



Radiocommunication Bureau
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Administrative Circular
CACE/400

11 September 2006

**To Administrations of Member States of the ITU and
Radiocommunication Sector Members participating in the
work of the Radiocommunication Study Groups and the Special Committee on
Regulatory/Procedural Matters**

Subject: Meeting of the Special Committee on Regulatory/Procedural matters
in preparation for the WRC-07

1 Introduction

The 2003 Radiocommunication Assembly reviewed the issues concerning the study of regulatory/procedural matters and adopted Resolution ITU-R 38-3 by which it resolved to maintain the infrastructure of the Special Committee on Regulatory/Procedural matters (SC).

In accordance with Resolution ITU-R 38-3, the WRC-03 resolved to activate the Special Committee (SC) in the preparatory process for the WRC-07 and in turn, the CPM06-1 assigned to it tasks of a Regulatory/Procedural nature (see Administrative Circular CA/128 of 29 July 2003 and its addenda 1 to 4 of 23 July 2004, 16 December 2004, 25 November 2005 and 16 February 2006, respectively).

Furthermore, noting the financial position of the Union, the CPM06-1 suggested that, in order to save interpretation costs, a Working Party of the SC would meet on two occasions and that the SC itself would meet once at an appropriate time after the Working Party meetings.

2 Date and place of the meeting

The meeting will be held in the ITU Headquarters, Geneva, from 4 – 8 December 2006. Services directly connected with meeting activities, such as delegate registration, document distribution, etc. will be located in the vicinity of the meeting rooms. The opening session will take place at 10:00 hours and registration of delegates will start at 08:30 hours, **in the Montbrillant building only (all delegates should enter the building exclusively through this entrance)**, on the opening day.

3. Programme of the meeting

The draft agenda for the next meeting of the SC is contained in Annex 1, which, *inter alia*, contains a presentation of the Executive Report from the Chairman of the Working Party of the SC.

For information, the Chairmen's Reports from the two meetings of the Working Party are available on the ITU Web site in Documents SC-WP/20 of 2 November 2004 and SC-WP/57(Rev.1) of 27 January 2006 (<http://www.itu.int/md/R03-SC.WP-C/en>).

4. Contributions

Contributions in response to the draft agenda are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-4 and posted on the ITU Web site at: <http://www.itu.int/md/R03-SC-C/en>. A limited number of paper copies will be available at the meeting.

The deadline for submission of contributions is 16:00 hours UTC on 27 November 2006. It should be noted that, in accordance with Resolution ITU-R 1-4, contributions that are not available to participants at the opening of the meeting shall not be considered.

Participants are requested to submit contributions by electronic mail to:

brsc@itu.int

One copy of each contribution should be sent to the Director, Radiocommunication Bureau for processing. Contributions should also be sent to the Chairman and the Vice-Chairmen of the SC. The pertinent addresses can be found in Annex 2 to this circular (see also http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=SC).

5. Visa requirements

We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Switzerland. The visa must be requested and obtained from the office (embassy or consulate) representing Switzerland in your country or, if there is no such office in your country, from the one that is closest to the country of departure. If problems are encountered, the Union can, at the official request of the administration or company you represent, approach the competent Swiss authorities in order to facilitate delivery of the visa.

Visa requests should be made via an official covering letter from the administration or company you represent. This letter must specify your name and function, date of birth, passport number as well as the date of issuance and expiration. The letter must be accompanied by a photocopy of your passport and completed registration form and must be sent by fax to the ITU-R Document and Meetings Unit, Office V.434, Attention: Mrs. L. Kocher. The fax number is +41 22 730 6600. Please note that the Union needs at least one week to process all papers required for the delivery of a visa.

6. Participation

In order to make the necessary arrangements, it is requested that the intended participation of your representative(s) be advised not later than one month before the opening of the meeting, by means of the annexed form (Annex 3) (to be photocopied as required). For hotel accommodation see: <http://www.itu.int/travel>.

Valery Timofeev
Director, Radiocommunication Bureau

Annexes: 3

Distribution:

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

Annex 1

Draft Agenda for the meeting of the Special Committee on Regulatory/Procedural Matters

(Geneva, 4 – 8 December 2006)

- 1** Opening remarks
- 2** Approval of the Agenda
- 3** Executive Report from the Chairman of the SC Working Party
- 4** Regulatory/Procedural issues dealt with in the draft CPM Report to WRC-07
- 5** Consideration of documents from Study Groups
- 6** Consideration of contributions from administrations
- 7** Organization of work and attribution of documents
- 8** Consideration of output documents: contribution to the CPM Report to WRC-07
- 9** Any other business

F. RANCY
Chairman, Special Committee

Annex 2

Chairman, Vice-Chairmen and Rapporteurs

Chairman

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