INTERNATIONAL TELECOMMUNICATION UNION

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

Administrative Circular
CA/197

27 June 2011

To Administrations of Member States of ITU
and Radiocommunication Sector Members

Subject: 3rd ITU Information Meeting on WRC-12 Preparation
Geneva, 7-8 November 2011

To the Director-General

Dear Sir/Madam,

1 By means of this Administrative Circular, the ITU Radiocommunication Bureau has the pleasure to invite your Administration or organization to attend the 3rd ITU Information Meeting on WRC-12 Preparation, which is organized in response to Resolution 72 (Rev. WRC-07).

2 The meeting will be chaired by Mr Albert Nalbandian, Chairman of the 2011 Conference Preparatory Meeting (CPM-11). It will be held in the International Conference Centre of Geneva (CICG), at the ITU Headquarters, on 7 and 8 November 2011. The opening session will take place at 0930 hours on 7 November 2011.

3 Based on the presentation of the CPM Report and the BR Director's Report to WRC-12, as well as on up-to-date information regarding the Bureau and regional preparations for WRC-12, this meeting will provide participants with the opportunity to exchange views and have a better understanding of the draft common proposals and positions of the concerned entities.

4 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 28 October 2011**.

5 A preliminary programme for this meeting is proposed in **Annex 1**. It will be available at http://www.itu.int/ITU-R/go/wrc-12-info-11 and will be updated as new or modified information becomes available.

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

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http://www.itu.int/

Participation/visa requirements

7 Participant registration for this meeting will be carried out via the online registration system (EDRS) and will begin on 5 September 2011. The related registration form may be found on the meeting website at: http://www.itu.int/ITU-R/go/wrc-12-info-11.

8 For queries or additional information, participants may contact the Delegate Registration Unit at ITU-RRegistration@itu.int.

9 Participants are reminded 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 meeting 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. As mentioned above, this procedure will require four weeks.

The process for requesting visa support for participants 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 and place of birth

Passport number

Passport issuance and expiry dates

The visa support procedure will subsequently follow automatically.

The participants will be notified, via the Confirmation of Registration form sent to their e-mail address, that the visa support request has been received and is being processed.

10 The Registration desk will open as from 0800 hours on the opening day of the Information Meeting at the entrance of the Montbrillant building. Please note that the confirmation of registration sent to each participant by e-mail must be presented, together with photo identification, in order to receive a badge.

Accommodation

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

Fellowships

12 In recognition of the difficulty faced by some Member States, the ITU will offer one fellowship per eligible country, with priority given to requests from the least developed countries (LDCs). Fellowship requests should be submitted before **5 September 2011** using the form attached as **Annex 2.** Accommodation will be arranged and paid for by the ITU.

13 For further information regarding the 3rd ITU Information Meeting on WRC-12 Preparation, contact Mr Philippe Aubineau, Counsellor for the CPM, Radiocommunication Bureau (Tel.: +41 22 730 5992 or e-mail: philippe.aubineau@itu.int).

Yours faithfully,

François Rancy
Director, Radiocommunication Bureau

Annexes: 2

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

3rd ITU Information Meeting on WRC-12 Preparation

(Geneva, 7-8 November 2011)

Preliminary Programme

Hours	Day 1 (7.11.11)	Day 2 (8.11.11)
0900-1030	0930 hours: Opening Status of ITU preparation for WRC-12 and RA-12 BR Director's Report to WRC-12	Review of the WRC-12 agenda items related to the satellite issues (agenda items 1.13, 1.18, 1.25, 7) [1]
1045-1200	Review of the WRC-12 agenda items related to the radiolocation, maritime and amateur issues (agenda items 1.9, 1.10, 1.14, 1.15, 1.21, 1.23) [1]	Review of the WRC-12 agenda items related to the science issues (agenda items 1.6, 1.11, 1.12, 1.16, 1.24) [1]
1200-1400	Lunch Break	
1400-1530	Review of the WRC-12 agenda items related to the aeronautical issues (agenda items 1.3, 1.4, 1.7) [1]	Review of the WRC-12 agenda items related to the general and other issues (agenda items 1.2, 1.19, 1.22, 1.1, 2, 4, 8.2) [1]
1545-1700	Review of the WRC-12 agenda items related to the fixed, mobile and broadcasting issues (agenda items 1.5, 1.8, 1.17, 1.20) [1]	Conclusion and closing session

[1] Presentation and explanation of the methods proposed in the CPM Report to satisfy the WRC-12 agenda items and of the draft views/positions/proposals from the regional groups (ATU, APT-APG, ASMG, CITEL-PCC.II, RCC, CEPT-CPG) and other organizations (e.g. ICAO, IMO, WMO, etc.). The order of consideration of the WRC-12 agenda items is indicative at this stage and may be subsequently modified as deemed appropriate.

ANNEX 2

3rd ITU Information Meeting on WRC-12 Preparation

Geneva, 7-8 November 2011

Please return to: **ITU/BDT**
Geneva (Switzerland)

E-mail: bdtfellowships@itu.int
Tel: +41 22 730 5487
Fax: +41 22 730 5778

Request for fellowship to be submitted before 5 September 2011

Participation of women is encouraged

Country _____

Name of the Administration or Organization _____

Mr / Ms _____ _____ _____
(family name) **(given name)**

Title _____

Address _____

_____

Tel.: _____ **Fax:** _____ **E-Mail:** _____

PASSPORT INFORMATION :

Date of birth _____

Nationality _____ _____ **Passport number** _____

Date of issue _____ _____ **In (place)** _____ **Valid until (date)** _____

CONDITIONS OF FELLOWSHIP

1. A round trip air ticket in economy class from country of origin to venue by the most direct and economical itinerary
2. Accommodation is booked and pre-paid by ITU
3. A daily allowance to cover meals and misc. expenses will be paid to the fellow
4. Imperative that fellows be present from the first day to the end of the meeting

Signature of fellowship candidate **Date**

TO VALIDATE FELLOWSHIP REQUEST, NAME, TITLE AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.

Signature **Date**

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