



*Radiocommunication Bureau*  
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Administrative Circular  
CA/159

26 June 2006

## **To Administrations of Members of the ITU and Radiocommunication Sector Members**

**Subject:** Conference Preparatory Meeting (CPM) for the purpose of preparing the CPM Report to the 2007 World Radiocommunication Conference (WRC-07) and to address preparatory studies for the following Conference

### **Introduction**

Administrative Circular CA/128 of 29 July 2003 contains the results of the first Conference Preparatory Meeting (Geneva, 7-8 July 2003). Addenda 1 to 4 of CA/128 subsequently provide information on dates for completion of the work undertaken by the Study Groups and on the structure and preparation of the draft CPM Report.

### **Date and place of the meeting**

The second Conference Preparatory Meeting (CPM07-2)<sup>1</sup> will be held in the International Conference Centre of Geneva (CICG), at the headquarters of the Union, from 19 February to 2 March 2007. On-site registration of delegates will commence at 08:00 hours in the CICG and the opening session of the CPM will commence at 09:30 hours on 19 February 2007.

### **Programme of the meeting**

The programme of the meeting is contained in the draft agenda at Annex 1. The CPM Report to WRC-07 will be prepared in accordance with the outline adopted by the first CPM (see Annex 7 to CA/128), with due reference to the Conference agenda contained in Council Resolution 1227.

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<sup>1</sup> Previously referred to as CPM06-2.

## **Preparation of the draft consolidated CPM Report to the WRC-07**

In accordance with the decisions of the first CPM, a draft consolidated CPM Report to WRC-07, based on the inputs from the Study Groups, will be prepared by the CPM Steering Committee at a meeting to be held in September 2006. This draft Report will represent the basis for the work of the second CPM and will be made available as a CPM document by early January 2007.

In addition, the Special Committee (SC) will prepare its draft Report on regulatory/procedural matters at its meeting in December 2006, based on contributions from administrations and inputs from the Study Groups. The draft Report from the SC will be submitted directly to CPM07-2.

## **Contributions**

Contributions to the work of the second CPM will be processed according to the provisions laid down in Resolutions ITU-R 1 and ITU-R 2 and posted on:

<http://www.itu.int/ITU-R/study-groups/index.asp?link=rcpm&lang=en>

Information on the availability of paper copies during the meeting will be given in an Addendum to this Administrative Circular.

Contributions should be sent to the Radiocommunication Bureau for processing, with a copy to the Chairman and Vice-Chairmen of the CPM and to the relevant Chapter Rapporteurs. The pertinent addresses can be found at Annex 2 to this Circular. A single dispatch of contributions on CD-ROM is planned for early January 2007.

Participants are encouraged to submit contributions by e-mail to:

[rcpm@itu.int](mailto:rcpm@itu.int)

In accordance with the decision made at the first CPM (Annex 6 to CA/128), the deadline for submitting contributions is 16:00 hours UTC, 5 February 2007. However, to ensure translation, contributions should be received at least 3 months prior to the CPM, i.e. by 19 November 2006. For those contributions arriving after this date, no commitment can be made by the Secretariat regarding their availability at the opening of the meeting in all six languages of the Union.

It should be noted that, in accordance with Resolution ITU-R 1, contributions which are not available to participants at the opening of the meeting shall not be considered.

In addition, the first CPM stipulated that contributions should be limited in length to a maximum of 10 to 12 pages. In exceptional cases, the number of pages may be increased to 15 for a limited number of documents (2 or 3 documents) per administration; (see Annex 6 to CA/128).

## **Hotel accommodation**

Reductions on hotel prices in Geneva have been obtained for delegates participating in ITU 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/index.html>

## **Participation information**

It is intended that delegate registration for CPM07-2 be carried out exclusively on-line. For that purpose, it is necessary for Member States and Sector Members to designate a ***Focal Point*** who will be the exclusive authority responsible for the submission of delegate registration requests (see Annex 3).

Further information pertaining to on-line registration will be contained in an Addendum to this Administrative Circular.

Valery Timofeev  
Director, Radiocommunication Bureau

## Annexes: 3

### Distribution:

- Administrations of Members 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 ITU-R Conference Preparatory Meeting (CPM07-2)**

#### *Preparation of the CPM Report to the 2007 World Radiocommunication Conference*

(Geneva, 19 February-2 March 2007)

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Structure and working methods of the second Conference Preparatory Meeting for WRC-07 including establishment of Drafting Groups
- 4 Attribution of documents
- 5 Preparation of a CPM Report to the WRC-07 in accordance with the outline adopted by the first CPM with due reference to the Conference agenda contained in Council Resolution 1227
- 6 Any other business

K. ARASTEH  
Chairman, CPM

ANNEX 2

**List of Chairman and Vice-Chairmen of the CPM and Chapter Rapporteurs**

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## Chapter 7

Mr. A. NALBANDIAN  
(see above)

## ANNEX 3

### 2007 Conference Preparatory Meeting (CPM07-2) International Conference Centre of Geneva (CICG) 19 February - 2 March 2007

#### REGISTRATION OF PARTICIPANTS

Registration for CPM07-2 will be carried out exclusively *on-line* at the CPM website [CPM07-2 - On-line delegate registration facilities](#).

To facilitate the registration process and to ensure the security of the system, it is necessary that a focal point be designated by your Administration/Company/Organization who will be responsible for the submission of all delegate registration requests. **For those entities for which this focal point is not the same as that designated as the TIES Focal Point in the Global Directory (see <http://www.itu.int/GlobalDirectory/index.htm>), the name should be provided using the form below.**

<p>Name of Member State: _____</p> <p><i>or</i></p> <p>Name of Sector Member: _____</p>
<p style="text-align: center;"><b>Designated Focal Point:</b></p> <p>_____</p> <p style="text-align: center;"><i>First name                      Initial                      Last name</i></p> <p>_____</p> <p style="text-align: center;"><i>Telephone</i></p> <p>_____</p> <p style="text-align: center;"><i>e-mail address</i></p>

***For submission of the above form, or for any additional information, please contact the Radiocommunication Bureau Secretariat by e-mail ([linda.kocher@itu.int](mailto:linda.kocher@itu.int)) or by fax (+ 41 22 730 6600).***