

GUIDELINES FOR THE PREPARATION OF CONTRIBUTIONS TO THE SPECIAL COMMITTEE (SC)

(16 Sept. 2014)

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1. BEFORE GETTING STARTED

1.1. Templates

All documents submitted to the Special Committee (SC) should be prepared using the official MS Word templates, which may be found in the 6 languages of the Union on the **SC web page** at www.itu.int/ITU-R/go/rsc and more directly at www.itu.int/oth/ROA0E00008E.

1.2. Use of 2012 Edition of the Radio Regulations (RR)

The electronic versions of the 2012 Edition of the Radio Regulations (RR) can be retrieved free-of-charge in the 6 languages of the Union at www.itu.int/pub/R-REG-RR-2012.

1.3. Use of the Extract from the Draft CPM Report

Contributions proposing changes to the Extract from the draft CPM Report to WRC-15 should be based on document SC/10 available on the SC web page: www.itu.int/md/R12-SC-C/en.

1.4. Use of Microsoft Word

1.4.1. Microsoft Word versions

As of mid-2014, the ITU is progressively migrating to the MS Office 2013 Suite, including MS Word 2013 which will be used for the processing and publishing of contributions and documentation.

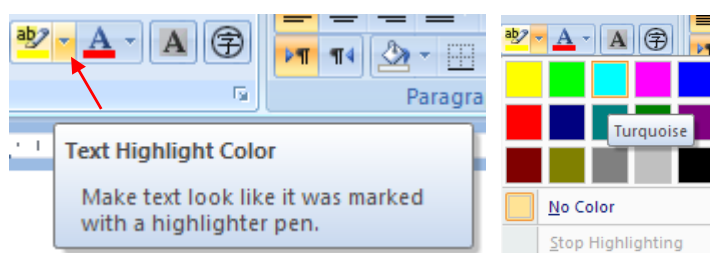
1.4.2. Highlighted text vs track changes

Since the Extract from the draft CPM Report already contains examples of regulatory text with revision marks proposing modifications to the 2012 Edition of the RR, the following approach should be applied in preparing contributions to the Special Committee:

- for changes proposed to any part of the Extract to the draft CPM Report contained in Document SC/10 revision marks (under track changes) and "Turquoise" highlights should be used (see examples given in these guidelines.);
- for proposed additions of new examples of regulatory text not yet included in the Extract to the draft CPM Report, "Turquoise" highlights shall also be used over the entire proposed new text. (See other examples given in these guidelines.)

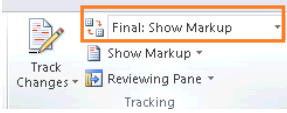
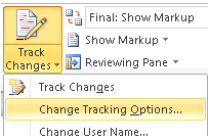
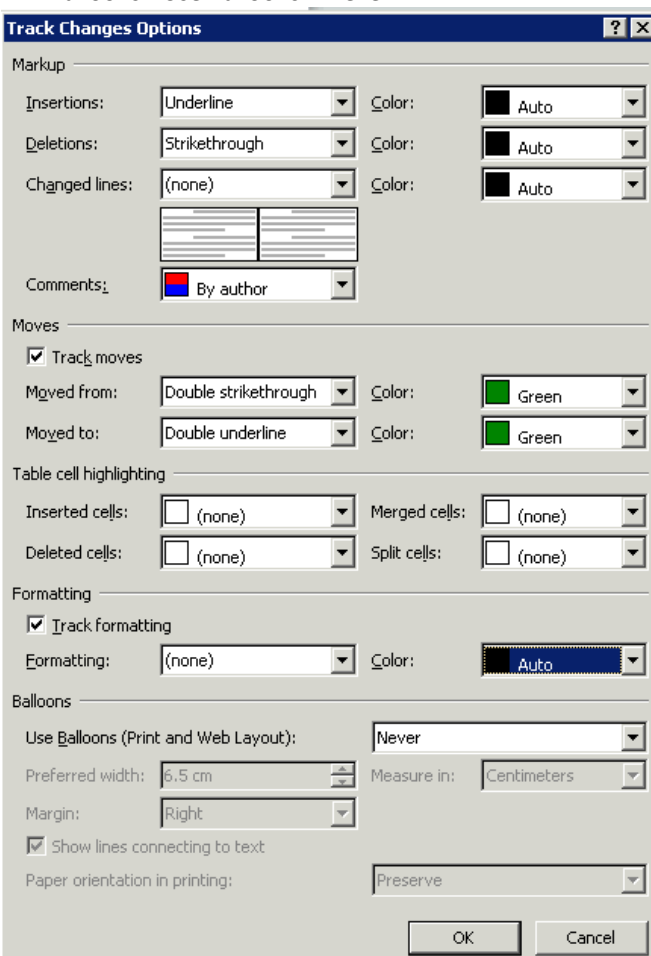
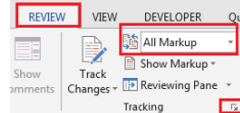
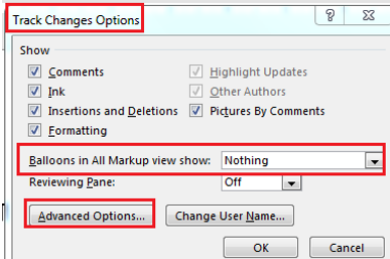
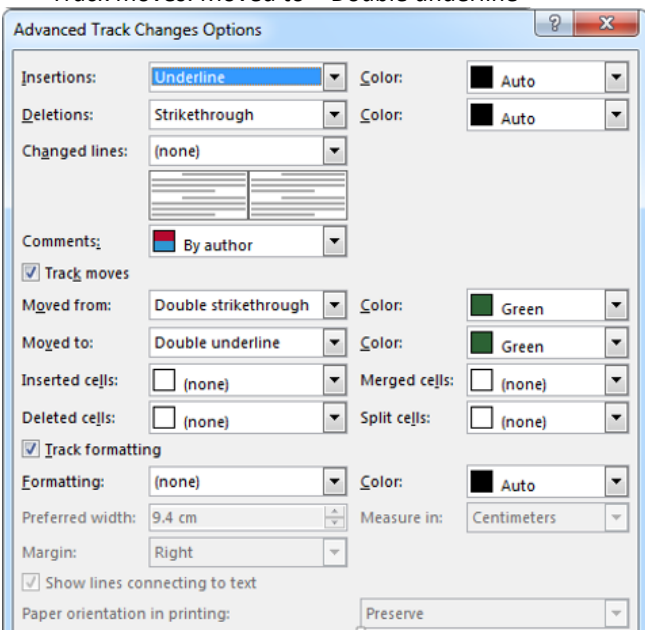
This will greatly help us track all changes and hence ease the referencing, translation, typing and timely production of documents. This highlighting will appear in the published version of contributions.

To highlight text, click on the Text Highlight Color button which can be found under Font on the Home tab. The colour to be used is **Turquoise**.



1.4.3. Use of track changes (revision marks)

To help following proposed text modifications, Members should make sure their MS Word track changes options are set as follows:

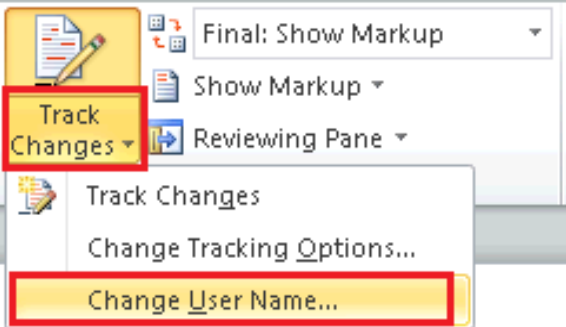
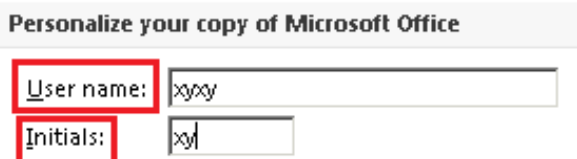
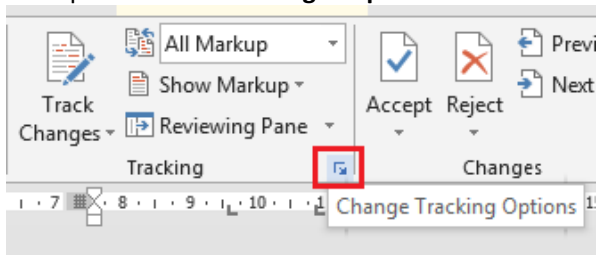
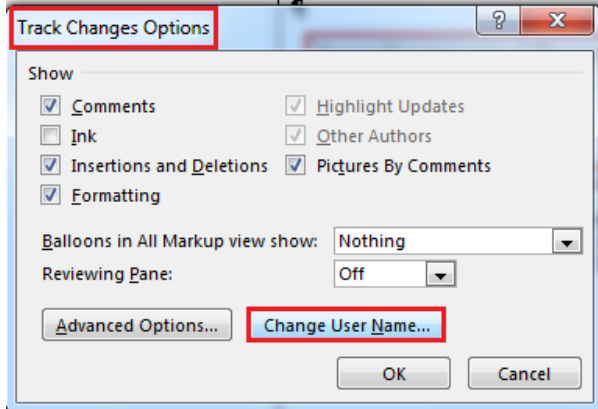
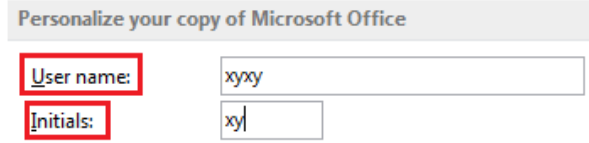
Word 2010 options	Word 2013 options
<p>Under the <u>Review</u> tab:</p> <ul style="list-style-type: none">the Display for Review = Final: Show Markup  <p>Click on the small arrow beside Track Changes and click on Change Tracking Options:</p>  <p>and apply the following options:</p> <ul style="list-style-type: none">Insertions = UnderlineDeletions = StrikethroughTrack moves: Moved from = Double strikethroughTrack moves: Moved to = Double underlineBalloons - Use Balloons = Never 	<p>Under the <u>Review</u> tab:</p> <ul style="list-style-type: none">the Display for Review = All Markup  <p>Click on the small arrow beside Tracking which opens the Track Changes Options:</p>  <p>and apply the following options:</p> <ul style="list-style-type: none">Balloons in All Markup view show = Nothing <p>Then click on the Advanced Options:</p> <ul style="list-style-type: none">Insertions = UnderlineDeletions = StrikethroughTrack moves: Moved from = Double strikethroughTrack moves: Moved to = Double underline 

1.4.4. Change of MS Word user

When deleting proposed new texts already marked up with track changes, the text would disappear if it is deleted by the same MS Word user who added this original new text in.

To alleviate this problem and obtain underlined and strikethrough text as shown in **examples in sections 2.2.1 and 2.2.7**, the MS Word user has to be changed before making the deletion.

To change the user name:

Word 2010 options	Word 2013 options
<p>Under the Review tab:</p> <ul style="list-style-type: none">Click on the small arrow beside Track Changes which opens the Track Changes Options:Click on Change User Name  <ul style="list-style-type: none">Enter a different user name in the box as shown below: 	<p>Under the Review tab:</p> <ul style="list-style-type: none">Click on the small arrow beside Tracking which opens the Track Changes Options:  <ul style="list-style-type: none">Click on Change User Name  <ul style="list-style-type: none">Enter a different user name in the box as shown below: 

1.5. List of symbols to propose and show regulatory text modification to the Extract from the draft CPM Report

ADD	Addition of new provisions to the RR Where new text is to be added within an existing paragraph or sub-paragraph, the symbol MOD should be used (see instructions for MOD below).
MOD	Amendment to provisions existing in the RR by addition, deletion or replacement of words or figures.
NOC	RR provisions for which no change is proposed This symbol may be used to clarify that no changes are proposed to the RR provisions carrying this symbol. It is not necessary to reproduce the text of the RR provisions carrying this symbol.
<u>NOC</u>	RR provisions to be maintained without change This symbol is used when a no-change proposal bearing a proposal number is submitted to a WRC. Since the CPM is not preparing proposals, this symbol is usually not used for the CPM Report. It may however be used to emphasize that particular RR provisions should remain unchanged. In this case, the text of the RR provisions carrying this symbol should be reproduced.
SUP	Deletion of provisions existing in the RR The RR provision number will suffice to identify the text (it is not necessary to reproduce texts carrying the symbol SUP). Where text is to be deleted from within a paragraph or sub-paragraph, the symbol MOD should be used.

2. PREPARATION OF CONTRIBUTIONS PROPOSING MODIFICATIONS TO THE EXTRACT FROM THE DRAFT CPM REPORT

2.1. Summary

Example (see section)	Text Type	Types of Proposed Modification to the Extract from the Draft CPM Report	Action	MS Word Track Changes	Highlight Results
2.2.1	General (other than RR text)	Modify existing general text (other than RR text)	n/a	Turned On	Manually highlight all changes.
2.2.2 (also see sections 1.4.3 and 1.4.4)	RR Text (other than Art. 5 Table of Frequency Allocation)	Further modify existing RR text already modified: <ul style="list-style-type: none"> - deleting proposed new text, - reinstating text proposed to be deleted, - adding or deleting further 	MOD	Turned On (if required, reject proposed changes)	Manually highlight all changes, including rejected proposed changes.
2.2.3		Add new text to text already proposed to be added to the RR and reinstating original text: <ul style="list-style-type: none"> - adding further to MOD RR text, - reinstating text proposed to be deleted 	MOD	Turned On (if required, reject proposed changes)	Manually highlight all changes, including rejected proposed changes.
2.2.4		Reinstate RR text proposed for suppression (SUP)	SUP NOC	SUP: Turned On NOC: Turned Off	Manually highlight both SUP and NOC parts.
2.2.5		Modify new text proposed to be added to the RR (ADD): <ul style="list-style-type: none"> - adding further to the new RR text, - deleting the new RR text 	ADD	Turned On	Manually highlight all changes.
2.2.6		Delete an entire MOD	MOD NOC	MOD: Turned On NOC: Turned Off	Manually highlight both NOC and MOD parts.
2.2.7 (also see sections 1.4.3 and 1.4.4)	RR Text (Art. 5 Table of Frequency Allocation)	Delete or reinstate texts proposed to be added to or deleted from RR Article 5 Table of Frequency Allocations	MOD	Turned On (reject proposed text)	Manually highlight all changes, including rejected proposed changes.
2.2.8		Further split a band and add a new row to the RR Art. 5 Table of Frequency Allocations: <ul style="list-style-type: none"> - creating another row to table, - adding or deleting further 	MOD	Creating another row: Turned Off Adding/Deleting further: Turned On	Manually highlight all changes, including the entire new row created.
2.2.9		Additional information pertaining to the modifications of the Art. 5 Table of Frequency Allocation	MOD	Cases other than 2.2.7 and 2.2.8 above	
2.2.10	General (other than RR text)	Move large text already existing in the draft CPM Report	n/a	Turned On	Manually highlight all changes.

Note: see section 2.3 before final saving of the contribution.

2.2. Examples of how to propose and show modifications to the Extract from the draft CPM Report

2.2.1. Modify existing general text (other than RR text)

Draft CPM Report Text

2/1.12/2 Background

The growing demand for higher resolution radar pictures raises the need to further increase the bandwidth used for linear FM chirp radar transmission of the next generation of EESS SAR.

Proposed Modification to Draft CPM Report Text

2/1.12/2 Background

The growing demand for higher resolution radar images~~pictures~~ to satisfy global environmental monitoring raises the need to further increase the bandwidth used for linear FM chirp radar transmission of the next generation of EESS SAR.

In the example above: 1) turn on track changes, 2) make modifications (deleted text should then appear as strikethrough, added texts should then appear as underlined) and 3) highlight result.
Do not use key words ADD, MOD, SUP and NOC when modifying existing general text.

2.2.2. Further modify existing RR text already modified

Draft CPM Report Text

MOD

5.543A In Bhutan, Cameroon, Korea (Rep. of), the Russian Federation, India, Indonesia, Iran (Islamic Republic of), Japan, Kazakhstan, Lesotho, Malaysia, Maldives, Mongolia, Myanmar, Uzbekistan, Pakistan, the Philippines, Kyrgyzstan, the Dem. People's Rep. of Korea, Sri Lanka, Thailand and Viet Nam, the allocation to the fixed service in the band 31-31.3 GHz may also be used by systems using high altitude platform stations ~~(HAPS)~~ in the ground-to-HAPS direction ~~(HAPS)~~. The use of the band 31-31.3 GHz by systems using HAPS is limited to the territory of the countries listed above and shall not cause harmful interference to, nor claim protection from, other types of fixed-service systems, systems in the mobile service and systems operated under No. **5.545**. Furthermore, the development of these services shall not be constrained by HAPS. Systems using HAPS in the band 31-31.3 GHz shall not cause harmful interference to the radio astronomy service having a primary allocation in the band 31.3-31.8 GHz, taking into account the protection criterion as given in Recommendation ITU-R RA.769. In order to ensure the protection of satellite passive services, the level of unwanted power density into a HAPS ground station antenna in the band 31.3-31.8 GHz shall be limited to -106 dB(W/MHz) under clear sky conditions, and may be increased up to -100 dB(W/MHz) under rainy conditions to mitigate fading due to rain, provided the effective impact on the passive satellite does not exceed the impact under clear sky conditions. See Resolution **145 (Rev.WRC-07)**. (WRC-07)

Deleting proposed new text:

Turn on track changes, delete the text (should then appear as underlined and strikethrough) and **highlight result** (also see sections 1.4.3 and 1.4.4).

Reinstating text proposed to be deleted:

Turn on track changes, reject revision mark to the text (should then appear as clean text) and **highlight result**.

Adding or deleting further:

Turn on track changes, add text (should then appear as underlined) or delete text (should then appear as strikethrough) and **highlight result**.

Proposed Modification to Draft CPM Report Text

MOD

5.543A In Bhutan, Cameroon, Korea (Rep. of), the Russian Federation, India, Indonesia, Iran (Islamic Republic of), Japan, Kazakhstan, Lesotho, Malaysia, Maldives, Mongolia, Myanmar, Uzbekistan, Pakistan, the Philippines, Kyrgyzstan, the Dem. People's Rep. of Korea, Sri Lanka, Thailand and Viet Nam, the allocation to the fixed service in the band 31-31.3 GHz may also be used by systems using high altitude platform stations **(HAPS)** in the ground-to-HAPS direction **(HAPS)**. The use of the band 31-31.3 GHz by systems using HAPS is limited to the territory of the countries listed above and shall not cause harmful interference to, nor claim protection from, **other types of fixed-service systems in the broadcasting service**, systems in the mobile service and systems operated under No. **5.545**. Furthermore, the development of these services shall not be constrained by HAPS. Systems using HAPS in the band 31-31.3 GHz shall not cause harmful interference to the radio astronomy service having a primary allocation in the band 31.3-31.8 GHz, taking into account the protection criterion as given in Recommendation ITU-R RA.769. In order to ensure the protection of satellite passive services, the level of unwanted power density into a HAPS ground station antenna in the band 31.3-31.8 GHz shall be limited to -106 dB(W/MHz) under clear-sky conditions, and may be increased up to -100 dB(W/MHz) under rainy conditions to mitigate fading due to rain, provided the effective impact on the passive satellite does not exceed the impact under clear-sky conditions. See Resolution **145 (Rev.WRC-07)**. (WRC-07)

2.2.3. Add new text to text already proposed to be added to the RR and reinstating original text

Draft CPM Report Text

MOD

2.5 *Subregional systems:* For the purpose of the application of the provisions of this Appendix, a subregional system is a satellite system created by agreement among neighbouring countries Member States of the ITU or their authorized telecommunications operating agencies on the basis of their national allotments and intended to provide domestic or subregional services within the geographical areas of the countries concerned. When a service area of a subregional system includes partially or wholly the territories of other administrations (other than the notifying one) the notifying administration shall seek to obtain the clear agreement of that administration.

Adding further to RR text:
Turn on track changes, add text (should appear as underlined) and highlight result.

Reinstating text proposed to be deleted:
Turn on track changes, reject revision mark to the text (should then appear as clean text) and highlight result.

Proposed Modification to Draft CPM Report Text

MOD

2.5 *Subregional systems:* For the purpose of the application of the provisions of this Appendix, a subregional system is a satellite system created by agreement among neighbouring countries Member States of the ITU or their authorized telecommunications operating agencies on the basis of their national allotments and intended to provide domestic or subregional services within the geographical areas of the countries concerned. When a service area of a subregional system includes partially or wholly the southern and northern territories of other administrations (other than the notifying one) the notifying administration shall seek to obtain the clear agreement of that administration.

2.2.4. Reinstatement RR text proposed for suppression (SUP)

Draft CPM Report Text

SUP

5.536A

Proposed Modification to Draft CPM Report Text

SUP

5.536A

NOC

5.536A

The SUP part is deleted with the track changes on, while the NOC part is added without the track changes on. Highlight both the NOC and SUP parts.

2.2.5. Modify new text proposed to be added to the RR (ADD)

Draft CPM Report Text

ADD

6

d) The channelling arrangement specified in the sub-sections A and B does not prejudice the rights of administrations to establish, and to notify assignments to stations in the maritime mobile service other than those using radiotelephony, provided that:

– the occupied bandwidth does not exceed 2 800 Hz and is situated wholly within one frequency channel.

Proposed Modification to Draft CPM Report Text

Adding or deleting further to RR text:
Turn on track changes and show revision marks when adding new text to or deleting text from an already existing 'ADD' and highlight result.

ADD

6

d) The channelling arrangement s mentioned above and specified in the sub-sections A and B does not prejudice the rights of administrations to establish, and to notify assignments to stations in the maritime mobile service other than those using radiotelephony, provided that:

– the occupied bandwidth does not exceed 2 800 Hz and is situated wholly within one frequency channel.

2.2.6. Delete an entire MOD

Draft CPM Report Text

MOD

2.6 *Additional use:* For the application of the provisions of this Appendix, additional uses shall be those of an administration:

- a) — which has a requirement of the satellite system whose characteristics differ from those used in the preparation of ~~Part A~~ of the Plan; any such requirement shall be limited to the national ~~coverages~~service area, taking into account technical constraints, of the administration concerned, unless otherwise agreed. ~~Additionally, such requirement can be met only if the allotment of the interested administration, or part of this allotment, has been converted into an assignment, or if the requirement cannot be met by the conversion of the allotment into an assignment;~~
- b) — ~~which requires the use of all or part of its national allotment that has been suspended in accordance with § 6.54 of Article 6;~~

Proposed Modification to Draft CPM Report Text

MOD

2.6 *Additional use:* For the application of the provisions of this Appendix, additional uses shall be those of an administration:

- a) — which has a requirement of the satellite system whose characteristics differ from those used in the preparation of Part A of the Plan; any such requirement shall be limited to the national ~~coverages~~service area, taking into account technical constraints, of the administration concerned, unless otherwise agreed. ~~Additionally, such requirement can be met only if the allotment of the interested administration, or part of this allotment, has been converted into an assignment, or if the requirement cannot be met by the conversion of the allotment into an assignment;~~
- b) — ~~which requires the use of all or part of its national allotment that has been suspended in accordance with § 6.54 of Article 6;~~

NOC

2.6

The entire MOD part is deleted with the track changes on, while the NOC part is added without the track changes on. Highlight both the NOC and MOD parts.

**2.2.7. Delete or reinstate texts proposed to be added to or deleted from RR
Article 5 Table of Frequency Allocations**

Draft CPM Report Text

MOD

9-110 kHz

Allocation to services		
Region 1	Region 2	Region 3
20.05-70	FIXED <u>MARITIME MOBILE 5.57 ADD 5.XYZ</u> <u>MOBILE ADD 5.XYZ</u> <u>5.56-5.58 MOD 5.59</u>	
...		
90-110	RADIONAVIGATION 5.62 Fixed 5.64 <u>MOD 5.58</u>	

Reinstating text proposed to be deleted:
Turn on track changes, reject revision mark to the text (should then appear as clean text) and **highlight result**.

Deleting proposed new text:
Turn on track changes, delete the text (should then appear as underlined and strikethrough), and **highlight result** (also see sections 1.4.3 and 1.4.4).

Proposed Modification to Draft CPM Report Text

MOD

9-110 kHz

Allocation to services		
Region 1	Region 2	Region 3
20.05-70	FIXED <u>MARITIME MOBILE 5.57 ADD 5.XYZ</u> <u>MOBILE ADD 5.XYZ</u> 5.56 5.58 <u>MOD 5.59</u>	
...		
90-110	RADIONAVIGATION 5.62 Fixed 5.64 <u>MOD 5.58</u>	

2.2.8. Further split a band and add a new row to the RR Article 5 Table of Frequency Allocations

Draft CPM Report Text

MOD

3 230-5 003 kHz

Allocation to services		
Region 1	Region 2	Region 3
4 063-4 438 <u>271</u>	MARITIME MOBILE 5.79A 5.109 5.110 5.130 5.131 5.132 5.128 5.129	
4 063 <u>271</u> -4 438	MARITIME MOBILE 5.79A 5.109 5.110 5.130 5.131 5.132 <u>FIXED</u> <u>MOBILE except aeronautical mobile (R)</u> 5.128-5.129 <u>ADD 5.MMI</u>	

Creating another row: Turn off track changes, copy the original row from the Radio Regulations (bands 4 063-4 438), turn on track changes, make modifications (deletions and additions) and highlight results.

Adding or deleting further: Turn on track changes, add text (should then appear as underlined) or delete text (should then appear as strikethrough) and highlight result.

Proposed Modification to Draft CPM Report Text

MOD

3 230-5 003 kHz

Allocation to services		
Region 1	Region 2	Region 3
4 063-4 438 <u>271</u>	MARITIME MOBILE 5.79A 5.109 5.110 5.130 5.131 5.132 5.128 5.129	
4 063 <u>271</u> -4 <u>438351</u>	MARITIME MOBILE 5.79A 5.109 5.110 5.130 5.131 5.132 <u>FIXED</u> <u>MOBILE except aeronautical mobile (R)</u> 5.128-5.129 <u>ADD 5.MMI</u>	
4 063 <u>351</u> -4 438	MARITIME MOBILE 5.79A 5.109 5.110 5.130 5.131 5.132 <u>MOBILE except aeronautical mobile (R)</u> <u>5.128-5.129</u> <u>ADD 5.MMI</u>	

2.2.9. Additional Information pertaining to the modifications of the RR Art. 5 Table of Frequency Allocations

In case of any further queries regarding the presentation of modifications to the RR Art. 5 Table of Frequency Allocations, e.g. a particular split of a band, the Secretariat will welcome any draft modifications for checking purposes before formal submission (send to: philippe.aubineau@itu.int).

2.2.10. Move large text already existing in the draft CPM Report

Draft CPM Report Text

Advantages

- No undue constraints are placed on analogue FM broadcasting as well as on AM(R)S systems.
- No need for RR amendments other than those for Resolution **413 (Rev.WRC-07)**.

Proposed Modification to Draft CPM Report Text

Advantages

- ~~– No undue constraints are placed on analogue FM broadcasting as well as on AM(R)S systems.~~
- No need for RR amendments other than those for Resolution **413 (Rev.WRC-07)**.
- ~~– No undue constraints are placed on analogue FM broadcasting as well as on AM(R)S systems.~~

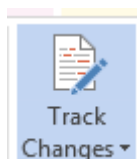
In the example above: 1) turn on track changes, 2) select and cut the text to be moved, 3) paste the text at its new location and 4) **highlight result**.

Do not use key words ADD, MOD, SUP and NOC when modifying existing general text.

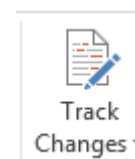
2.3. Before saving the final copy of the contribution

Once your contribution has been finalized, switch off the MS Word track changes feature before saving the final version of your contribution and submitting it to the BR Secretariat.

If your track changes button is highlighted, this feature is on.



If your track changes button is not highlighted, this feature is off.



3. CONTRIBUTION SUBMISSION AND FURTHER INFORMATION

The main purpose of these guidelines is to enhance the timely processing for distribution as well as coordination of contributions submitted to the Special Committee and thus to facilitate the work of the meeting. These guidelines, if followed by the Member States and Sector Members, will enable the BR Secretariat to carry out its work in a more efficient and effective manner and possibly avoid extra costs with respect to the budget of the event.

For further inquiries regarding these guidelines, please contact philippe.aubineau@itu.int.

Once ready, Member States and Sector Members are invited to submit their contributions by email at rsc@itu.int.

For deadlines for contribution submission, please refer to **BR Administrative Circular CACE/680** available at www.itu.int/md/R00-CACE-CIR-0680/en.