



Radiocommunication Bureau
(Direct Fax N°. +41 22 730 57 85)

Administrative Circular CA/191

1 June 2010

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

Subject: Second session of the 2011 Conference Preparatory Meeting (CPM11-2, Geneva, 14-25 February 2011) for the purpose of preparing the CPM Report to the 2012 World Radiocommunication Conference (WRC-12) and to address preparatory studies for the following Conference

1 Introduction

1.1 In accordance with its Resolution 805, the 2007 World Radiocommunication Conference resolved to activate the Conference Preparatory Meeting (CPM) and the Special Committee on Regulatory/Procedural Matters (SC).

1.2 The principles governing the CPM, its scope and working methods were approved by the 2007 Radiocommunication Assembly in Resolution ITU-R 2-5.

1.3 Administrative Circular CA/171 of 20 December 2007 contains the results of the first session of the 2011 Conference Preparatory Meeting (CPM11-1, Geneva, 19-20 November 2007). Addendum 1 to CA/171 provides other information, in particular on dates for completion of the work undertaken by the responsible groups of the Study Groups and on the structure and preparation of input texts for the draft CPM Report to WRC-12.

2 Date and place of the meeting

The second session of the 2011 Conference Preparatory Meeting (CPM11-2) will be held in the International Conference Centre of Geneva (CICG), at the Headquarters of the Union, from 14 to 25 February 2011. On-site registration of delegates will be possible in the CICG on Sunday, 13 February 2011 from 10:00 to 16:00 hours and will commence at 07:30 hours on 14 February 2011. The opening session of CPM11-2 will commence at 09:30 hours on 14 February 2011.

3 Programme of the meeting

The draft agenda, containing the programme of the meeting, is provided in **Annex 1** to this Circular. The CPM Report to WRC-12 will be prepared in accordance with the outline adopted by CPM11-1 (see Annex 7 to CA/171), with due reference to the Conference agenda contained in Council Resolution 1291 (MOD).

4 Preparation of the draft consolidated CPM Report to WRC-12

4.1 In accordance with Resolution ITU-R 2-5 and with the decisions taken at CPM11-1, the draft consolidated CPM Report to WRC-12, based on inputs from the responsible groups of the Study Groups, will be prepared by the CPM Management Team at a meeting to be held from 26 to 30 July 2010.

4.2 The draft CPM Report to WRC-12 will represent the basis for the work of the second session of CPM-11. It will be made available on the CPM web page as document CPM11-2/1 following the CPM Management Team meeting, in English with the other languages of the Union being published as soon as possible and, at least, two months prior to CPM11-2.

4.3 In addition, the Special Committee (SC) will prepare its draft Report on regulatory/procedural matters at its meeting from 1 to 5 November 2010, based on contributions from the membership and inputs from the Study Groups. The Report from the SC will be submitted directly to CPM11-2.

5 Contributions

5.1 Participants are requested to submit contributions to the work of the second session of CPM-11 by e-mail to:

cpm11-2@itu.int

5.2 Contributions will be processed according to the provisions laid down in Resolutions ITU-R 1-5 and ITU-R 2-5 and posted on¹:

<http://www.itu.int/ITU-R/go/rcpm>

5.3 In accordance with Resolution ITU-R 1-5 and with the Guidelines for the working methods², the following deadlines apply:

5.3.1 Contributions should be received by the Bureau at least **3 months prior to the beginning of CPM11-2, i.e. by 14 November 2010**. For those contributions arriving after this date, no commitment can be made regarding their availability at the opening of the meeting in all six languages of the Union.

5.3.2 The **final deadline for the reception of contributions by the Bureau is 16:00 hours UTC, 31 January 2011**. Contributions received by the Bureau later than the aforementioned deadline cannot be accepted. Contributions that are not available to participants at the opening of the meeting shall not be considered.

5.4 In addition, the first session of CPM-11 stipulated that contributions should be limited in length to a maximum of 10 pages on average. In exceptional cases, the number of pages may be increased to 15 for a limited number of documents (2 or 3 documents) per Member State and per Sector Member.

¹ Documents will be posted in MS Word 2007 format (see important notice to users of MS Office 2003 at: <http://www.itu.int/ITU-R/go/sg-transition-to-office-2007>)

² See at <http://www.itu.int/oth/R0A01000001>

6 Availability of documents during CPM11-2

6.1 On the opening day of CPM11-2, one paper copy of all documents produced before the opening of the meeting will be available to each Member State and Sector Member at the Documents Service desk.

6.2 One flash memory stick (USB key) containing all available documents will be provided to each delegate/participant. It will be automatically updated as documents are posted on the [CPM web page](#).

6.3 All documents will be available electronically on the above-mentioned CPM website and can be accessed from the cyber cafe and through the wireless LAN installed in the CICG and ITU area, both inside and outside the meeting rooms. Participants are urged to use this facility to the extent possible.

6.4 At the end of CPM11-2, one paper copy of the CPM Report to WRC-12 will be provided to the Head of Delegation for each Member State and to one representative of each Sector Member.

6.5 One CD-ROM containing the CPM Report to WRC-12 will be provided to each participant at the closure of CPM11-2.

6.6 To assist the Bureau in preparing the minimum required number of paper copies of the documents referred to in § 6.1 and § 6.4 above, and considering in particular the voluminous content of the CPM Report, it would be appreciated if you could advise the Bureau of your requirements by 15 August 2010, by returning **Annex 2** to this Circular duly completed.

7 Delegate registration

Delegate registration for CPM11-2 will be carried out **exclusively on-line** at the CPM website. **Annex 3** to this Circular sets forth details regarding the on-line registration process as well as the mandatory information to be provided to the ITU-R Secretariat.

8 Hotel accommodation

Reductions on hotel prices in Geneva have been obtained for delegates participating in ITU conferences and meetings. The list of the hotels concerned, together with the reservation form **to be sent directly to the hotel**, may be found at <http://www.itu.int/travel/>.

9 Visa requirements

We would like to remind delegates and participants that citizens of some countries are required to obtain a visa in order to enter and spend time in Switzerland. **The visa must be requested at least four weeks prior to the opening of CPM11-2** and obtained from the office (embassy or consulate) representing Switzerland in the respective country of origin. In cases where there is no such office in the country, the visa should be obtained from the office that is closest to the country of departure. If problems are encountered, the Union can, at the official request of the administration or entity being represented, approach the competent Swiss authorities in order to facilitate the delivery of the visa, however, this procedure will require four weeks as mentioned above. Any such request must be accompanied by the approved registration form related to the ITU conference or meeting in question.

For further information see <http://www.itu.int/ITU-R/go/delegate-reg-info/en>.

Visa requests

For Delegates/Participants who have made their registration request on-line via their respective Member State/Sector Member DFP, the process for requesting visa support has been simplified. **If ITU Headquarters assistance is required**, the request for support in obtaining a visa may be made by the DFP at the time of completion of the registration request for the individual concerned. On the bottom of the registration form, the DFP will find several questions which must be completed fully and accurately. The required information is as follows:

Date of birth

Passport number

Passport issuance and expiry dates

The visa support procedure will subsequently follow automatically. The Delegate/Participant will be notified via the Confirmation of Registration form sent to his/her e-mail address that the visa support request has been received and is being processed.

10 The contact person within the Radiocommunication Bureau for general matters regarding CPM11-2 is Mr. Philippe Aubineau (Tel: +41 22 730 5992 or by e-mail: philippe.aubineau@itu.int).

Valery Timofeev
Director, Radiocommunication Bureau

Annex 1: Draft agenda for the second session of the 2011 Conference Preparatory Meeting

Annex 2: Language requirements for documentation paper copies

Annex 3: On-line registration information

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 1

Draft agenda for the second session of the 2011 Conference Preparatory Meeting (CPM11-2)

Preparation of the CPM Report to the 2012 World Radiocommunication Conference

(Geneva, from 14 to 25 February 2011)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Structure and working methods of the second session of CPM-11
- 4** Establishment of Working Groups
- 5** Attribution of documents
- 6** Preparation of the CPM Report to WRC-12
- 7** Any other business

A. NALBANDIAN
Chairman, CPM-11

Annex 2

Second session of the 2011 Conference Preparatory Meeting (CPM11-2)

Member State:

or

Sector Member:

**LANGUAGE PREFERENCE
FOR THE CPM11-2 DOCUMENT SET*
TO BE PROVIDED ON PAPER ON THE FIRST DAY**

PLEASE TICK (✓) APPROPRIATE LANGUAGE BOX					
English	Arabic	Chinese	Spanish	French	Russian

* In keeping with past practices and as imposed by certain financial limitations, the number of paper copies distributed will be limited. **One set** of all available input documents on the opening day will be provided on paper to each Member State/Sector Member. Please indicate your entity's language preference above, noting that a USB Key containing the documents mentioned above in all available languages will be distributed to each delegate/participant on the first day of the Conference.

**LANGUAGE REQUEST FOR THE
PAPER COPY OF THE CPM REPORT TO WRC-12
PROVIDED ON THE LAST DAY OF THE CONFERENCE**

PLEASE TICK (✓) APPROPRIATE LANGUAGE BOX					
English	Arabic	Chinese	Spanish	French	Russian

(Date)

(Signature)

To be returned by **15 August 2010** to:

International Telecommunication Union
Radiocommunication Bureau
CPM11-2 Secretariat/Office V.431
1211 GENEVA 20/Switzerland
E-mail: iturcpmregistrations@itu.int
Fax: +41 22 730 6600

Annex 3

Second session of the 2011 Conference Preparatory Meeting (CPM11-2)

INTERNATIONAL CONFERENCE CENTRE OF GENEVA (CICG)
14-25 FEBRUARY 2011

REGISTRATION OF PARTICIPANTS

Registration for CPM11-2 will be carried out exclusively *on-line* at the CPM [web page](#) by selecting [On-line delegate registration](#).

All current Designated Focal Point (DFP) information is available on the **ITU-R Delegate Registration and Information** webpage at:

<http://www.itu.int/ITU-R/go/delegate-reg-info/en>

Please complete the following form **only** in the case where the name of the DFP should be modified from the one indicated on the current list. The actual on-line registration system will be available as from 15 September 2010.

Member State: _____ <i>or</i> Sector Member: _____
Designated Focal Point: _____ <i>First name Initial Last name</i> _____ <i>Telephone</i> _____ <i>e-mail address</i>

For submission of the above form, or for any additional information, please contact the CPM11-2 Secretariat by e-mail (iturplemregistrations@itu.int) or by fax (+41 22 730 6600).