



Radiocommunication Bureau

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Administrative Circular
CA/196

6 April 2011

To Administrations of Member States/Observers of the ITU

Subject: World Radiocommunication Conference 2012 (WRC-12)

1 As announced by the Secretary-General in Circular Letters No. 11 and DM-11/1000 of 10 March 2011, the World Radiocommunication Conference 2012 (WRC-12) will be held from 23 January to 17 February 2012, immediately following the Radiocommunication Assembly 2012 (RA-12). The purpose of this Administrative Circular is to provide further details for WRC-12 to assist participants with their preparations.

2 The agenda for WRC-12, as it appears in Council Resolution 1291 (MOD), is presented in **Annex 1** to this Administrative Circular.

3 Submission of proposals prepared in advance of WRC-12

Member States may wish to give consideration to their proposals for the work of WRC-12. In accordance with No. 40 of the General Rules of Conferences, Assemblies and Meetings of the Union, such proposals will need to reach the ITU Secretariat at least four months before the start of WRC-12, i.e. 23 September 2011. Furthermore, in order to ensure, in accordance with Resolution 165 (Guadalajara 2010), the timely translation and thorough consideration by delegations of documents submitted to WRC-12, Member States should submit their proposals no later than fourteen days before the commencement of the Conference, i.e. 9 January 2012.

Member States are urged to give careful attention to the initial preparation of proposals so as to avoid needless revisions to documents. For practical details on the preparation and submission of proposals, kindly refer to the Guidelines contained in **Annex 2**.

4 Availability of documents produced before and during WRC-12

One paper copy of all documents produced before the opening of WRC-12 will be available, upon request, to each Head of Delegation or his/her designated representative.

On the opening day of WRC-12, Heads of Delegations will be requested to indicate the number of paper copies of documents required and to nominate the recipient(s) for their delegation. Ideally, this should be no more than **one** copy per delegation.

All documents will be available electronically on the WRC-12 website. In addition, the Secretariat is preparing an ITU Sync Application to enable the expeditious download and synchronization of WRC-12 documents from the ITU servers.

One paper copy of the Final Acts will be provided to each Head of Delegation or his/her designated representative.

One CD-ROM containing the Final Acts will be provided to each participant at the closure of WRC-12.

5 Final documents prepared after the closure of WRC-12

Documents issued after the closure of WRC-12 will be posted on the WRC-12 website.

6 Participant registration

Registration for WRC-12 will begin on 15 September 2011 and will be carried out exclusively on-line using the Event Delegate Registration System (EDRS).

Each Member State/Observer is requested to appoint a Designated Focal Point (DFP) to be responsible for the handling of all participant registration requests. **Annex 3** sets out the procedure to be followed for the appointment of the DFP.

The WRC-12 Registration Desk will be located in the CICG building and will be open on Monday, 23 January 2012 from 0730 hours to 1730 hours, as well as every week day during the period of Tuesday, 24 January to Friday, 17 February 2012 from 0830 to 1700 hours. In order to facilitate the registration process, the WRC-12 Registration Desk will also be open as follows:

- Tuesday, 17 January to Friday, 20 January 2012 – 0830 hours to 1700 hours;
- Saturday, 21 January and Sunday, 22 January 2012 – 1000 hours to 1700 hours.

Please note that, in order to receive the badge, the confirmation letter sent by e-mail must be presented to the WRC-12 Registration Desk together with a form of photo identification.

7 Visa requirements

Participants are reminded 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 four (4) weeks prior to the opening of WRC-12 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. If problems are encountered, the Union can, at the official request of the Member State/Observer being represented, approach the competent Swiss authorities in order to facilitate the delivery of the visa. As mentioned above, this procedure will require four weeks.

The process for requesting visa support for participants 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 and place of birth

Passport number

Passport issuance and expiry dates

The visa support procedure will subsequently follow automatically.

The participants will be notified, via the Confirmation of Registration form sent to their e-mail address, that the visa support request has been received and is being processed.

8 Hotel accommodations

Reductions on hotel prices in Geneva have been obtained for participants in ITU Conferences, Assemblies and 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>.

9 The contact person for general matters regarding WRC-12 is Mr Fabio Leite, Deputy to the Director, Radiocommunication Bureau (Tel.: +41 22 730 5940 or e-mail: fabio.leite@itu.int).

François Rancy
Director, Radiocommunication Bureau

Annex 1: Agenda of WRC-12

Annex 2: Guidelines for the preparation and submission of proposals

Annex 3: Designation of Focal Points

Distribution:

- Administrations of Member States of ITU
- Observer (Resolution 99 (Rev. Guadalajara, 2010))
- Observers which participate in an advisory capacity pursuant to Nos. 278 and 279 of the ITU Convention
- Observers from Sector Members of the Radiocommunication Sector which do not participate in an advisory capacity pursuant to No. 280 of the ITU Convention
- 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 ITU, Deputy Secretary-General of ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

Annex 1

RESOLUTION 1291 (MOD)

(adopted by correspondence)

Place, dates and agenda of the World Radiocommunication Conference (WRC-12)

The Council,

noting

that Resolution 805 of the World Radiocommunication Conference (Geneva, 2007):

- a) resolved to recommend to the Council that a world radiocommunication conference be held in 2011 for a period of four weeks;
- b) recommended its agenda, and invited the Council to finalize the agenda and arrange for the convening of WRC-11 and to initiate as soon as possible the necessary consultation with Member States,

resolves

to convene a World Radiocommunication Conference (WRC-12) in Geneva (Switzerland) from 23 January to 17 February 2012, preceded by the Radiocommunication Assembly from 16 to 20 January 2012, with the following agenda:

1 on the basis of proposals from administrations, taking account of the results of WRC-07 and the Report of the Conference Preparatory Meeting, and with due regard to the requirements of existing and future services in the bands under consideration, to consider and take appropriate action with respect to the following items:

1.1 to consider and take appropriate action on requests from administrations to delete their country footnotes or to have their country name deleted from footnotes, if no longer required, taking into account Resolution **26 (Rev.WRC-07)**;

1.2 taking into account the ITU-R studies carried out in accordance with Resolution **951 (Rev.WRC-07)**, to take appropriate action with a view to enhancing the international regulatory framework;

1.3 to consider spectrum requirements and possible regulatory actions, including allocations, in order to support the safe operation of unmanned aircraft systems (UAS), based on the results of ITU-R studies, in accordance with Resolution **421 (WRC-07)**;

1.4 to consider, based on the results of ITU-R studies, any further regulatory measures to facilitate introduction of new aeronautical mobile (R) service (AM(R)S) systems in the bands 112-117.975 MHz, 960-1 164 MHz and 5 000-5 030 MHz in accordance with Resolutions **413 (Rev.WRC-07)**, **417 (WRC-07)** and **420 (WRC-07)**;

1.5 to consider worldwide/regional harmonization of spectrum for electronic news gathering (ENG), taking into account the results of ITU-R studies, in accordance with Resolution **954 (WRC-07)**;

- 1.6 to review No. **5.565** of the Radio Regulations in order to update the spectrum use by the passive services between 275 GHz and 3 000 GHz, in accordance with Resolution **950 (Rev.WRC-07)**, and to consider possible procedures for free-space optical-links, taking into account the results of ITU-R studies, in accordance with Resolution **955 (WRC-07)**;
- 1.7 to consider the results of ITU-R studies in accordance with Resolution **222 (Rev.WRC-07)** in order to ensure long-term spectrum availability and access to spectrum necessary to meet requirements for the aeronautical mobile-satellite (R) service, and to take appropriate action on this subject, while retaining unchanged the generic allocation to the mobile-satellite service in the bands 1 525-1 559 MHz and 1 626.5-1 660.5 MHz;
- 1.8 to consider the progress of ITU-R studies concerning the technical and regulatory issues relative to the fixed service in the bands between 71 GHz and 238 GHz, taking into account Resolutions **731 (WRC-2000)** and **732 (WRC-2000)**;
- 1.9 to revise frequencies and channelling arrangements of Appendix 17 to the Radio Regulations, in accordance with Resolution **351 (Rev.WRC-07)**, in order to implement new digital technologies for the maritime mobile service;
- 1.10 to examine the frequency allocation requirements with regard to operation of safety systems for ships and ports and associated regulatory provisions, in accordance with Resolution **357 (WRC-07)**;
- 1.11 to consider a primary allocation to the space research service (Earth-to-space) within the band 22.55-23.15 GHz, taking into account the results of ITU-R studies, in accordance with Resolution **753 (WRC-07)**;
- 1.12 to protect the primary services in the band 37-38 GHz from interference resulting from aeronautical mobile service operations, taking into account the results of ITU-R studies, in accordance with Resolution **754 (WRC-07)**;
- 1.13 to consider the results of ITU-R studies in accordance with Resolution **551 (WRC-07)** and decide on the spectrum usage of the 21.4-22 GHz band for the broadcasting-satellite service and the associated feeder-link bands in Regions 1 and 3;
- 1.14 to consider requirements for new applications in the radiolocation service and review allocations or regulatory provisions for implementation of the radiolocation service in the range 30-300 MHz, in accordance with Resolution **611 (WRC-07)**;
- 1.15 to consider possible allocations in the range 3-50 MHz to the radiolocation service for

oceanographic radar applications, taking into account the results of ITU-R studies, in accordance with Resolution **612 (WRC-07)**;

1.16 to consider the needs of passive systems for lightning detection in the meteorological aids service, including the possibility of an allocation in the frequency range below 20 kHz, and to take appropriate action, in accordance with Resolution **671 (WRC-07)**;

1.17 to consider results of sharing studies between the mobile service and other services in the band 790-862 MHz in Regions 1 and 3, in accordance with Resolution **749 (WRC-07)**, to ensure the adequate protection of services to which this frequency band is allocated, and take appropriate action;

1.18 to consider extending the existing primary and secondary radiodetermination-satellite service (space-to-Earth) allocations in the band 2 483.5-2 500 MHz in order to make a global primary allocation, and to determine the necessary regulatory provisions based upon the results of ITU-R studies, in accordance with Resolution **613 (WRC-07)**;

1.19 to consider regulatory measures and their relevance, in order to enable the introduction of software-defined radio and cognitive radio systems, based on the results of ITU-R studies, in accordance with Resolution **956 (WRC-07)**;

1.20 to consider the results of ITU-R studies and spectrum identification for gateway links for high altitude platform stations (HAPS) in the range 5 850-7 075 MHz in order to support operations in the fixed and mobile services, in accordance with Resolution **734 (Rev.WRC-07)**;

1.21 to consider a primary allocation to the radiolocation service in the band 15.4-15.7 GHz, taking into account the results of ITU-R studies, in accordance with Resolution **614 (WRC-07)**;

1.22 to examine the effect of emissions from short-range devices on radiocommunication services, in accordance with Resolution **953 (WRC-07)**;

1.23 to consider an allocation of about 15 kHz in parts of the band 415-526.5 kHz to the amateur service on a secondary basis, taking into account the need to protect existing services;

1.24 to consider the existing allocation to the meteorological-satellite service in the band 7 750-7 850 MHz with a view to extending this allocation to the band 7 850-7 900 MHz, limited to non-geostationary meteorological satellites in the space-to-Earth direction, in accordance with Resolution **672 (WRC-07)**;

1.25 to consider possible additional allocations to the mobile-satellite service, in accordance with Resolution **231 (WRC-07)**;

2 to examine the revised ITU-R Recommendations incorporated by reference in the Radio Regulations communicated by the Radiocommunication Assembly, in accordance with Resolution **28 (Rev.WRC-03)**, and to decide whether or not to update the corresponding references in the Radio Regulations, in accordance with principles contained in the Annex 1 to Resolution **27 (Rev.WRC-07)**;

3 to consider such consequential changes and amendments to the Radio Regulations as may be necessitated by the decisions of the Conference;

4 in accordance with Resolution **95 (Rev.WRC-07)**, to review the resolutions and recommendations of previous conferences with a view to their possible revision, replacement or abrogation;

5 to review, and take appropriate action on, the Report from the Radiocommunication Assembly submitted in accordance with Nos. 135 and 136 of the Convention;

6 to identify those items requiring urgent action by the Radiocommunication Study Groups in preparation for the next world radiocommunication conference;

7 to consider possible changes in response to Resolution 86 (Rev. Marrakesh, 2002) of the Plenipotentiary Conference: “Advance publication, coordination, notification and recording procedures for frequency assignments pertaining to satellite networks”, in accordance with Resolution **86 (Rev.WRC-07)**;

8 in accordance with Article 7 of the Convention:

8.1 to consider and approve the Report of the Director of the Radiocommunication Bureau:

8.1.1 on the activities of the Radiocommunication Sector since WRC-07;

8.1.2 on any difficulties or inconsistencies encountered in the application of the Radio Regulations; and

8.1.3 on action in response to Resolution **80 (Rev.WRC-07)**;

8.2 to recommend to the Council items for inclusion in the agenda for the next WRC, and to give its views on the preliminary agenda for the subsequent conference and on possible agenda items for future conferences, taking into account Resolution **806 (WRC-07)**,

instructs the Director of the Radiocommunication Bureau

to make the necessary arrangements to convene meetings of the Conference Preparatory Meeting and the Special Committee on Regulatory/ Procedural Matters and to prepare a report to WRC-12,

instructs the Secretary-General

1 to make all the necessary arrangements, in agreement with the Director of the Radiocommunication Bureau, for the convening of the Conference;

2 to communicate this Resolution to international and regional organizations concerned.

Annex 2

Guidelines for the preparation and submission of proposals*

1 Introduction

1.1 These guidelines have been prepared by the ITU Secretariat for the submission of proposals to the forthcoming World Radiocommunication Conference (WRC-12).

1.2 Proposals should be based *only* on the 2008 Edition of the Radio Regulations. The sequential numbering system should be used to identify the particular provision to which the proposal is related.

2 Guidelines for presentation

2.1 Member States should begin their proposals or common proposals with a short summary of their views on each agenda item. This should be followed by detailed proposals, each proposal being followed by a brief separate statement of the reason for the proposed change.

2.2 Symbols to be used

ADD Proposal to add new text to the Radio Regulations (RR)

NOTE – Where new text is to be added within an existing paragraph or sub-paragraph, the symbol MOD should be used (see instructions for MOD below).

ADD* Proposal to add existing text from elsewhere in the RR

NOTE – It is necessary to reproduce the texts carrying the symbol ADD.*

MOD Proposal to amend RR text by addition, deletion or replacement of words or figures

NOTE – To amend the text, turn on track changes, make modifications (deleted text should then appear as strikethrough and added texts should then appear as underlined).

(MOD) Proposal to amend RR text, from an editorial point of view

SUP Proposal to delete RR text / RR provision(s), Resolution(s) or Recommendation(s)

NOTE 1 – It is not necessary to reproduce texts carrying the symbol SUP.

NOTE 2 – Where text is to be deleted from within a paragraph or sub-paragraph, the symbol MOD should be used (see instructions for MOD above).

SUP* Proposal to transfer text elsewhere in the Radio Regulations

NOTE – It is not necessary to reproduce texts carrying the symbol SUP.*

NOC RR text for which no change is proposed

NOTE – This symbol may be used to clarify that no proposals are made with respect to texts carrying this symbol. It is not necessary to reproduce texts carrying this symbol.

*Further details pertaining to the preparation of proposals will be provided on the WRC-12 webpage.

NOC Proposal for RR text to be maintained without change

NOTE – This symbol may be used together with a proposal number when Member States wish to emphasize that a particular provision or provisions of an article should remain unchanged, e.g. Article XX may be shown as NOC but provisions AA and BB of Article XX may be shown as NOC. The reasons as to why these provisions need to be maintained without change should be given.

2.3 Standards of presentation

2.3.1 Texts should be clearly typed in single spacing.

2.3.2 The ITU standard document format is MS Office/Word 2010 for Windows. Templates will be available for downloading from the WRC-12 website.

2.3.3 Proposals for draft new WRC resolutions and recommendations should be annotated “ADD”. In cases where WRC resolutions or recommendations cancel and replace existing ones, a mention of this should be included in a footnote to the proposal.

3 Submission of proposals

Proposals should be submitted to:

International Telecommunication Union
Radiocommunication Bureau
WRC-12 Secretariat/Office V.431
1211 GENEVA 20
Switzerland
Fax: +41 22 730 6600
E-mail: wrc12proposals@itu.int

Where possible, proposals should be submitted by e-mail to the WRC-12 Secretariat at the aforementioned address.

4 Preparation of texts

In accordance with the provisions of No. 42 of the General Rules of Conferences, Assemblies and Meetings of the Union, the Secretariat will annotate the individual proposals with index numbers composed as follows:

ABC/25/3

where ABC is the symbol of the Member State(s), author(s) of the proposal(s) (symbols can be found in the [ITU Global Directory](#)), 25 is the number assigned by the Secretariat to the document in which the proposal is published and 3 is the serial number of the proposal within that document.

5 Conclusion

The main purpose of these guidelines is to enable and enhance the timely processing of proposals submitted by Member States and, thus, to facilitate the work of WRC-12. These guidelines, if followed by Member States, will allow the Secretariat at ITU Headquarters to carry out its work in a more efficient and effective manner and to avoid any additional cost with respect to the budget of WRC-12.

Annex 3

2012 World Radiocommunication Conference (WRC-12)

INTERNATIONAL CONFERENCE CENTRE OF GENEVA (CICG)
23 JANUARY – 17 FEBRUARY 2012

DESIGNATION OF FOCAL POINTS

To facilitate the registration process and to ensure the security of the system, it is necessary that a Designated Focal Point (DFP) be appointed by each Member State/Observer to be responsible for the submission of all participant registration requests. A Provisional List of DFPs is available on the [WRC-12 website](#). **Those entities wishing to modify the current focal point information should provide the appropriate name using the form below.**

All focal point modification requests should reach the ITU-R Secretariat on or before 15 June 2011. Focal point information will then be updated on the WRC-12 website on 15 August 2011. The actual on-line registration system will be available as from 15 September 2011.

Name of Member State: _____		
Name of Observer: _____		
Designated Focal Point:		
_____ <i>First name</i>	_____ <i>Initial</i>	_____ <i>Last name</i>
_____ <i>Telephone</i>		
_____ <i>e-mail address</i>		

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