



*Radiocommunication Bureau*

*(Direct Fax N°. +41 22 730 57 85)*

Addendum 1 to  
Administrative Circular  
CA/165

15 May 2007

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

**Subject:** World Radiocommunication Conference 2007 (WRC-07)

As announced by the Secretary-General in Circular Letters No. 148 and DM-06/1041 of 28 November 2006, a World Radiocommunication Conference (WRC-07) will be held from 22 October to 16 November 2007. The purpose of this Addendum is to provide further details to assist Members with their preparation and arrangements for WRC-07.

### **Registration**

Registration for WRC-07 will begin on 15 July 2007 and will be carried out exclusively on-line using the Event Delegate Registration System (EDRS). In exceptional circumstances where on-line registration is not possible, Member State and Observer Designated Focal Points (DFPs) should contact the WRC-07 Delegate Registration Service by fax (+41 22 730 6600) in order to obtain a registration form. This form may be submitted when accompanied by the proper accreditation documentation.

### **Designated Focal Point for participation**

Each Member State/Observer organization has been requested to designate a Focal Point to be responsible for the handling of all registration requests belonging to his/her administration/organization. These designations are indicated on the WRC-07 webpage <http://www.itu.int/ITU-R/go/wrc-07-registration/en>. This list was prepared in accordance with the information received in response to Annex 4 of Administrative Circular CA/165. In the case where Annex 4 was not received by the WRC-07 Secretariat, the names were derived from the TIES DFP indicated in the ITU Global Directory.

In the event that a change to the indicated DFP is required, please contact the WRC-07 Delegate Registration Service at [linda.kocher@itu.int](mailto:linda.kocher@itu.int) before **14 June 2007**. Immediately following this date, each DFP will receive the username and password necessary to access the on-line system, where detailed instructions will be provided.

## **Pre-registration**

Pre-registration for WRC-07 using the on-line EDRS is highly recommended for all delegates and observers. This will provide advanced accreditation and will avoid any delay upon arrival at the Conference Registration desk located in the International Conference Centre of Geneva (CICG). All pre-registered delegates/observers will receive a confirmation letter, by e-mail, following the receipt of their completed registration form.

## **On-site registration and receipt of badges**

The WRC-07 Registration Desk will be located in the CICG building and will be open Monday to Friday from 08:30 hours to 17:30 hours from 16 October to 16 November 2007 inclusive.

In order to facilitate the registration process, the WRC-07 Registration Desk will also be open on 20 and 21 October 2007 from 12:00 hours to 17:00 hours. On the opening day of the conference, the desk will be open from 07:30 hours.

**Please note that, in order to receive your badge, the confirmation letter sent by e-mail must be presented to the WRC-07 Registration Desk together with a form of photo identification.**

## **Visas**

### 1. Visa requirements

Citizens of some countries are required to obtain a visa in order to enter Switzerland. The visa must be requested and obtained from the office (embassy or consulate) representing Switzerland in your country. In the case where no such office is in your country, requests should be made in the office closest to the country of departure. If problems are encountered, the Union can, at the official request of the administration or organization concerned, approach the competent Swiss authorities to facilitate the delivery of the visa.

### 2. Visa requests

#### **a) Delegates/Observers registering via the on-line EDRS**

For Delegates/Observers who have made their registration request on-line via their respective Member State/Observer 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/Observer 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.

**b) For Delegates/Observers registering via a faxed registration form**

All visa support requests must be made via an official letter from the Member State or Observer Organization. This letter must be submitted together with the completed delegate registration form and a copy of the passport attached thereto.

In addition, the following information should be contained in the letter:

Name of Delegate  
Date of birth  
Passport number, issuance and expiry dates

All of the above-mentioned information should be faxed to the WRC-07 Delegate Registration Service, ITU, Office V.434, Attention: Mrs. Linda Kocher, fax number: +41 22 730 6600.

Please note that the Union needs at least two weeks to process all visa support requests.

Valery Timofeev  
Director, Radiocommunication Bureau

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