

RESOLUTION ITU-R 2-4

Conference Preparatory Meeting

(1993-1995-1997-2000-2003)

The ITU Radiocommunication Assembly,

considering

- a) that the duties and functions of the Radiocommunication Assembly, in preparing for World Radiocommunication Conferences (WRCs) are stated in Articles 13 of the ITU Constitution and 8 of the ITU Convention;
- b) that special arrangements are necessary for such preparations,

resolves

1 that a Conference Preparatory Meeting (CPM) shall be set up on the basis of the following principles:

- that the CPM should be permanent;
- that it should address topics on the agenda of the immediately forthcoming conference and make provisional preparations for the subsequent conference;
- that invitations to participate should be sent to all Member States of the ITU and to Radiocommunication Sector Members;
- that documents should be distributed to all Member States of the ITU and to Radiocommunication Sector Members wishing to participate in the CPM;
- that the terms of reference of the CPM should include the updating, rationalization, presentation and discussion of material from Radiocommunication Study Groups and the Special Committee, together with consideration of new material submitted to it;

2 that the scope of the CPM shall be:

- on the basis of contributions from administrations, the Special Committee, the Radiocommunication Study Groups (see also Provision No. 156 of the Convention), and other sources (see Article 19 of the Convention) concerning the regulatory, technical, operational and procedural matters to be considered by World and Regional Radiocommunication Conferences, the CPM shall prepare a consolidated report to be used in support of the work of such conferences. In the preparation of these reports, differences in approach as contained in the source material shall be reconciled to the extent possible. In the case where the approaches cannot be reconciled, the differing views and their justification shall be included in the report;

3 that the working methods shall be as presented in Annex 1.

Annex 1

Working methods for the Conference Preparatory Meeting

- 1** Regulatory studies of technical and operational matters will be undertaken by the appropriate Study Groups.
- 2** The CPM will normally hold two meetings during the interval between WRCs.
 - 2.1** The first meeting will be for the purpose of coordinating the work programmes of the relevant Study Groups, and preparing a draft structure for the CPM Report, based on the agenda for the next two WRCs, and for taking into account any directives which may have come from the previous WRC. This meeting will be of short duration and will normally occur in the week following the conclusion of the previous WRC, and should be associated with a meeting of Study Group Chairmen and Vice-Chairmen.
 - 2.2** The second meeting will be for the purpose of preparing the report for the next WRC. This meeting shall also review progress on preparatory studies for agenda items to be considered at the WRC following the next scheduled WRC. The meeting will be of adequate duration to accomplish the necessary work (two to three weeks) and will be timed to ensure publication of the Final Report at least six months before the next WRC.
 - 2.3** The first meeting will identify issues for study in preparation for the next WRC and, to the extent necessary, for the subsequent WRC. These issues should be derived from the draft and provisional Conference agendas and should, as far as possible, be self contained and independent. For each issue a single group (which could be a Study Group, Task Group or Working Party, etc.) should be identified to take responsibility for the preparatory work, inviting input and/or participation from other groups as necessary. As far as possible, existing groups should be used for this purpose, with new groups being established only where this is considered to be necessary.
 - 2.4** Meetings of the groups identified should be scheduled to facilitate maximum participation by all interested members. The groups should base their output on existing material plus new contributions. The output of each group should form contributions to the CPM Final Report to the WRC without the need for formal consideration by the relevant Study Group. Where the relevant Study Group has not considered the output from the respective group, this should be clearly indicated, and the output should be submitted to the CPM by the Study Group Chairman.
 - 2.5** In order to facilitate the understanding by all participants of the contents of the draft CPM Report, overview presentations by the CPM management of the chapters will be made at the early stages of the meeting as part of the regularly scheduled sessions.
- 3** The work of the CPM will be directed by a Chairman and two Vice-Chairmen. The Chairman will be responsible for preparing the report to the next WRC.
- 4** The Chairman or the CPM may appoint Chapter Rapporteurs to assist in guiding the development of the text that will form the basis of the CPM Report, and to provide continuity of material through the consolidation of Study Group texts into a cohesive report.

5 The Chairman shall convene a meeting of the responsible Working Party/Task Group Chairmen, Study Group Chairmen, CPM Vice-Chairmen, Chapter Rapporteurs and Radiocommunication Bureau Staff to consolidate the output from the responsible Working Parties or Task Groups into a draft CPM Report, that will be an input document to the CPM.

6 The consolidated draft CPM Report shall be translated into the working languages of the Union and distributed to Member States a minimum of two months prior to the date schedule for the second meeting of the CPM.

7 Every effort shall be made to ensure that the volume of the final CPM Report is kept to a minimum. To this end, Working Parties/Task Groups/Study Groups are urged to maximize the use of references to approved ITU-R Recommendations in preparing CPM texts.

8 In relation to working arrangements, the CPM shall be considered as an ITU meeting in accordance with No. 172 of the Constitution.

9 In preparing for the CPM, maximum use should be made of electronic means for the distribution of contributions to participants.

10 The other working arrangements shall be in accordance with the relevant provisions of Resolution ITU-R 1.
