



## Radiocommunication Bureau (BR)

Administrative Circular  
**CA/225**

6 July 2015

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

Subject: **Dispatching of ITU-R correspondence**

### **1 Dispatch of BR Administrative Circulars and Circular Letters**

Following Annex 2 of Decision 5 (Busan, 2014) which identified a series of measures for reducing expenses, including to “discontinue to the greatest extent possible communications by fax and traditional postal mail between the Union and Member States and replace it with modern electronic communication methods” and as advised by the Radiocommunication Advisory Group during its twenty-second meeting held from 5 to 8 May 2015, the dispatching of Administrative Circulars and Circular Letters by the Bureau will henceforth be managed by electronic means, unless otherwise specifically requested by the Administration or Sector member to which these Circulars or Circular Letters are dispatched. The effective date of application of this new directive is set to **3 August 2015**.

### **2 Availability of BR Administrative Circulars and Circular Letters in electronic format**

All BR Administrative Circulars and Circular Letters are freely accessible from the ITU website at:

[www.itu.int/go/Rcirculars](http://www.itu.int/go/Rcirculars)

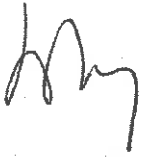
Using their TIES account, members can be informed when BR Administrative Circulars and Circular Letters, as well as other ITU documents of interest, have been posted on the ITU website.

To create a TIES account and activate these alerts, or to retrieve your TIES username and/or password please visit [www.itu.int/ties](http://www.itu.int/ties). TIES accounts are provided, on demand, to representatives of ITU membership (Member States, Sector Members, Associates and Academia).

Should you wish to receive BR Administrative Circulars and Circular Letters through any other means, including by surface mail, please contact [ITU-R.Registrations@itu.int](mailto:ITU-R.Registrations@itu.int).

### 3 Mandatory correspondence

The above arrangements do not apply to mandatory correspondence as referred to in the relevant provisions of the Radio Regulations.



François Rancy  
Director

#### Distribution:

- Administrations of Member States of ITU
- Radiocommunication Sector Members
- Chairmen and Vice-Chairmen of Radiocommunication study groups and the Special Committee on Regulatory/Procedural Matters
- Chairman and Vice-Chairmen of the Radiocommunication Advisory Group
- Chairman and Vice-Chairmen of the Conference Preparatory Meeting
- Members of the Radio Regulations Board
- Secretary-General of ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau