



Radiocommunication Bureau

(Direct Fax N°. +41 22 730 57 85)

Administrative Circular
CA/194

17 December 2010

To Administrations of Member States of ITU and Radiocommunication Sector Members

Subject: Eighteenth meeting of the Radiocommunication Advisory Group,
Geneva, 8 – 10 June 2011

1 The eighteenth meeting of the Radiocommunication Advisory Group (RAG) is to be held at the ITU headquarters in Geneva from 8 -10 June 2011 inclusive. As stated in Article 11A of the ITU Convention, the RAG is open to representatives of administrations of Member States and representatives of Sector Members and to the Chairmen of the study groups and other groups. The principal duties of the RAG are, *inter alia*, to review priorities, programmes, operations, financial matters and strategies related to Radiocommunication Assemblies, study groups and the preparation of radiocommunication conferences, and any specific matters as directed by a conference of the Union, a Radiocommunication Assembly or the Council. The RAG recommends measures to foster cooperation and coordination with other standards bodies, with the Telecommunication Standardization Sector, the Telecommunication Development Sector and the General Secretariat.

2 The draft agenda of the meeting has been established in consultation with the Chairman of RAG, and is contained in **Annex 1**.

3 I would like to take this opportunity to invite contributions related to the respective agenda items.

4 Contributions should be submitted to the Director of the Radiocommunication Bureau (BR), in electronic form, at brrag@itu.int, which will accelerate their availability through the web. Contributions should be received by BR **no later than 8 April 2011**, with a view to providing the documents in six languages. Contributions received by the Director after that date will be published in the original language only. A copy of each contribution should also be sent to the RAG Chairman and Vice-Chairmen at the addresses given in **Annex 2**.

5 The RAG meeting will open at 1000 hours on 8 June 2011 in Room B (2nd Basement, ITU Tower Building) and registration will begin at 0830 hours on 8 June 2011 in the entrance of the Montbrillant building. The RAG meeting will complete its work at 1700 hours on 10 June 2011.

6 The cost of travel and accommodation in Geneva for participants is the responsibility of the administration/organization concerned. A number of hotels in Geneva and the surrounding area have agreed to offer preferential rates to delegates participating in ITU conferences and meetings. Information on the list of these hotels, as well as on the procedure to follow for the reservation of hotels, is available from the ITU website (see <http://www.itu.int/travel/index.html>). Bookings must be made by delegates in their own name, without going through a travel agent or airline company. Bookings should be sent by post or fax directly to the hotel using the form attached (**Annex 3**).

7 It is intended that delegate registration for the RAG will be carried out exclusively online. For the seventeenth meeting, RAG-10, each Member State/Sector Member was requested to designate a Focal Point to be responsible for the handling of all registration requests belonging to his/her administration/organization. The list of DFPs designated for that meeting (2010) will be used for the eighteenth meeting of the RAG. The username and ID number to access the online registration will be sent electronically on Tuesday, 5 April 2011. Online registration will commence on Wednesday, 27 April 2011. Annex 4 is to be completed **only** if a Member State or Sector Member wishes to modify the Focal Point currently indicated on the webpage for RAG-11.

8 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 (4) weeks prior to the opening of the meetings** 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.

9 The Bureau remains at your disposal for any questions concerning this Administrative Circular (contact person in the Radiocommunication Bureau: Mr Fabio Leite, telephone: +41 22 730 5940, e-mail: fabio.leite@itu.int).

V. Timofeev
Director, Radiocommunication Bureau

Annexes: 4

Distribution:

- Administrations of Member States of the ITU
- Radiocommunication Sector Members
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups and the 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 eighteenth meeting of the
Radiocommunication Advisory Group**

Geneva, 8 -10 June 2010

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Council issues
- 4 Results of PP-10
- 5 Study Group activities:
 - 5.1 Working methods of the ITU-R Study Groups
- 6 RA-12 preparation
- 7 WRC-12 preparation
- 8 Draft operational plan for 2012-2015
- 9 Date of next meeting
- 10 Any other business

J.B. YAO KOUAKOU
Chairman, Radiocommunication Advisory Group

ANNEX 2

**Name and address of the Chairman and Vice-Chairmen of the
Radiocommunication Advisory Group**

Chairman

Mr J.B. Yao Kouakou

Mission Permanente de la Côte d'Ivoire
auprès de l'Office européen des
Nations-Unies et des Organisations
internationales à Genève
149H, Route de Ferney
1218 GRAND-SACONNEX
Switzerland (Confederation of)

Tel: +41 22 717 0250
Tel: +41 79 336 6330 (Mobile)
Fax: +41 22 717 0260
E-mail: kouakou.yao@ties.itu.int

Vice-Chairmen

Mr Y. Al-Bulushi

Oman Telecommunications Regulatory Authority
P.O. Box 579
Ruwi 112
Oman (Sultanate of)

Tel: +968 24 57 4363
Fax: +968 24 56 5464
E-mail: yousuf@tra.gov.om

Ms A.L. Allison

The Boeing Company
1200 Wilson Boulevard
Arlington, VA 22209
United States of America

Tel: +1 703 465 3215
Fax: +1 703 465 3038
E-mail: audrey.allison@boeing.com

Dr A. Magenta

Rai Way S.p.A.
Via Teulada 66
00195 Roma
Italy

Tel: +39 06 8632 2239
Fax: +39 06 3317 5115
E-mail: magenta@rai.it

Dr H. Seong

Korea Communications Commission (KCC)
Radio Research Agency
#1 Wonhyoro-3-Ga
Yongsan
Seoul 140-848
Korea (Rep. of)

Tel: +82 2 710 6470
Tel: +82 10 903 6470 (Mobile)
Fax: +82 2 710 6449
E-mail: seong@kcc.go.kr

Mr V. Strelets

Ministry of Telecom and Mass
Communications of the Russian Federation
7, Tverskaya Str.
125375 Moscow
Russian Federation

Tel: +7 495 771 8409
Fax: +7 495 771 8734
E-mail: vstrelets2000@mail.ru

ANNEX 3

This confirmation form should be sent directly to the hotel of your choice



INTERNATIONAL TELECOMMUNICATION UNION



Confirmation of the reservation made on to hotel

at ITU preferential tariff

..... single/double room from time of arrival to

Name:

First name:

Address:

.....

.....

.....

Tel.: Fax:

Credit card to guarantee this reservation AX/VISA/DINERS/EC
other

No. validity

Date Signature

