



Radiocommunication Bureau

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Administrative Circular
CA/140

3 August 2004

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

Subject: Revision of Guidelines for the working methods of the Radiocommunication Assembly, the Radiocommunication Study Groups and related groups

In accordance with Resolution ITU-R 1, the Director issues guidelines on the working methods of the Radiocommunication Assembly, the Study Groups and related groups which complement, and are additional to, the information provided in the Resolution itself. By way of this Circular, I wish to inform you of a revised edition of the guidelines which is available from the ITU-R website at <http://www.itu.int/ITU-R/study-groups/guidelines/140-2e.doc>.

The revised edition takes account of:

- new and revised ITU-R Resolutions adopted by the Radiocommunication Assembly held in 2003 (RA-03) and corresponding changes to working procedures;
- changes to working practices within the Bureau typically due to increased use of electronic documentation in place of paper;
- the need to update certain information of a general nature concerning Study Group activities.

The new edition of the guidelines replaces those distributed under Administrative Circular CA/117 and will take effect from 1 August 2004.

The guidelines will be reviewed periodically. Comments are invited which will assist preparation of the next edition in due course.

Valery Timofeev
Director, Radiocommunication Bureau

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