



Radiocommunication Bureau (BR)

Administrative Circular
CA/209

4 June 2013

To Administrations of Member States of the ITU and Radiocommunication Sector Members

Subject: **1st ITU Inter-regional Workshop on WRC-15 Preparation
Geneva, 4-5 December 2013**

By means of this Administrative Circular, the ITU Radiocommunication Bureau has the pleasure to invite your Administration or organization to attend the 1st ITU Inter-regional Workshop on WRC-15 Preparation, which is organized in response to Resolution 72 (Rev.WRC-07).

The meeting will be chaired by Mr Aboubakar Zourmba, Chairman of the 2015 Conference Preparatory Meeting (CPM-15). It will be held in the ITU Headquarters in Geneva, on 4 and 5 December 2013. The opening session will take place at 0930 hours on 4 December 2013.

Based on the presentation of the on-going ITU-R preparatory studies for WRC-15 by the responsible groups, as well as on up-to-date information regarding the Bureau and regional preparations for CPM15-2, RA-15 and WRC-15, this meeting will provide participants with the opportunity to exchange views and have a better understanding of the draft preliminary common views, positions and/or proposals of the concerned entities.

To meet these objectives, input documents in English are invited, in particular from the regional groups. They may be submitted by electronic mail to the BR Secretariat (brmail@itu.int), **not later than 25 November 2013**.

A preliminary programme for this meeting is proposed in the **Annex**. It will be available at <http://www.itu.int/go/ITU-R/wrc-15-irwsp-13> and will be updated as new or modified information becomes available.

Please note that the meeting will be conducted in a “paperless” environment, i.e. all of the documents for the meeting will be available on the above-mentioned website. Participants are, therefore, requested to bring their laptop PCs. The BR Secretariat will provide a limited number of laptops for use by the participants during the meeting.

Interpretation

The meeting will be held with interpretation in the six official languages.

Remote participation

In order to facilitate remote participation in the meeting, an audio and video webcast of the presentations and discussions in the six official languages is planned to be provided through the ITU Internet Broadcasting Service (IBS).

Participation/Visa requirements/Accommodation

Advance registration to ITU-R events is mandatory and carried out exclusively online through ITU-R Designated Focal Points (DFPs). Advance online registration for this event will open on 2 September 2013. Individuals wishing to be registered should contact the DFP for their entity. The list of ITU-R DFPs is available at:

www.itu.int/en/ITU-R/information/events

On-site badging and registration will take place at the entrance of the ITU Montbrillant building (2 rue de Varembe, 1202, Geneva) from 0800 hours on 4 and 5 December 2013. Please note that the confirmation of registration sent to each participant by e-mail should be presented, together with photo identification, in order to receive an event participant badge.

Information regarding hotel accommodation for meetings held in Geneva is available at: www.itu.int/travel.

Citizens of some countries are required to obtain a visa in order to enter Switzerland. When needed, visa support from the ITU must also be requested by the DFP during the on-line registration process. Please allow up to four (4) weeks for visa support to be provided by the ITU. Further information can be found at www.itu.int/en/ITU-R/information/events.

For further information regarding the 1st ITU Inter-regional Workshop on WRC-15 Preparation, contact Mr Philippe Aubineau, Counsellor for the CPM, Radiocommunication Bureau (Tel.: +41 22 730 5992 or e-mail: philippe.aubineau@itu.int).

François Rancy
Director

Annex: 1

Distribution:

- Administrations of Member States of the ITU
- Radiocommunication Sector Members
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups and Special Committee on Regulatory/Procedural Matters
- Chairman and Vice-Chairmen of the Radiocommunication Advisory Group
- 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

1st ITU Inter-regional Workshop on WRC-15 Preparation

Preliminary Programme (Geneva, 4-5 December 2013)

Hours	Day 1 (Wednesday, 4 December 2013)	Day 2 (Thursday, 5 December 2013)
0900-1020	0930 hours: Opening Status of preparation for CPM15-2, RA-15 and WRC-15	Review of the WRC-15 Agenda items related to the Satellite allocation issues (Agenda items 1.6, 1.7, 1.8, 1.9 and 1.10) ¹
1020-1040	Break	
1040-1230	Review of the WRC-15 Agenda items related to the Mobile and Amateur issues (Agenda items 1.1, 1.2, 1.3, 1.4) ¹	Review of the WRC-15 Agenda items related to the Satellite regulatory issues (Agenda items 7, 9.1 (issues 9.1.1, 9.1.2, 9.1.3, 9.1.5), 9.2-Satellite, 9.3) ¹
1230-1400	Lunch Break	
1400-1520	Review of the WRC-15 Agenda items related to the Aeronautical, Maritime and Radiolocation issues (Agenda items 1.5, 1.15, 1.16, 1.17 and 1.18) ¹	Review of the WRC-15 Agenda items related to the General and other issues (Agenda items 2, 4, 8, 9.1 (issues 9.1.4, 9.1.6, 9.1.7), 9.2-Non-satellite, 10) ¹
1520-1540	Break	
1540-1700	Review of the WRC-15 Agenda items related to the Science issues (Agenda items 1.11, 1.12, 1.13, 1.14 and 9.1 (issue 9.1.8)) ¹	Conclusion and closing session

¹ Presentation and explanation of the on-going ITU-R preparatory studies for WRC-15 by the responsible groups and of the draft preliminary common views, positions and/or proposals from the regional groups (African Group/ATU, APT-APG, Arab Group/ASMG, CITEL-PCC.II, RCC, CEPT-CPG) and other organizations (e.g. ICAO, IMO, WMO, etc.). The order of presentation of the WRC-15 Agenda items is indicative at this stage and may be subsequently modified as deemed appropriate.