior Management decisions.

5.3 R.3 Foster the acquisition and sharing of knowledge and know-how on radiocommunications

Outcome	Outcome Indicator (current value – value by 2020)	Means of measurement
R.3-1: Increased knowledge and know-how on the Radio Regulations, Rules of Procedures, regional agreements, recommendations and best practices on spectrum use	Number of downloads Number of capacity building events organized/supported by BR (presence & virtual) Number of participants on capacity building events organized/supported by ITU/BR	ITU-R Events Register Database
R.3-2: Increased participation in ITU-R activities (including through remote participation), in particular by developing countries	Number of technical assistances/events with BR participation Number of countries receiving BR technical assistance/events Number of participants in ITU-R seminars and workshops (presence & virtual) Number of countries participating in ITU-R seminars and related events (presence & virtual)	ITU-R Events Register Database

Output	Financial resources[7] (in k CHF)			
	2016	2017	2018	2019
R.3-1 ITU-R publications	9,262	9,014	N/A	N/A
R.3-2 Assistance to members, in particular developing countries and LDCs	2,352	2,348	N/A	N/A
R.3-3 Liaison/support to development activities	1,334	1,337	N/A	N/A
R.3-4 Seminars, workshops and other events	3,374	3,355	N/A	N/A
Cost allocation to Plenipotentiary Conference and Council activities (PP, Council/CWGs)	522	563	N/A	N/A
Total for Objective R.3	16,845	16,617	N/A	N/A

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[7] Estimates, especially for 2018-2019. Allocation of resources for the subsequent years is subject to change upon Senior Management decisions.

6   Implementation of the Operational Plan

The outputs defined in this Operational Plan will be coordinated by the responsible Departments of the Radiocommunication Bureau, implementing the activities of the internal work plans of the Bureau and each department. The administrative support services are delivered partly by the Radiocommunication Bureau and principally by the General Secretariat, subject to predefined and agreed annual Service Level Agreements (for the provision of internal services) between the two parties. The Support Services delivered by the General Secretariat are described in the General Secretariat Operational Plan. The delivery of the outputs and support services is planned, monitored and evaluated by ITU management based on the objectives of the ITU as outlined in the strategic plan. The annual report on the implementation of the strategic plan will emphasize on the progress made towards achieving these objectives and the overall goals. With regard to risk management, in addition to the risks analysis included in this Operational Plan for periodical review by senior management, each Bureau/Department will continue systematical identification, assessment and management of risks associated with the delivery of the respective outputs and support services, based on a multi-level risk management approach.

Annex 1: Allocation of resources to ITU-R objectives and ITU Strategic Goals

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	ITU Strategic Objectives for 2016	Total Cost	Cost of BR/Direct Cost	Cost Reallocated from GS	Cost allocated by TSB/BDT		Goal 1 Growth	Goal 2 Inclusiveness	Goal 3 Sustainability	Goal 4 Innovation & partnership		Goal 1 Growth	Goal 2 Inclusiveness	Goal 3 Sustainability	Goal 4 Innovation & partnership
R1	ITU-R Objective 1	36,053	19,637	16,389	27		50%	30%	10%	10%		18,026	10,816	3,605	3,605
R2	ITU-R Objective 2	8,590	5,562	3,022	6		50%	30%	10%	10%		4,295	2,577	859	859
R3	ITU-R Objective 3	16,845	11,021	5,811	13		0%	100%	0%	0%		0	16,845	0	0
Total Cost		61,488	36,220	25,222	46							22,321	30,238	4,464	4,464
												36.3%	49.2%	7.3%	7.3%

	ITU Strategic Objectives for 2017	Total Cost	Cost of BR/Direct Cost	Cost Reallocated from GS	Cost allocated by TSB/BDT		Goal 1 Growth	Goal 2 Inclusiveness	Goal 3 Sustainability	Goal 4 Innovation & partnership		Goal 1 Growth	Goal 2 Inclusiveness	Goal 3 Sustainability	Goal 4 Innovation & partnership
R1	ITU-R Objective 1	35,945	19,580	16,344	22		50%	30%	10%	10%		17,972	10,783	3,594	3,594
R2	ITU-R Objective 2	8,714	5,688	3,021	5		50%	30%	10%	10%		4,357	2,614	871	871
R3	ITU-R Objective 3	16,617	10,800	5,807	10		0%	100%	0%	0%		0	16,617	0	0
Total Cost		61,276	36,068	25,172	37							22,329	30,015	4,466	4,466
												36.4%	49.0%	7.3%	7.3%

ANNEX 3

Demonstration of selected software tools which are under development

The following software packages were presented and demonstrated.

Package	Short Description
Integrated Electronic Browser for the Radio Regulations and other Fundamental Texts of the Union	The electronic Radio Regulations application is an application, running on Windows, Linux and OS X, allowing the interactively linked browsing of a corpus of documents made of Volumes I to IV of the Radio Regulations, the maps of Appendix 27, the REF recommendations, the Rules of Procedure, and the texts of ITU Constitution and Convention. The navigation is based on built-in annotations which are active thorough hyperlinks in the whole corpus, based on an internal database model for the indexing. Following the directions expressed by the Director BR, the English version is expected to be released before the coming WRC-15. The versions in the other languages will require additional software developments.
Article 5 of the Radio Regulations - Table of Frequency Allocations	The package includes a relational database model dedicated to the Table of Frequency Allocations of the Article 5 of the Radio Regulations, together with a data driven application which allows the visualization and customization of the RR5 TFA. The tool allows for the browsing of all the footnotes of the RR5 TFA, including search capabilities based on countries, Regions, frequency bands and Radiocommuniaction services, as well as the incorporation of all the modifiers (additional, alternative and different categories of services allocations) in an easy to browse manner, with various linking mechanisms to references inside and outside the Article 5. It also allows the basic extraction of the frequency allocations for a given country, by combining the associated footnotes. This package is still in a Beta phase development and testing, and the timeline setup for its availability still needs further refinement.

ANNEX 4

Radiocommunication Advisory Group (RAG)

LIAISON STATEMENT TO TSAG AND TDAG

INTER-SECTOR COORDINATION TEAM ON ISSUES
OF MUTUAL INTEREST

Summary:

RAG at its 22nd meeting agreed to the revised terms of reference of the Inter-Sector Coordination Team on issues of mutual interest (attached as Annex 1) and the indicative list of issues of mutual interest (attached as Annex 2) based on the received contributions and liaison statements from TSAG and TDAG.

Action required:

TSAG and TDAG are invited to take note of the approval by RAG of the above-mentioned documents.

ANNEX 1

Revised Terms of Reference

INTER-SECTOR COORDINATION TEAM ON ISSUES OF MUTUAL INTEREST

The inter-Sector coordination team (ISCT) is jointly established by the Advisory Groups of all three Sectors, in order to avoid duplication of effort and optimize the use of resources. While executing its functions it will:

– identify subjects common to the three Sectors, or, bilaterally, and consider an updated list (prepared by the Secretariat) containing the areas of mutual interest to the three Sectors pursuant to the mandates assigned by each ITU assembly or conference;

– identify the necessary mechanisms to strengthen cooperation and joint activity among the three Sectors or with each Sector, on issues of mutual interest, paying particular attention to the interests of the developing countries;

– report annually to the respective advisory groups on the progress of the work undertaken.

Background documents

a) Resolution 191 (Busan, 2014) of the Plenipotentiary Conference, on strategy for the coordination of efforts among the three Sectors the Union;

b) Resolution ITU-R 6-1 (Rev. Geneva, 2007) of RA, on liaison and collaboration with the ITU Telecommunication Standardization Sector (ITU-T), and Resolution ITU-R 7-2 (Rev. Geneva, 2012) of RA, on telecommunication development including liaison and collaboration with the ITU Telecommunication Development Sector (ITU-D);

c) Resolutions 44 and 45 (Rev. Dubai, 2012) of WTSA, on mutual cooperation and integration of the activities of ITU-T and ITU-D;

d) Resolution 57 (Rev. Dubai, 2012) of WTSA, on strengthening coordination and cooperation among the ITU Radiocommunication Sector (ITU-R), ITU-T and ITU-D on matters of mutual interest;

e) Resolution 5 (Rev. Dubai 2014) of WTDC, on enhanced participation by developing countries[1] in the activities of the Union;

f) Resolution 18 (Rev. Dubai, 2012) of WTSA, on principles and procedures for the allocation of work to, and coordination between, the ITU Radiocommunication and ITU Telecommunication Standardization Sectors;

g) Resolution 59 (Rev. Dubai 2014) of WTDC, on strengthening coordination and cooperation among ITU-R, ITU-T and ITU-D on matters of mutual interest.

Composition of the inter-Sector coordination team on issues of mutual interest:

1) The inter-Sector coordination team on issues of mutual interest will consist of representatives from the three Advisory Groups, keeping in mind the need for regional balance.

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[1] These include the least developed countries, small island developing states, landlocked developing countries and countries with economies in transition.

2)   The ISCT is chaired by Mr Nasser Al Marzouqi (Rapporteur for ITU-D Study Group 2 Question 9/2 and ITU-D Study Group 2 Vice-Chairman), and vice-chaired by the appointed RAG, TSAG and TDAG representatives:

3)   RAG representatives: Mr Albert Nalbandian and Mr Peter Major (Vice-Chairmen of RAG);

4)   TSAG representatives: Mr Vladimir Minkin (Vice-Chairmen of TSAG);

5)   TDAG representatives: Mr Mohamed Al Mazrooei and Ms Nurzat Boljobekova (Vice-Chairmen of TDAG).

Secretariat support

The support of the group activity will be provided in accordance with Resolution 191 (Busan, 2014).

Working methods:

–   The inter-Sector coordination team will use the e-mail list int-sect-team@itu.int.

–   The inter-Sector coordination team interactions may include e-mail exchange via the e-mail list or through electronic meetings.

–   Possible physical meetings may be held if deemed necessary, preferably in conjunction with advisory group meetings, and within available resources, to finalize the work.

ANNEX 2

Indicative list of issues of mutual interest

1   Participation by developing countries

2   E-meetings including remote participation

3   Electronic documents

4   Registration

5   Participation by correspondence

6   Further enhancement and optimization of seminars/symposia/workshops

7   Improvement of the ITU webpages taking into account best practices

8   Improvement of interaction between working parties and study groups of different Sectors

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