

RESOLUTION ITU-R 2-9

Conference Preparatory Meeting

(1993-1995-1997-2000-2003-2007-2012-2015-2019-2023)

The ITU Radiocommunication Assembly,

considering

- a) that the duties and functions of the Radiocommunication Assembly (RA), in preparing for World Radiocommunication Conferences (WRCs), are stated in Articles 13 of the ITU Constitution and 8 of the ITU Convention, and in the relevant parts of the General Rules of conferences, assemblies and meetings of the Union;
- b) that WRCs invite ITU-R to carry out studies on topics included on the WRC agendas in accordance with the relevant WRC Resolutions;
- c) that it is necessary to organize the ITU-R studies and provide the results of these studies to WRCs;
- d) that special arrangements are necessary for such preparations,

resolves

- 1 that a Conference Preparatory Meeting (the CPM) shall prepare a Report (the CPM Report) on the ITU-R preparatory studies to the immediately forthcoming World Radiocommunication Conference (WRC)¹;
- 2 that the CPM shall be convened and organized on the basis of the following principles:
 - a) that the CPM shall be permanent;
 - b) that the CPM shall address topics on the agenda of the next WRC and make provisional preparations for the subsequent WRC¹;
 - c) that invitations to participate shall be sent to all Member States of ITU and to all Radiocommunication Sector Members;
 - d) that CPM-related documents shall be made available to all Member States of ITU and to all Radiocommunication Sector Members;
 - e) that the duties of the CPM include the presentation, discussion, rationalization and updating of material from Radiocommunication Study Groups (SGs), addressing WRC agenda items (see also No. 156 of the Convention) taking into account relevant contributions;
 - f) that the CPM Report shall include, to the extent practicable, reconciled differences in approaches as contained in the source material; in cases where all efforts to reconcile differences have been exhausted, alternative approaches with their justification could be included;

¹ The immediately forthcoming conference, hereafter called in short the “next WRC”, is the WRC to be held immediately after the second session of the CPM. The subsequent WRC is the WRC to be held three or four years after the “next WRC”.

- g) that the CPM may also receive and consider new material submitted to its second session, including:
- i) contributions relating to regulatory, operational and procedural matters concerning items on the agenda of the next WRC; technical studies submitted to the second session of CPM shall be limited to rationalization of the material and updating of the results of existing studies already submitted by the responsible group(s);
 - ii) contributions on the review of existing WRC Resolutions and Recommendations in accordance with Resolution **95 (Rev.WRC-19)** submitted by Member States and the Director of the Radiocommunication Bureau (BR);
 - iii) contributions concerning future agenda items for the subsequent WRC submitted by Member States individually, jointly and/or collectively through their respective regional telecommunication organizations; these contributions should be considered for information only; to this effect, executive summaries developed by those contributing Member States, limited to no more than half a page, may be included in an Annex of the CPM Report for information only;
 - iv) contributions concerning proposals by administrations regarding their country footnotes, or country names in footnotes, under a WRC standing agenda item described in *further resolves* 2 of Resolution **26 (Rev.WRC-19)** to CPM should be considered for information only, if available; to this effect, a list of such proposals may be included in an annex to the CPM Report for information only;
- 3 that the CPM shall hold two sessions during the interval between WRCs;
- 4 that the working methods shall be as presented in Annex 1;
- 5 that guidelines for preparation of the CPM Report are presented in Annex 2.

ANNEX 1

Working methods for the Conference Preparatory Meeting

A1.1 Studies of regulatory, technical, operational and procedural matters shall be undertaken by the ITU-R Study Groups, Working Parties (WPs), Task Groups (TGs) and Joint Task Groups (JTGs), as appropriate.

A1.2 The work of the two sessions of the CPM shall be organized in accordance with the provisions below.

A1.2.1 The first session shall be for the purpose of coordinating the work programmes of the relevant ITU-R Study Groups, and preparing a draft structure for the CPM Report, based on the agenda for the next and subsequent WRCs, and for taking into account any directives that may have come from the preceding WRC. This first session shall be of short duration (in general, no more than two days) and should normally be held immediately after the end of the preceding WRC. The Study Group (SG) Chairs and Vice-Chairs should participate.

A1.2.2 The first session shall identify the topics for study in preparation for the next WRC and, to the extent necessary, for the subsequent WRC. These topics shall be derived exclusively from the next WRC agenda and the subsequent WRC preliminary agenda and should, as far as possible, be self-contained and independent. For each topic, a single ITU-R SG, Working Party (WP), Task Group (TG) or Joint Task Group (JTG) should be identified to take responsibility (as the responsible group) for the preparatory work, inviting input and/or participation from other concerned ITU-R 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.

A1.2.3 The second session shall be for the purpose of finalizing the CPM Report for the next WRC. The second session shall be of adequate duration to accomplish the necessary work but not exceed two weeks.

The deadline for submission of contributions *where translation is required* is one month prior to the second session of the CPM. The deadline for submission of contributions *not requiring translation* is 1600 hours UTC, 14 calendar days prior to the start of the second session of the CPM.

It shall be scheduled to allow publication of the CPM Report in the six official languages of the Union at least five months before the next WRC.

A1.2.4 The draft Report of the Director of the BR for the next WRC on any difficulties or inconsistencies encountered in the application of the Radio Regulations that need to be considered by WRC should be submitted to the second session for information.

A1.2.5 Meetings of the responsible ITU-R groups should be scheduled to facilitate maximum participation by all interested members, avoiding as far as possible any overlap of meetings that might have an adverse impact on the effective participation of Member States. The final draft CPM text shall be submitted directly by the responsible groups, in time for consideration by the CPM Management Team meeting (see § A1.6).

A1.2.6 Responsible groups are encouraged to identify new topics for study to be considered under the standing agenda item in accordance with Resolution **86 (Rev.WRC-07)** (currently agenda item 7) not later than their penultimate meeting prior to the second session of the CPM in order to provide the ITU Members sufficient time to prepare contributions for the second session. The number of new topics shall be limited.

A1.2.7 In order to facilitate the understanding of the contents of the CPM Report by the membership, executive summaries shall be developed by the responsible groups.

A1.2.8 Studies and output developed by the responsible or concerned groups shall strictly observe the requirements mentioned in the text of the agenda item and in the corresponding WRC Resolution concerning that WRC agenda item, and the Radio Regulations.

A1.2.9 Responsible groups shall prepare draft CPM texts in accordance with the schedule established by the CPM Steering Committee (see § A1.5).

A1.3 The work of the CPM is directed by a Chair in consultation and coordination with the Vice-Chairs. The Chair and Vice-Chairs of the CPM are appointed by the RA and are eligible to serve for only one term in their respective offices.

A1.4 The first session of the CPM appoints Chapter Rapporteurs to assist in guiding the development of the text that will form the basis of the CPM Report, and to help with the consolidation of texts from the responsible groups into a cohesive draft CPM Report. If a Chapter Rapporteur is not in a position to continue his/her duties, a new one should be appointed by the CPM Steering Committee (see A1.5 below), in consultation with the BR Director.

A1.5 The CPM Chair, the Vice-Chairs and the Chapter Rapporteurs constitute the CPM Steering Committee.

A1.6 The Chair shall convene a meeting of the CPM Steering Committee together with the Chairs of the responsible groups and the SG Chairs. This meeting (called the CPM Management Team meeting) shall consolidate the output from the responsible groups into the draft CPM Report, which will be an input document to the second session of CPM.

A1.7 The consolidated draft CPM Report shall be translated into the six official languages of the Union and shall be available in electronic format a minimum of two months prior to the date scheduled for the second session of CPM.

A1.8 Every effort shall be made to ensure that the volume of the CPM Report is kept to a minimum. To this end, responsible groups are urged to maximize the use of references to approved ITU-R Recommendations and Reports, as appropriate, in preparing draft CPM texts.

A1.9 The work of the CPM shall be carried out in accordance with Article 29 of the ITU Constitution in the official languages of the Union.

A1.10 The other working arrangements shall be in accordance with the relevant provisions of Resolution ITU-R 1.

ANNEX 2

Guidelines for preparation of the CPM Report

The CPM Report contains the consolidated outputs of the ITU-R regarding the conference agenda items. The format and the structure of this report is decided by the first session of CPM. The following guidelines should be taken into consideration while developing the text of each agenda item.

A2.1 Executive summary

A2.1.1 An executive summary for each WRC agenda item has to be included in the final CPM text. The appointed Chapter Rapporteur may contribute to the preparation of the executive summary.

A2.1.2 In particular, for each WRC agenda item, the executive summary should describe briefly the purpose of the agenda item, summarize the results of the studies carried out and provide a brief description of the method(s) identified that may satisfy the agenda item. The executive summary should be limited to no more than half a page of text.

A2.2 Background section

A2.2.1 The purpose of the background section² in each agenda item is to provide general information in a concise manner, avoiding repetition or duplication of the text already included in the agenda item or in its associated WRC Resolution. It should be limited to no more than half a page of text.

A2.3 Page limit and format for draft CPM texts

A2.3.1 The responsible groups shall prepare draft CPM texts in the format and structure decided by the first session of the CPM.

A2.3.2 All necessary texts should be as concise as possible with the objective of not exceeding a limit of 10 pages³ per agenda item or topic.

A2.3.3 In order to achieve this objective, the following should be implemented:

- a) the draft CPM texts should be clear and drafted in a consistent and unambiguous manner;
- b) the number of proposed methods to satisfy each agenda item is to be kept to an absolute minimum necessary;
- c) if acronyms/abbreviations are used, the full term of the acronym/abbreviation should be written out for the first time it appears, and a list of all acronyms/abbreviations should be included in the beginning of the Report;
- d) quoting texts that are already contained in other official ITU-R documents should be avoided by using relevant references (see also § A2.5);
- e) sections giving the views of Member States and/or regional telecommunication organizations should not be included in any way in the draft CPM texts or in the CPM Report.

A2.4 Methods to satisfy the WRC agenda items

A2.4.1 The description of each method should be as precise and concise as possible.

A2.4.2 In order to reduce the number of methods, a given method may contain alternative approaches for implementation, which should be kept to a minimum.

A2.4.3 The methods and alternative approaches shall be in conformity with, and limited to, the scope of the agenda item and its associated WRC Resolution.

A2.4.4 A method of “no-change” is always a possible method and normally should not be included amongst the methods; however, a single explicit “no-change” method could be included on a case-by-case basis together with (an) accompanying reason(s), provided it is proposed by a Member State.

² It shall not include advertisement, promotional and commercial information.

³ Not including the pages on examples of regulatory texts.

A2.4.5 A summary of supporting reasons and possible concerns may be included after the method description to facilitate understanding. The summary shall contain the text provided by the respective proponent of the method and of the concerns. The summary should be concise, not exceeding half a page, and shall be proportionate.

A2.4.6 Examples of regulatory texts could also be developed for the methods and could be presented in the relevant sections of the draft CPM texts relating to regulatory and procedural considerations in accordance with the relevant WRC Resolution. All efforts should be made to keep the methods and regulatory text concise and clear. Terminology that could lead to misunderstanding, such as “option”, which could be construed as “optional”, should be avoided and “alternative” used instead.

A2.5 References to ITU-R Recommendations, Reports, etc.

A2.5.1 Quoting texts that are already contained in ITU-R Recommendations should be avoided by using relevant references. A similar approach should be followed for ITU-R Reports on a case-by-case basis, as appropriate.

A2.5.2 If ITU-R documents are still undergoing the ITU-R adoption/approval process or are still at the stage of draft documents when the draft CPM texts have to be finalized, they could still be referenced in the draft CPM texts, with the understanding that the references will be further reviewed at the second session of CPM. Working documents or preliminary draft documents should not be referenced in the draft CPM texts unless there is sufficient opportunity to complete them for consideration by the RA prior to WRC.

A2.5.3 Normally, most recent versions of ITU-R Recommendations and/or Reports are referenced in the CPM Report.

A2.5.4 In some cases, specific version number of the existing ITU-R Recommendations and/or Reports may be referenced in the CPM Report.

A2.6 References to the Radio Regulations, W(A)RC Resolutions or Recommendations in the CPM Report

A2.6.1 Apart from the relevant sections dealing with regulatory and procedural considerations, it might be necessary to refer to some Radio Regulations, Conference Resolutions and/or Recommendations. However, in order to reduce the number of pages, the text of those Radio Regulations or other regulatory references should not be repeated or quoted.