



*Radiocommunication Bureau*

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Addendum 1 to  
Administrative Circular  
**CA/181**

16 July 2009

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

**Subject: ITU Meeting on WRC-11 preparations (in collaboration with ATU)  
(14-16 September 2009)**

1 In Administrative Circular CA/181, the Radiocommunication Bureau, in collaboration with the Africa Telecommunication Union (ATU), invited your Administration to attend the ITU Meeting on WRC-11 preparations. This meeting will provide participants with an opportunity to exchange information and views on the on-going studies regarding WRC-11 Agenda items, as well as on the preliminary draft common proposals and positions of the regional groups and those of some organizations. The meeting will be held at the ITU Headquarters in Geneva from 14-16 September 2009.

2 An update of the preliminary programme of the meeting is available on the BR website at <http://www.itu.int/ITU-R/go/wrc-11-regional-atu-09> and will be updated as new or modified information becomes available.

3 African Administrations are kindly invited to send representatives to the meeting and also to contribute to the work of the meeting as outlined in the preliminary programme referred to above. As such, contributions are invited and should be submitted by electronic mail to the BR Secretariat ([brmail@itu.int](mailto:brmail@itu.int)) **not later than 7 September 2009**. Contributions submitted in an ITU official language other than English will be published and considered in the original submitting language only.

4 Regional groups are kindly requested to submit, by electronic mail, a copy of their presentation in English to the BR Secretariat ([brmail@itu.int](mailto:brmail@itu.int)) **not later than 7 September 2009**. If available, the presentation may be sent together with a word document containing further detailed information. The word document should also be submitted in English.

5 Please note that the meeting will be conducted in a “paperless” environment, i.e. all of the documents will be available on the above-mentioned website. In addition, a flash memory stick (USB) containing the documents and information will be provided at the time of registration. Participants are, therefore, requested to bring their laptop PCs. Under special circumstances, the BR Secretariat will endeavour to provide a limited number of laptops for use by the participants during the meeting.

6 Participant registrations for this meeting will be carried out via the online registration system (EDRS) and will begin on **31 July 2009**. The related registration form may be found on the meeting website at: <http://www.itu.int/ITU-R/go/wrc-11-regional-atu-09>. For queries or additional information, participants may contact the Delegate Registration Unit at [ITU-RRRegistrations@itu.int](mailto:ITU-RRRegistrations@itu.int). We would like to remind participants that citizens of some countries are required to obtain a visa in order to enter and spend time in Switzerland. **The visa must be requested at least three (3) weeks prior to the opening of the meeting** and obtained from the office (embassy or consulate) representing Switzerland in the respective country of origin. In cases where there is no such office in the country, the visa should be obtained from the office that is closest to the country of departure. It should be noted that on-line visa support for delegates representing an ITU Member State or Sector Member may be obtained by processing the respective participation request via the Designated Focal Point (DFP) for the entity concerned. For such registrations, the DFP should register the delegate using the on-line system available on the website. The list of Designated Focal Points is available, as well, on the same meeting website at: <http://www.itu.int/ITU-R/go/delegate-reg-info/en>. The Registration desk will open at 08:00 hours on the opening day of the Information Meeting at the entrance of the Montbrillant building. Please note that the confirmation of registration sent to each participant by e-mail must be presented, together with photo identification, in order to receive a badge.

7 In recognition of the difficulties faced by some Member States, the ITU will offer one fellowship per eligible country in Africa, with priority given to requests from the Least Developed Countries (LDCs). Fellowship requests should be submitted before **31 July 2009** using the form contained in **Annex 2 to CA/181**. Accommodation will be arranged and paid for by the ITU.

Yours faithfully,

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 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