



Radiocommunication Bureau

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Administrative Circular
CA/180

9 April 2009

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

Subject: Summary of Conclusions of the sixteenth Radiocommunication Advisory Group Meeting

Reference: Administrative Circular CA/176 of 31 October 2008

1 The Radiocommunication Advisory Group (RAG) met for the sixteenth time from 4 to 6 February 2009 in Geneva and considered the agenda as outlined in Annex 1 of the enclosed Summary of Conclusions.

2 Following the meeting, a document containing the draft summary of conclusions was posted on the ITU website and participants were invited to communicate to the Chairman of the Advisory Group any suggested changes by 6 March 2009. The Chairman has considered the comments he received, and the resulting changes have been incorporated into the document, the final version of which is reproduced in the attachment to this Administrative Circular.

Valery Timofeev
Director, Radiocommunication Bureau

Attachment: Summary of Conclusions of the sixteenth RAG meeting

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

Attachment

SIXTEENTH MEETING OF THE RADIOCOMMUNICATION ADVISORY GROUP

Geneva, 4-6 February 2009

SUMMARY OF CONCLUSIONS

1 Introduction

The Radiocommunication Advisory Group (RAG) held its sixteenth meeting in Geneva, from 4-6 February 2009, under the chairmanship of Mr. J.B. Yao Kouakou (Côte d'Ivoire), and assisted by Vice-Chairmen Mr. Y. Al-Bulushi (Oman), Ms. A. L. Allison (The Boeing Company/USA), Mr. A. Magenta (Italy), Ms. H. Seong (Rep. of Korea) and Mr. V. Strelets (Russian Fed.). The meeting was attended by 104 delegates representing 41 Member States, and 12 Sector Members, including 2 international organizations¹.

2 Opening remarks and approval of the agenda

Following the opening remarks of the Secretary-General, the Director of the Radiocommunication Bureau and the Chairman of the RAG, in the presence of other ITU elected officials, the agenda was approved and is shown in **Annex 1**.

The conclusions reached with respect to the considered agenda items are summarized as follows.

3 Council issues

3.1 Decisions of Council 2008 and preparations for Council 2009

Section 2 of Document RAG09-1/1 (Director, BR) was introduced highlighting the following subjects: financial implications of WRC-07 Decisions, RA/WRC-11 agenda, dates and venue, cost recovery for the processing of satellite network filings, free-online access to certain ITU documents, use of languages and the ITU-R Operational Plan.

3.2 Terminology

BR introduced the Addendum 1 to Doc. RAG09-1/1 (Director, BR) containing information on the terminology activities in ITU noting that in 2009, the Chinese Administration will provide the BR with around 4 000 verified ITU-R terms and definitions, and that, as decided by the CCV, the database interface (maintained by the Sector) will be modified in 2009 and the translations or extractions of vocabulary by the General Secretariat (in A/C/S/F/R) will be submitted for adoption by the CCV (see Document CCV/13).

During the discussions, the Director recalled that Resolution 154 (Antalya, 2006) addressed two separate issues: centralization of the editing functions (which was implemented) and centralization of terminology databases (which is ongoing).

¹ The list of participants is contained in Document [RAG09-1/12](#).

3.2.1 CCV meeting

Mr. N. Kisrawi (Syrian Arab Rep.), Chairman, Coordination Committee for Vocabulary (CCV), gave an oral report on the results of the last meeting of the [CCV](#), which took place on 2 and 3 February 2009. He emphasized that the group has been working within the framework of the relevant RA decisions, in particular Resolutions ITU-R 34 and ITU-R 36. It was noted that the CCV meeting agreed that, as far as the Radiocommunication Sector is concerned, the database is intended to have four categories of terms and definitions: vocabulary essential for certain texts of the Union (CS, CV, RR, radio and regional conferences, V-Series Recommendations, etc.), terms and definitions included in the ITU-R Recommendations and other ITU-R publications, terms under consideration by a Study Group (SG), and general abbreviations.

RAG noted the CCV report and invited administrations to make available their representatives who have the necessary expertise to assist in the CCV activities.

3.3 Budget 2010-2011

Document RAG09-1/5 (Director, BR) was introduced containing estimates for the ITU-R expenditures for the 2010-2011 period with the explanation that the differences resulted mainly from the program variation (e.g., CPM/RA/WRC-11, post-WRC07 activities).

In responses to questions relating to the assumptions used in deriving the estimated figures, the Director explained that they were preliminary and were under discussion within the secretariat, which should present the first draft proposal for the consideration of the [MBG](#) (Management and Budget Group) in June based on a balanced expense/income budget.

The Chairman of the Council WG on Financial Regulations, Mr. B. Gracie (Canada), suggested that it would be wise that Council put in place a mechanism to prepare a draft Financial Plan for the 2012-2015 period within the scope of PP-10 preparations. In this regard, the advisory groups could contribute with appropriate input to this process on a timely basis. RAG noted this suggestion and concluded that this item should be included in the agenda of RAG-17 in 2010.

In concluding this item, RAG noted the document, encouraged the Director to ensure the necessary funds for the program variation and invited him to take into account the RAG participant's comments in his further preparation of the ITU-R budget.

4 Study Group activities

Section 3, Document RAG09-1/1 (Director, BR), was introduced covering several issues related to Study Group activities.

4.1 Working methods

RAG was informed that, following the decisions of RA-07 on Study Group restructuring, all internal structures had been agreed, as well as any consequential reassignment of Questions and responsibility for maintained Recommendations. During the discussions, it was remarked that the current status of the Study Groups is viewed as mature and that any further simplification to the structure of the Study Groups would create difficulties given their critical size and resulting workload. RAG invited the Director and the Study Group Chairmen to include enough details on their experiences with the current structure in their reports submitted to the next Assembly.

RAG noted the introduction of EDRS (Event Delegate Registration System) for all Study Group-related meetings and that emphasis is continued to be placed on electronic working methods in support of the thrust towards paperless meetings.

A brief description was given of the progress and status of three key Study Group activities, namely: studies relating to radio services and systems employed for emergency and disaster situations; ICTs and climate change, in particular the role played by radio services and systems in monitoring the climate and the participation of ITU-R and BR in many activities on the topic; and work on IMT-Advanced in accordance with Resolution ITU-R 57.

Document RAG09-1/3 (Italy) requested RAG to endorse the role of Study Groups in defining protection criteria relating to the services covered within their scope. (Discussions relating to this topic were initiated at the meeting of the Chairmen and Vice-Chairmen (CVC-15) held 3 February 2009, reported in § 4.3 below.) Following many interventions expressing views on Study Group responsibilities for sharing studies and protection criteria, RAG advised that sharing studies involving Working Parties from more than one Study Group may include the following cases:

- The development of relevant protection criteria pertaining to a given radio service should remain within the Working Party (or Study Group) responsible for this service. This Working Party (or Study Group) will initiate the study in question and liaise with the other Working Parties involved to progress the work. Once the work is mature and mutually agreed by the Working Parties involved, the output in the form of a new or revised Recommendation and/or Report, as appropriate, would be submitted to the parent Study Group of the Working Party which initiated the study for formal actions on the adoption and approval procedures. Subsequent to the required adoption and approval procedures, the final product would become part of the Study Group documentation.
- With regard to the development of sharing studies, the main objective to continually improve the efficient use of the spectrum/orbit resource for the benefit of all users is often driven by new technological advances and by new applications. In this sense, the role of the Working Party (or Study Group) responsible for the new applications is important in conducting the sharing studies while it is also essential to take into consideration the protection requirements of the existing systems. The Working Party (or Study Group) responsible for the new application could initiate the sharing studies and liaise with the other Working Parties involved to progress the work. Once the work is mature and mutually agreed by the Working Parties involved, the output in the form of a new or revised Recommendation and/or Report, as appropriate, would be formally adopted, approved and maintained by the Study Group responsible for the new application.

Document RAG09-1/6 (USA) recommended that new Questions relating to WRC Resolutions or Recommendations could be adopted provided that they did not conflict with studies directed by WRCs. Following many interventions, the following course of action was agreed:

- For those cases for which there is already a WRC Resolution and or Recommendation supporting appropriate studies, there is no need to adopt and approve a new study Question (No. 149 A of Convention and Resolution ITU-R 5-5 refer). However, in order to ensure that sufficient information is provided to the membership on the topic concerned, additional information could be included in the Summary Records or Chairman's Reports of the relevant Study Groups, thereby enabling the membership to fully study the topic without the need to pursue the adoption and approval of a new Question.
- Regarding the preparation of draft texts for CPM Report to WRC-11, the RAG noted the opinion of the CPM Chairman that, at the beginning of the preparatory process, responsible groups were recommended to determine for each WRC-11 agenda item the topics of study and sequence of their consideration. This approach, which could be subsequently improved, would be particularly important for those agenda items that are general in nature and which may lead to possible differences in interpretation as regards the studies required. In turn, such treatment

could facilitate administrations' preparation of each agenda item, as well as regional preparatory studies and inter-regional coordination.

Document RAG09-1/8 (Korea, Rep. of) responded to the request made at RA-07, and underlined at RAG-15 (in 2008), for the RAG to consider the possibility of extending Resolution ITU-R 15-4 to cover the appointment of Chairmen and Vice-Chairmen to the CPM and SC. Following expressions of concern from certain delegates regarding the possible consequential amendment of Resolutions ITU-R 2-5 and 38-3, RAG noted the document and advised that any further consideration of the matter should be addressed by the next Assembly, rather than by the RAG.

Document RAG09-1/9 (Canada) sought clarification on three issues related to Recommendations and following many interventions, RAG agreed the following advice:

- On the appropriateness of making reference to the Radio Regulations in Recommendations:

RAG noted that the need or otherwise to refer to specific provisions of the Radio Regulations (RR) in a Recommendation is a matter to be left to the wisdom of Study Groups and their Chairmen to find a consensus on the matter. However, where there is an exact, specific reference to provisions of the RR without any interpretation, that reference may be included, as appropriate.

- On studies undertaken without Questions and the approval of resulting Recommendations;

Once the studies are carried out by Study Groups, in accordance with Resolution ITU-R 1-5 section 10.1.3 and Resolution ITU-R 5-5 section 10, RAG noted that the current understanding of the RAG and the Study Groups is to develop Reports and/or Recommendations from these studies and, with or without a Question, further process them for adoption and approval, as appropriate.

- On Sending Recommendations for approval (and the related conditions for objection).

RAG took note of the Canadian contribution in Document RAG09-1/9 "inviting the Member States attending a Study Group meeting and opposing the consideration of a Recommendation for adoption to present a technical reason for the objection in writing at that meeting". In this regard, RAG, taking into account the relevant part of section 10.2 of Resolution ITU-R 1-5, invites the Chairmen of the Study Groups to encourage the opposing Member States to give their reasons for objection to that draft Recommendation that can be addressed by further study by the Study Group or the working party, as appropriate.

4.2 Study Group preparations for WRC-11

RAG was informed of the meeting of the CPM Steering Committee held on 24 November 2008 which reviewed, *inter alia*, the timetable of preparatory activities leading up to the second meeting of the CPM (CPM11-2) and the allocation of agenda items to concerned groups. The subject was subsequently discussed in more detail under agenda item 4.2 (WRC-11 preparations), which is covered in § 5.2 below.

4.3 Report of the CVC meeting

The Bureau gave a brief oral report of the meeting of Chairmen and Vice-Chairmen of the Radiocommunication Study Groups (CVC-15) held on 3 February 2009. The business covered five main topics: the status of activities associated with CPM-11 and preparations for WRC-11; working methods (including EDH) of Study Groups; treatment of issues concerning more than one Study Group; liaison activities; and oral report on the work in CCV.

During the discussions on working methods, emphasis was placed on the importance for Study Groups to produce good quality outputs in a timely manner and failure to do so could jeopardise the relevance of ITU-R Recommendations, particularly for industry. Misunderstanding and/or

misinterpretation of the working procedures were cited as possible reasons for delays in processing Recommendations.

As regards the treatment of sharing studies involving Working Parties from more than one Study Group, agreement was reached on a course of action proposed in a contribution from the Chairman of SG 4. This topic was continued by the RAG under agenda § 4.1, the outcome of which is described above in relation to Document RAG09-1/3.

The Director expressed his appreciation for the successful CVC meeting, which provided fruitful advice for the preparation for RA-11 and thanked the Study Group Chairmen for the timely and efficient way they implemented the decisions of the last Assembly.

The summary of the CVC-15 meeting can be found at <http://www.itu.int/md/R07-CVC-C-0004/en>.

With respect to working methods, the RAG recalled the need to avoid scheduling plenary meetings of working parties in parallel to the extent possible. In addition, the Director highlighted the growing difficulties with room availability within ITU and drew attention to the consequential need to plan meeting rooms increasingly in advance.

4.4 Liaison and collaboration with the ITU-T and ITU-D Sectors and with other Organisations

RAG was informed of the following notable activities in the area of liaison and collaboration.

Concerning ITU-D:

- ITU-R and BR had actively participated in the five BDT Regional Development Fora held during 2008 which allowed ITU-R to present its standardization activities within the framework of Resolution 123 (Antalya, 2006);
- Participation and the preparation of contributions associated with ITU-D Study Group activities covering topics such as disaster prediction and detection, spectrum management and monitoring, IMT and migration from analogue to digital broadcasting;
- BR involvement in several regional seminars and workshops.

Concerning ITU-T:

- In the aftermath of WTSA-08, strengthened liaison is evident in several fields, such as studies involving climate change and disaster management, effects of human exposure to electromagnetic fields and the possible future ITU mark programme.

Concerning other organisations:

- The continuing useful application of Resolution ITU-R 9-3;
- The involvement of ITU-R and BR in the activities and meetings of the Global Standards Collaboration (GSC).

In addition, a brief account was given of activities in the fields of emergency communications (including disaster prediction and detection) and mitigating the effects of climate change – two topics of global concern within ITU. In particular, mention was made of ITU-R and BR's involvement in, and contributions to many events held on these two topics over the past year or so, as well as the work undertaken in response to relevant Resolutions of RA-07 and WRC-07.

A liaison statement (Document RAG09-1/11) from ITU-T Study Group 15 concerning Resolutions 2 and 56 (WTSA-08) was presented for information. Mr. V. Minkin, Chairman of TDAG, remarked that the proposed activities involving IMT and NGN were very relevant to developing countries and should involve ITU-D.

Mr. M. Johnson, Director, TSB, emphasized the need to further improve inter-sector collaboration and invited members to submit suggestions for consideration at the forthcoming TSAG meeting.

The representative of Rohde & Schwarz remarked that his company has been actively participating in ITU-R Study Group 1 activities on spectrum management, as well as collaborating with BDT in the development of SMS4DC system; in this regard, he encouraged the Director to pursue his actions in support of the SMS4DC development within the framework of Resolution ITU-R 11-4.

4.5 Electronic Document Handling (EDH)

The report of the Coordinator of the Correspondence Group (CG) on Electronic Document Handling (EDH) (Document RAG09-1/4) was presented by Mr. B. Gracie (Canada).

Regarding paperless meetings, RAG concluded on the need to make available a limited number of paper copies of the documents to the delegates upon demand and to facilitate the tasks of interpreters, if required.

On the reported successful utilization of the online delegate registration system (EDRS) for all ITU-R meetings, RAG identified the need to harmonize the different systems across the Sectors and the General Secretariat. The Director indicated that this issue should be discussed internally to avoid the difficulties created to administrations having to apply different procedures to register their delegates to ITU meetings of the different Sectors.

5 WRC issues

5.1 WRC-07 post-conference activities

Section 4.1 of Document RAG09-1/1 (Director's Report) was presented covering the activities related to the Appendix 30B, notice forms, emergency communications, Resolution 80 (Rev. WRC-07). Regarding the implementation of Resolution 647 (WRC-07), the Director pled for administrations to submit the necessary information for the timely completion of the emergency communication database. In connection to this topic, the attention was drawn on the importance of the implementation of the other relevant Resolutions (Resolution 644 (Rev. WRC-07) and Resolution 646 (WRC-03)), as well as Resolutions ITU-R 53 and 55.

Responding to a question on the actions taken in the implementation of the WRC-07 decisions related to RR 5.415 and 5.416, the Bureau informed that it had collected information from all 12 involved administrations, and that none of them provided agreements to form regional system for any of the 41 relevant satellite networks with 80 beams; RAG was also informed that BR expects to be able to complete its task in June 2009 by publishing modifications of 55 coordination requests after finalization of modification of service areas and re-establishment of coordination requirements, in accordance with WRC-07 decision.

5.2 WRC-11 preparations

Section 4.2 of Document RAG09-1/1 (Director's Report) was presented highlighting the Council 2008 decisions and the ITU-R and regional preparatory activities.

The Chief of ITU Conference and Publications (C&P) Department provided information on the status of the consultations foreseen in Council Resolution 1291 relating to definitive choice of venue and dates. Regarding the venue, he explained that ITU, having to that date received no official invitation from a Member State wishing to host WRC-11, Geneva was therefore to be considered the venue selected for those events. As for the dates, Council 2008 noted that the following original dates were proposed for WRC-11: 24 October-18 November 2011. Council's attention was drawn to the provisions of Resolution 111 (Rev. Antalya, 2006) calling for account to be taken of the dates of religious periods when drawing up schedules of conferences and assemblies

of international organizations. Hence, to hold WRC-11 during a period that does not overlap with the Eid al-Adha festival, which in 2011 takes place on 6 November, two options were envisaged: RA from 26 to 30 September and WRC from 3 to 28 October, or RA/WRC from 3 October to 4 November 2011. These proposed modifications to the dates of RA/WRC-11 with the venue in Geneva would necessitate the agreement of other organizations, which have already booked the CICG facilities (e.g., WIPO, IPU), to move their dates. The contacts thus far made with these organizations by C&P Department have not met with success.

RAG expressed its appreciation to the IARU for making available to the delegates, as it did for previous conferences, the booklet containing a compilation of the WRC-11 agenda and relevant Resolutions.

6 Operational Plan

RAG reviewed the draft [ITU-R Operational Plan](#) for 2010-2013 and invited the Director to collect comments that might be formulated by RAG members before the final version was submitted for the 2009 session of the Council and until mid June 2009. RAG considered also the [2008 Performance Report](#) and congratulated the Bureau for last year's good results.

The Director expressed his special thanks for the General Secretariat services, particularly Conference and Publication, and Information Services Departments for the effective support to BR in implementing the ITU-R programme of activities for 2008.

6.1 Report by the Chairman of the Correspondence Group on Operational Plan

RAG noted the report (Document RAG09-1/2) presented by Mr. A. Ismail (Malaysia), Chairman of the Correspondence Group on Operational Plan (CG-OPLAN). During the discussions, explanations were given on the implementation in ITU of IPSAS (International Public Sector Accounting Standards) and ERP (Enterprise Resource Planning), requiring a new SAP platform which will revise or replace those projects foreseen under Council Resolution 1243.

In order to assist the RAG in the application of CV160CA and CV181A, RAG concluded on the need to pursue the activities of the CG-OPLAN, emphasized the need to strengthen the collaboration with the other Sector's advisory groups and invited members for a more active participation in the group.

6.2 Report of the Performance Management/Reporting Framework

RAG noted the report (Document RAG09-1/10) presented by Mr. B. Gracie (Canada), Chairman of the Council WG on the Financial Regulations (CWG-FINREGS), who explained that there is a direct link between the development of a new Performance Measurement/Reporting (PMR) Framework in ITU and the future elaboration of operational plans in the Sectors. The PMR framework is an integral part of ITU's efforts to measure progress in the achievement of the Strategic Goals and Orientations outlined in Resolution 71 (Rev. Antalya, 2006) (Strategic plan for the Union for 2008-2011), while allowing flexibility for the Sectors in their internal processes.

In order to provide an overview of the performance of the Union, a standardized methodology for performance measurement and reporting, based on the high level strategic Goals and orientations in the Strategic Plan, is required. Such a methodology should harmonize the presentation of the operational plans of the three Sectors and the General Secretariat. These operational plans focus on sectoral and intersectoral Outputs and Objectives as outlined in Resolution 71.

The Time Tracking System (TTS) is used in the results-based budgeting (RBB) context to allocate costs to Outputs for budgetary purposes. Since the Operational KPIs defined within the PMR

framework are related to Outputs, the relationship between TTS, RBB and the PMR framework can be established and strengthened.

Mr. Gracie explained that, in his capacity as CWG-FINREGS Chairman, he is in a position to assist the Sector advisory groups in providing a link between the internal ITU PMR Group, CWG-FINREGS itself, and the Management and Budget Group (MBG) for liaison purposes. He also indicated that the PMR Group is developing qualitative indicators or specific Outputs or activities; as such, as was emphasized by the Delegation of Iran, it may be very difficult to assess the outcomes of specific events such as a WRC, on the basis of qualitative indicators.

RAG noted that further work on such issues is needed and asked Mr. A. Ismail, Chairman of CG-OPLAN, to also follow the development of these activities.

7 Seminars and Workshops

Section 5 of Document RAG09-1/1 (Director, BR) was introduced with emphasis on the 2008 events (radiocommunication seminars, BR workshops, and intersectoral fora). The report also indicated the attribution of fellowships by the BR; RAG encouraged the Director to pursue this practice in order to stimulate the effective participation of developing countries. RAG noted the efforts of the Director and the BR staff in the successful implementation of the World Radiocommunication Seminar 2008 (WRS-08). The representative of Rohde & Schwarz expressed satisfaction with the current approach to the regional and world radiocommunication seminars and indicated that his company would continue to support these events. Responding to questions and comments related to the contents, format, and periodicity of future radiocommunication seminars, the Director mentioned that the best possible balance between time reserved for presentations and workshops will be sought, and more attention will be paid to intersectoral activities. He added that world radiocommunication seminars will continue to be held on a biennial basis in Geneva, but he seeks the assistance of the members in hosting the regional events.

Document RAG09-7 (USA) on the scope of BR staff participation in BR-sponsored workshops was presented, addressing situations where formal presentations are made on issues considered to be beyond the areas of BR expertise, e.g., implementing the Radio Regulations and regional agreements. While agreeing with the general thrust of the proposals, the Director remarked that the only aim of those BR staff interventions, as referred to in the contribution, was to share with participants the information which is available in the Bureau. Following a lengthy debate, RAG noted the clarifications given by the Director who also indicated that the scope of the participation of BR staff in meetings is covered by Staff Regulations and that it is his responsibility to authorize any participation and publication by the BR staff.

8 Information on the results of WTSA

Mr. M. Johnson, Director, TSB, made a presentation (Document RAG09-1/INFO/1) on the main results of WTSA-08 stressing the cooperation between ITU-T and R, the actions to reduce the standardization gap, and the revised ITU-T Study Group structure. WTSA Resolutions relating to areas of inter-sector collaboration were highlighted. Of particular interest was ITU-T Resolution 72 (Measurement concerns related to human exposure to electromagnetic fields); RAG expressed the need to strengthen the cooperation on the studies of electromagnetic fields and avoid duplicating efforts. RAG noted the initiatives to involve academia in ITU-T activities and encouraged the Director, BR to pursue similar efforts. RAG noted also that given the technological development, there is a trend to see more consideration in ITU-R of issues involving application than physical layers, resulting in a need to reinforce the collaboration with ITU-T.

9 Date of next meeting

The next RAG meeting was tentatively scheduled for 17-19 February 2010 in Geneva. The definitive dates will be established in coordination with the meetings of advisory groups of the two other sectors.

10 Any other business

The Director presented statistics on ITU-R Sector Members and Associates for the 2001-2008 period in Document RAG08-1/1, Add.2.

Annex: 1

ANNEX 1

AGENDA SIXTEENTH MEETING OF THE RADIOCOMMUNICATION ADVISORY GROUP

Geneva, 4-6 February 2009
(Room B, ITU Tower)

**Document
RAG09-1/**

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6	Operational Plan	
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| 7 | Seminars and Workshops | 1(\$5), 7 |
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J.B. YAO KOUAKOU
Chairman, Radiocommunication Advisory Group