Additional guidelines for submission of the additional administrative declarations for the preparation of the additional synthesis of the draft plan

Ref: Addendum 2 to CR/246

(To be read together with Attachment 1 to Addendum 1 to CR/246)

Deadline for submission of additional administrative declarations for the conduct of the additional synthesis process associated to the production of the draft plan is **20 March 2006**. Administrations are invited to use the current electronic format described in Addendum 1 to Circular Letter CR/246, and submit **only those declarations that they wish to be added to the current set of declarations**, which were submitted by 27 January 2006

1. **Format of the administrative declarations file**

    1.1 Administrative declarations shall be submitted in format described in Addendum 1 to CR/246. There is no change after IPG-2 affecting this submission

    1.2 Signed document(s) on coordination agreement(s) between the administrations are not receivable.

    1.3 Please make sure that the columns in the administrative declarations file follow the order:

    - Administration code of the administration which submits the administrative declaration

    - Indication of the "fragment" or the "equivalent fragment" for the requirement(s)/ assignment(s) under the responsibility of the administration which submits the administrative declaration

    - "Identifier" of the requirements under the responsibility of the administration which submits the administrative declaration

    - Administration code of the administration responsible for the other requirements/ assignments involved in the administrative declaration

    - Indication of the "fragment" or the "equivalent fragment" for the other requirements /assignments involved in the administrative declaration

    - "Identifier" of the other requirements/ assignments involved in the administrative declaration

    - Optional remark

    Wrong order of the columns marks the whole file as erroneous

    1.4 The symmetrical "self" declarations (within the Administration) are not needed. One way "self" declaration is sufficient

    1.5 The administrations are kindly asked to notify in flat text semicolon delimited format (csv format) especially if the number of the declarations exceeds 65 000.

    1.6 Administrations are urged not to submit Excel files with multiple worksheets. Notification using multiple worksheets in Excel (xls) format invokes a lot of additional work and increases the probability to unintentionally omit one of the worksheets.

    1.7 All administrative declarations, in principle, shall be grouped in one file per administration

    1.8 Prior to submitting the administrative declarations file, administrations shall remove all blank an unused lines. Blank and unused lines give false number of notified administrative declarations.

2. **Content of the "Identifier" fields**

   2.1 The content of both "Identifier" fields must correspond exactly, character to character (blanks included) to the content in appropriate fields of the database containing notified requirements (Administrations Unique Identifier of the Digital Requirement) or the database containing reference situations (BR Assignment number).

   2.2 Administrations are kindly requested to check that the used symbols " "(blank), "–" or "_ " corresponds to the notified value

   2.3 No abbreviated identifiers (partial match), even if they are still unique, and no joker signs (*, ?) are allowed. The match must be complete

   2.4 In case of numeric Identifier, make sure that all characters are correctly copied. Excel as a program suppresses leading "0" if the field is set as numeric. Please note that 61001234 is not a match for 061001234

   2.5 Even if successfully coordinated after prescribed deadline, the administrative declarations with identifiers that are not recorded in the Reference situation will not be used for the synthesis process.

   2.6 Only the characters that belong to character set ISO 8859-1 (Latin-1) are acceptable. All other characters will mark the administrative declaration with error and it will not be processed further.

3. **Content of the "Fragment" fields**

   3.1 The content of both "Fragment" fields must correspond exactly to the values given in Addendum 1 to CR/246, following the rules and particularly the restrictions given therein

   3.2 When referencing to digital requirements, the fragment must be RC06 (Romeo Charlie zero six). The values like RRC06 or RCO6 (Romeo Charlie Oscar six) are not acceptable and corresponding administrative declarations will not be processed further

   3.3 When giving administrative declarations of the type "ALL" the valid values for "Fragment" fields are only ATV, OPS and RC06. The fragments NTFD_RR, ST61 or GE89 are not valid for declarations of the type "ALL"

   3.4 When giving an administrative declaration of the Type "ALL" please check beforehand whether the administration concerned has any assignment in the corresponding reference situation (ATV or OPS).

4. **Format of the "Optional remarks" field**

   4.1 "Optional remarks" field is not mandatory field. It may be omitted

   4.2 The text in "Optional remarks" field does not have to be in parenthesis

   4.3 Semicolon symbol (;) shall not be used in "Optional remarks" field. Each semicolon symbol is taken as field delimiter and its use in "Remarks" field corrupts the line format

   4.4 "Line break" or "Carriage return – line feed" shall not be used in "Optional remarks" field. Such symbol starts a new line resulting in corrupted line format

   4.5 Text is limited to 250 characters (including blanks). Only the characters that belong to character set ISO 8859-1 (Latin-1) are acceptable. All other characters will mark "Optional remarks" field with error and it will not be processed further

Attachment 1 to Circular Letter CR/246 (Addendum 1)

**Guidelines for submission of the administrative declarations
for the preparation of the draft plan**

1.   Types of administrative declarations

1.1   The concept of administrative declarations and the mechanism of their submission to the Radiocommunication Bureau, as approved by the Working Party of the IPG at its meeting on 28 and 29 September 2005, are described in Appendix 1 to Annex 3 to the Report of the meeting of the Working Party of the IPG, Document WPIPG/10(Rev.1), which was included as Annex 1 in Circular Letter CR/246. This concept provides for the following types of administrative declarations:

a)   Individual (pair-wise, or "one-to-one") declaration: this type of administrative declaration may cover the following cases:

- one digital requirement from one administration versus one digital requirement from another administration;

- one digital requirement from one administration versus one analogue television assignment from another administration;

- one digital requirement from one administration versus one other service assignment from another administration.

The data format for this type of declaration, as agreed by the Working Party of the IPG, is reproduced as Attachment 2 to this Addendum to Circular Letter CR/246. The same data format may be used for the symmetrical global declaration of the type "one-to-one" to cover the following cases:

- one analogue television assignment from one administration versus one digital requirement from another administration;

- one other service assignment from one administration versus one digital requirement from another administration.

b)   Global declaration of the type "one-to-all": this type of administrative declaration may cover the following cases:

- one digital requirement from one administration versus all digital requirements from another administration;

- one digital requirement from one administration versus all analogue television assignments from another administration;

- one digital requirement from one administration versus all other service assignments from another administration.

Data items required for this type of global administrative declaration are described in Attachment 3 to this Addendum to Circular Letter CR/246. The same data format may be used for the symmetrical global declaration of the type "all-to-one" to cover the following cases:

- all digital requirements from one administration versus one digital requirement from another administration;

- all analogue television assignments from one administration versus one digital requirement from another administration;

- all other service assignments from one administration versus one digital requirement from another administration.

c)   Global declaration of the type "all-to-all": this type of administrative declaration may cover the following cases:

- all digital requirements from one administration versus all digital requirements from another administration;

- all digital requirements from one administration versus all analogue television assignments from another administration;
- all digital requirements from one administration versus all other service assignments from another administration.

Data items required for this type of global administrative declaration is described in Attachment 4 to this Addendum to Circular Letter CR/246. The same data format may be used for the <u>symmetrical global declaration of the type "all-to-all"</u> to cover the following cases:

- all analogue television assignments from one administration versus all digital requirements from another administration;
- all other service assignments from one administration versus all digital requirements from another administration.

1.2   As agreed by the Working Party of the IPG, administrative declarations of the above types could be developed to remove incompatibilities between requirements belonging to the same administration, or to remove incompatibilities between requirements and assignments belonging to the same administration (internal declarations, self compatibility). When using global declarations for indicating the self-compatibility, administrations should consider the guidance given in § 6.3.2 in Annex 1 to Circular Letter CR/246; specifically, it is not permitted to use internal global declarations of the type "one digital requirements to all digital requirements" or "all digital requirements to all digital requirements" if some of the requirements are notified with more than one acceptable channel.   Similarly, when using global declarations for indicating compatibility between two different administrations, administrations should consider the guidance given in § 6.3.1 in Annex 1 to Circular Letter CR/246.

2.   Format of the administrative declarations

2.1   The administrative declarations are receivable in electronic format only (e.g. as an attachment to an e-mail message, CD-ROM, diskette, USB key, etc.); information submitted in paper form or via telefax will not be processed. Data items required for each type of administrative declaration are described in Attachments 2 - 4 to this Addendum to Circular Letter CR/246. All data items are mandatory (excepting the optional remarks).

2.2   Administrations have the possibility of providing the administrative declarations following any of the two options described below:

Option 1: providing a flat text file, one line per administrative declaration using a "semi-colon" as delimiter between data items.

Option 2: providing a MS Excel file in the format described in Attachment 5 to this Addendum (available for download from http://www.itu.int/ITU-R/conferences/rrc/rrc-04/intersession/docs/rrc06_draft_plan_declarations.xls).

2.3   Examples for both options are provided in Attachment 5 to this Addendum to Circular Letter CR/246.

2.4   The administrative declaration files submitted in formats other than those described above will be disregarded. If time permits (i.e. for files submitted prior to 13 January 2006), the files in incorrect format will be returned to administrations (electronically) with explanations (error message from validation software).

3.   Authentication

The administrative declarations should be submitted through the official e-mail address of the notifying administration or by the contact person indicated by the concerned administration and included in the List of contact persons (see
 http://www.itu.int/cgi-bin/htsh/compass/cvc_ipg_list.sh).

4.   Method of submission

The administrative declarations have to be submitted in the form of <u>one</u> consolidated file. In the case of multiple submissions from the same administration the Bureau will include in the planning process only the most recent file, which will cancel and replace the previous submissions; therefore it is important that the latest submission also includes all previously submitted declarations. When administrative declarations are submitted through e-mail, administrations are invited to include in the subject line of the concerned e-mail message the indication "RRC: administrative declarations for the production of the draft plan".

5   **Processing of administrative declarations**

5.1   The Bureau will verify the authenticity of the submissions (see section 3 above) and their conformity with section 2.4 above. The non-compliant files will be disregarded (see, however, the indications in paragraph 2.4 above). For the compliant files, the Bureau will check the correctness of the "identifiers" of the requirements/assignments, as appropriate; the mismatch of any identifier with the information contained in the relevant file (requirements file, reference situation files) will result in the exclusion of the concerned administrative declaration from the planning process. See also section 7 hereunder.

5.2   The BR will generate a unique identifier for each declaration and associate a date of receipt of the declaration.

5.3   There will be no exchange of correspondence regarding the validity of the file (see, however, the indications in paragraph 2.4 above).

6.   **Time limits**

Only the files received by the BR (brmail@itu.int), in the correct format, by close of business on 27 January 2006 (1700 hours UTC) will be included in the planning process for the production of the draft plan, which will be submitted to IPG-2.

7.   **Publication**

The Bureau will publish, on the ITU website, the administrative declarations submitted by the administrations, immediately after their receipt. The Bureau will also publish, in a separate list, those administrative declarations that were disregarded in the planning process due to non-conformity of their data elements with the indications in these guidelines. It is recalled that the information submitted in paper form or via telefax will not be processed and will not be published.