



Radiocommunication Bureau

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Administrative Circular
CA/139

2 July 2004

To Administrations of Member States of the ITU and Radiocommunication Sector Members¹

Subject: Implementation of the decisions of the first session of the Regional Radiocommunication Conference for planning of the digital terrestrial broadcasting service in parts of Regions 1 and 3, in the frequency bands 174-230 MHz and 470-862 MHz (RRC-04): activities of the Intersessional Planning Group (IPG)

References: Resolution COM5/1 from RRC-04
BR Circular Letter CR/214 of 25 June 2004

1 In accordance with the decisions of the first session of the Regional Radiocommunication Conference for planning of the digital terrestrial broadcasting service in parts of Regions 1 and 3, in the frequency bands 174-230 MHz and 470-862 MHz (RRC-04), which was held in Geneva from 10 to 28 May 2004, the Radiocommunication Bureau informed the membership on the results of RRC-04 and brought to the attention of the Member States the Resolutions adopted by RRC-04 that are relevant for their preparation for the second session of the RRC (see Circular Letter CR/214 of 25 June 2004).

2 RRC-04 recognized that there was a need to carry out complex planning activities between the two sessions of the conference and, in this connection, it adopted Resolution COM5/1, which deals with the intersessional activities relating to the accomplishment of the required planning exercises (see Attachment to this Administrative Circular).

¹ *This Administrative Circular is primarily addressed to the ITU Member States and ITU-R Sector Members of Region 1 (except Mongolia) and to the Islamic Republic of Iran. It is for information only for other ITU Member States and for the ITU-R Sector Members outside the planning area of RRC.*

3 With Resolution COM5/1, RRC-04 resolved to establish an Intersessional Planning Group (IPG), open to participation on the same basis as the Regional Radiocommunication Conference (RRC). The terms of reference of the IPG are given in *resolves* 1 of Resolution COM5/1 and its working methods are included in Annex 1 to Resolution COM5/1. In accordance with the decisions of the RRC-04, the IPG will be chaired by Mr. K. Arasteh (Islamic Republic of Iran), with Messrs. A. Frederich (Sweden), A. Nalbandian (Armenia), S. Djematene (Algeria) and I. Ghazi (Morocco) as Vice-Chairmen. IPG will hold two meetings, in July 2005 and February 2006, for a maximum of 10 working days. This period will be appropriately distributed between the two meetings, depending on the scope and volume of the work to be carried out at each meeting. The invitations to these meetings, with the indication of the precise dates and the relevant agendas, will be dispatched approximately four months prior to each meeting. These meetings will be with interpretation in the five relevant working languages of the Union. The documentation will be in the five relevant working languages of the Union. As indicated in *resolves* 1e) of Resolution COM5/1, IPG will prepare a report after each meeting. These reports would include the results of the planning exercise and the draft Plan, which will be dispatched to administrations for comment and feedback, as well as suggestions to administrations on any appropriate action that may be necessary to achieve the objectives of the planning exercise. You may wish to note that Resolution COM5/1 envisages the possibilities of providing one fellowship per least-developed country administration, for their participation at the IPG meetings, within the available resources in the budget envisaged for the intersessional work, and the Bureau will implement the required arrangements in this regard, jointly with the BDT.

4 As indicated in *resolves* 4 of Resolution COM5/1, the IPG will work in close cooperation with the Regulatory/Procedural Group (RPG), which was established by RRC-04. In accordance with the decisions of the RRC-04, the RPG will be chaired by Mr. F. Rancy (France), with Messrs. N. Kisrawi (Syria), Mr. V. Glushko (Russian Federation) and Mr. A. Koffeman (Republic of South Africa) as Vice-Chairmen. The RPG will study regulatory/procedural matters relating to the relevant parts of the RRC-06 agenda, and the agendas of the short conferences, associated with RRC-06, to revise the Regional Agreements Stockholm, 1961 and Geneva, 1989. Information on the establishment of the RPG can be found in Administrative Circular CA/138 of July 2004 (see also Resolution PLEN/1 from RRC-04 at http://www.itu.int/ITU-R/conferences/rrc/rrc-04/rapport_final/index.html).

5 RRC-04 also instructed the Director of the Radiocommunication Bureau to establish a planning exercise team composed of BR officials assisted by experts nominated by the respective groups. The composition of the planning exercise team and its working methods are dealt with in Annex 3 to Resolution COM5/1. In accordance with the indications in Resolution COM5/1, Mr. P. Hai, Head of the Broadcasting Services Division, in the Terrestrial Services Department of the BR, was nominated as leader of the planning exercise team.

6 In addition, RRC-04 instructed the Director of the Radiocommunication Bureau and invited the Director of the Telecommunication Development Bureau to make the necessary arrangements for organizing regional information meetings/workshops to provide assistance to the administrations in their preparations during the intersessional period and for the second session of RRC. One such meeting (ITU/EBU workshop on digital broadcasting for the CEE and Baltic States, Sofia, 8-10 June 2004) has already taken place. The arrangements for another meeting, for the CIS countries, are under finalization between BDT, BR and the host country. Other workshops and regional information meetings will be scheduled in due course and the concerned administrations will be informed accordingly.

7 The Bureau also initiated the necessary actions concerning the undertaking, by ITU-R, of certain studies prior to the second session of the conference (RRC-06), as requested in Resolutions COM4/2, COM4/3, COM4/4, COM4/5, COM4/6 and COM4/7 from RRC-04 (see Administrative Circular CA/137 of 25 June 2004. It is recalled that IPG was tasked to take into account the results of these studies, if available, with a view to their implementation for the improvement of the planning exercise process (see *resolves 1d*) of Resolution COM5/1).

8 As you may see from Annex 2 to Resolution COM5/1, RRC-04 established a detailed time schedule and scope of intersessional activities. As indicated in Circular Letter CR/214 of 25 June 2004, the Bureau will address each activity, for those activities where the Bureau is specifically mentioned, in a separate communication, according to the time schedule. You may wish to note that, in accordance with *resolves 1f*) of Resolution COM5/1, IPG was tasked to review and revise, if appropriate, the time schedule and scope of intersessional activities set out in Annex 2, taking into account the work carried out by IPG and the planning exercise team, provided that these changes in no way affect the overall schedule of the intersessional activities and the right of administrations in terms of the date of submission of information (requirements and data) to be taken into account.

9 The programme of activities for the intersessional activities and its schedule set out in Annex 2 to Resolution COM5/1 are based on some assumptions, including the one that the planning software will to be provided to the Bureau by 1 September 2004. The Bureau wishes to inform the membership that it received a commitment from the European Broadcasting Union (EBU) that the decisions made by RRC-04 will be incorporated in their software, by the end of August 2004, i.e., in accordance with the schedule indicated in Annex 2 to Resolution COM5/1, and that the EBU will provide its planning software free of charge to the ITU.

10 The Bureau hopes that the information presented in this Circular will assist the membership in its preparations for the second session of the RRC and assures you that it will provide to administrations, in particular those of developing countries and countries with economies in transition, the assistance necessary for their preparation for the second session, within the available resources in the budget envisaged for the intersessional work.

V. Timofeev,
Director, Radiocommunication Bureau

Attachment: 1

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

ATTACHMENT TO ADMINISTRATIVE CIRCULAR CA/139

RESOLUTION COM5/1

Intersessional activities relating to the accomplishment of the required planning exercises as requested by the first session of the Regional Radiocommunication Conference (Geneva, 2004)

The first session of the Regional Radiocommunication Conference (Geneva, 2004),

considering

- a) that it has adopted planning principles, planning methods, planning parameters and criteria and network configurations, to be used for the establishment of the digital terrestrial broadcasting service in the planning area referred to in Council Resolution 1185 (modified, 2003);
- b) that it has also established inter-service and intraservice sharing in the frequency bands 174-230 MHz and 470-862 MHz;
- c) that administrations need to provide their digital broadcasting requirements before the established deadlines (see Annex 2) using the format developed in accordance with the decisions of this session;
- d) that administrations need to provide requirements related to their existing and planned broadcasting service and data related to other primary services before the established deadlines (see Annex 2),

noting

that there is a need to carry out necessary planning activities between the two sessions of the conference based on the information referred to in *considering a), b), c) and d)* above, in accordance with the time schedule in Annex 2,

further noting

- a) that the planning software will be developed by administrations and regional organizations and provided to the Radiocommunication Bureau (BR) prior to 1 September 2004;
- b) that BR needs to examine and test this software before integrating into its software package,

recognizing

- a) that *resolves 5* of Council Resolution 1185 (modified, 2003) provides for the establishment of a planning project team (PPT) to carry out the planning activities;
- b) that, pursuant to No. 159E of Article 28 of the ITU Constitution, expenses incurred by regional conferences referred to in No. 43 of the Constitution shall be borne by all Member States of the region concerned in accordance with their class of contribution,

resolves

- 1 to establish an intersessional planning group (IPG)¹, open to participation on the same basis as the Regional Radiocommunication Conference (RRC) with the following terms of reference:
 - a) to monitor the intersessional activities in respect of the development of the draft plan and supervise the activities of the planning exercise team (composed of BR assisted by experts nominated by the respective groups);
 - b) to take into account the results of bilateral and multilateral negotiations carried out by administrations, when submitted to IPG;
 - c) to review the result of the planning exercise and the draft plan and, where appropriate, give instructions to the planning exercise team to make the necessary adjustments² for carrying out subsequent activities;
 - d) to take into account the results of ITU-R studies as requested by the first session of RRC (see Resolutions [COM4/2], [COM4/3], [COM4/4], [COM4/5], [COM4/6] and [COM4/7]), if available, with a view to their implementation for the improvement of the planning exercise process;
 - e) to prepare a report after each IPG meeting, including the results of the planning exercise and the draft plan, to be dispatched to administrations for comment and feedback as soon as it becomes available; the report should also contain suggestions to administrations on any appropriate action that may be necessary to achieve the objectives of the planning exercise;
 - f) to review and revise, if appropriate the time schedule and scope of intersessional activities set out in Annex 2, taking into account the work carried out by IPG and the planning exercise team, provided that these changes in no way affect the overall schedule of the intersessional activities and the right of administrations in terms of the date of submission of information (requirements and data) to be taken into account;
- 2 that IPG will be chaired by an expert representing a Member State of the Union from the planning area assisted by four vice-chairmen each representing a regional group;
- 3 that IPG will work in accordance with the working methods contained in Annex 1;
- 4 that IPG will work in close cooperation with the Regulatory/Procedural Group (RPG);
- 5 that the estimated costs of CHF 738 100 incurred by IPG will be included in the intersessional activities budget,

instructs the Secretary-General

- 1 to bring this resolution to the attention of the Member States of the Union and ITU-R Sector Members indicating that for outside the planning area it is for information only;
- 2 to submit the final output of IPG including the draft plans to the second session of RRC,

further instructs the Secretary-General

- 1 to bring this resolution to the attention of the Council at its 2004 session for necessary action, as appropriate;

¹ This constitutes the PPT mentioned in Council Resolution 1185 (modified, 2003).

² This adjustment excludes any change to the requirements of administrations without their prior agreement.

2 to provide the administrations and IPG with information every three months on ITU expenses incurred in the intersessional work;

3 to ensure that the information, if available, is based on a transparent and open time recording process

instructs the Director of the Radiocommunication Bureau

1 to make the necessary arrangements for convening the meetings of IPG and to provide it with the necessary facilities and information;

2 to establish a Planning exercise team³ (see Annex 3) composed of BR officials assisted by experts nominated by the respective groups⁴;

3 to provide, if possible, one fellowship per least-developed country administration, for their participation at the IPG meetings, within the available resources in the budget envisaged for the intersessional work;

4 to provide to administrations, in particular those of developing countries and countries with economies in transition, assistance necessary for their preparation for the second session, within the available resources in the budget envisaged for the intersessional work;

5 to dispatch to the Member States of the Union within the planning area, the reports referred to in *resolves 1e)* above as soon as they become available, including the final report, at least two months before the commencement of the second session of RRC, for their consideration and required action, as appropriate;

6 to make the necessary arrangements for organizing regional information meetings/workshops to provide assistance to the administrations in their preparations during the intersessional period and for the second session of RRC,

invites the Director of the Telecommunication Development Bureau

to make the necessary arrangements for organizing regional information meetings/workshops to provide assistance to the administrations in their preparations during the intersessional period and for the second session of RRC,

invites

1 the administrations of the Member States and ITU-R Sector Members belonging to the planning area of RRC to actively participate in the meeting of IPG;

2 the administrations of Member States to nominate one point of contact for the work of IPG (see Annex 2).

Annexes : 3

³ The cost of participation of the nominated experts will be borne by their respective administrations or regional organizations as appropriate.

⁴ The leader of the planning exercise team will be nominated by the Director of the Radiocommunication Bureau.

ANNEX 1

Working methods for the Intersessional Planning Group (IPG)

Steering group

An IPG “steering group” composed of a chairman and four vice-chairman will be established.

The leader of the planning exercise team will participate in the meetings of the steering group.

The steering group will meet as necessary.

The steering group will work in one language only.

The first meeting of the steering group will take place in the fourth quarter of 2004.

IPG meetings

IPG will hold two meetings⁵ as indicated in Annex 2.

The meetings of IPG will take place in the following periods:

July 2005

February 2006

The meetings of IPG will be with interpretation in the five relevant working languages of the Union. The documentation will be in the five relevant working languages of the Union.

IPG will meet for a maximum of 10 working days. This period will be appropriately distributed between the two meetings, depending on the scope and volume of the work to be carried out at each meeting.

The participants are encouraged to work electronically.

Contributions

The deadline for submission of contributions to IPG shall be in accordance with the time-limits in Resolution ITU-R 1.

⁵ Due to limited capacity of the meeting rooms it may be necessary to limit the number of participants from each administration and Sector Member.

ANNEX 2

The following schedule is based on the assumption that the second session of RRC will begin in May 2006:

Activity/event	Duration	Deadline	Action by
End of the first session of RRC		28.05.2004	
<i>Preparatory phase</i>			
Development and distribution of: – electronic form for input data ⁽¹⁾ – data capture software ⁽²⁾	1 month 3 months	30.06.2004 01.09.2004	BR
Planning software to be provided to BR	–	01.09.2004	Administrations and regional organizations
Planning software implementation and verification using test data ⁽³⁾	6 months		BR assisted by the experts
Information/workshop regional meetings			BR and BDT
Meeting of the IPG Steering Group for review of implementation and test runs of the planning software before launch of the next phase		Mid January 2005	IPG Steering Group
<i>First planning exercise</i>			
Preparation and submission of initial input data ⁽¹⁾		28.02.2005	Administrations
Validation, correction and publication of input data	3 months	31.05.2005	BR and administrations
First planning exercise	1.5 month		BR assisted by the experts
Meeting of IPG		Mid July 2005	IPG
Publication of the results of the first planning exercise		15.07.2005	BR
Analysis of the results by administrations and preparation of input data for production of the draft plan	3.5 months		Administrations

See
resolves 1

Activity/event	Duration	Deadline	Action by
<i>Production of the draft Plan</i>			
Reference situation date ⁽⁴⁾		31.10.2005	Administrations
Last submission of input data ⁽¹⁾ prior to the second session of RRC		31.10.2005	Administrations
Validation, correction and publication of input data	3 months	31.01.2006	BR and administrations
Production of the draft plan	1 month		BR assisted by the experts
Meeting of the IPG; submission of the draft plan to the second session of RRC		February 2006	IPG
Publication of the draft plan		28.02.2006	BR
Analysis of the draft plan by administrations	2 months ⁶		Administrations
Beginning of the second session of RRC		May 2006 ⁷	

⁽¹⁾ Input data to the planning exercises and production of the draft plan consist of:

- Requirements for digital broadcasting assignments and/or allotments (data shall be provided by the administrations and not generated by BR), including existing or planned digital assignments/allotments.
- Data for:

- existing and planned analogue broadcasting assignments; and
- existing and planned assignments of other primary services

shall be retrieved from the relevant files as indicated in § 1.7. Attention is drawn to the fact that administrations which intend to update their data should complete relevant procedures prior to the reference situation date.

Administrations shall indicate:

- those existing and planned broadcasting assignments/allotments that are not to be taken into account in the planning process; and
- those existing and planned assignments of other primary services that are to be taken into account in the planning process.

Information on existing digital assignments in ST61 or GE89 Plans shall be submitted in the new form for requirements.

Requirements for digital broadcasting shall be submitted to BR in an electronic form.

Submission of input data for the draft plan may include a complete set of input data or modification to the previously submitted input data. There is no priority attached to input data with regard to date of submission, provided that input data are received by BR by the deadline as indicated in the time schedule, in a complete form.

For administrations that have not submitted data, it is assumed that all the existing and planned broadcasting or other services assignments, according to the definition provided in § 1.7, shall be protected in the planning process.

⁽²⁾ Development and distribution of form for input data and data capture software.

- form of input data, including electronic data format, should be made available to the administrations as soon as it is developed, but not later than one month after the end of the first session of RRC. It will allow preparation of initial input data to begin immediately after publication of the form of requirements;
- data capture software should be developed and distributed to administrations not later than three months after the end of the first session of RRC.

⁶ Irrespective of the date of the second session, which will be decided by the Council, the two months foreseen for the analysis of the draft plan shall not be reduced to less than two months.

⁷ To be decided by the Council.

- (3) Test data will be generated by BR and the experts and will consist of:
- digital broadcasting assignments and/or allotments
 - existing and planned broadcasting assignments
 - existing and planned assignments of other primary services,
- these data shall be retrieved from the relevant existing BR files.
- (4) The reference situation contains the existing and planned assignments and allotments of the broadcasting service and the existing and planned assignments of the other primary service to be taken into account for the development of the Plan(s).

NOTE – In order to facilitate the exchange of information between administrations and BR, each administration shall nominate a contact person. Full contact details (name, title, postal address, telephone and telefax numbers, e-mail ...) shall be supplied to BR.

ANNEX 3

Planning exercise team

- The planning exercise team will be composed of BR officials assisted by experts nominated by the respective groups. There will be up to two experts each from EBU, CEPT, ATU, RCC and the League of Arab States, and one from the Islamic Republic of Iran.
- The cost of participation of the nominated experts will be borne by their respective administrations or regional organizations, as appropriate.
- The leader of the planning exercise team will be nominated by the Director of the Radiocommunication Bureau.
- The planning exercise team will meet as appropriate.
- The planning exercise team will work electronically as far as possible.
- The overall responsibility for the planning exercise activities lies with the Director of the Radiocommunication Bureau.

Any clarification regarding the working methods of this team can be coordinated with the IPG steering group as required.
