

INTERNATIONAL TELECOMMUNICATION UNION



Radiocommunication Bureau
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Addendum 1 to
Administrative Circular
CA/196

10 December 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 Nos. 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). Radiocommunication Bureau Administrative Circular CA/196 of 6 April 2011 provided further details for WRC-12 to assist participants with their preparations. The purpose of this addendum is to provide additional details on WRC-12 preparations.

2 Submission of proposals prepared in advance of WRC-12

Member States are kindly reminded to refer to Section 3 and Annex 2 of CA/196 for the submission of their proposals for the work of WRC-12. In particular, 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 14 days before the commencement of the Conference, i.e. 9 January 2012.

3 WRC-12 Proposals Management System

A Proposal Management System has been developed for WRC-12 to provide an easy-to-use web access to the proposals for the work of the Conference. It is available on the WRC-12 webpage (<http://www.itu.int/ITU-R/go/wrc-12>, click on “Documents” and find “WRC-12 Proposal Management”).

4 Synchronization WRC-12 documents

Initial information regarding the availability of WRC-12 documents was provided in Sections 4 and 5 of CA/196.

The Secretariat has made available, on the WRC-12 webpage (<http://www.itu.int/ITU-R/go/wrc-12>), the **ITU WRC-12 Sync Application** to allow for the synchronization of WRC-12 documents on a local drive of a personal computer prior to, and during the Conference. This application has been configured to access the ITU server in Geneva and synchronize to the latest published

documents on demand. The installation of this application can be performed with an ITU TIES account from the following webpage: <http://www.itu.int/ITU-R/go/wrc-12-sync>.

5 SharePoint meeting site for WRC-12

A SharePoint site has been set up for the Conference. It will provide sub-sites for every Committee and Working Group within which “Share Folders” will be created for informal document exchanges amongst participants during the Conference. In addition, these sites may contain relevant information regarding the work of the groups. Further details on the use of this SharePoint site will be provided in WRC-12 Information Document INFO/3.

6 Participant registration, visa requirements and other information

Information regarding WRC-12 participant registration, visa requirements and hotel accommodations was provided in Sections 6, 7 and 8 and Annex 3 of CA/196.

At this time, we would like to remind Member States and Observer entities to submit, via their respective Designated Focal Point (DFP), their participants to WRC-12 in order to avoid unnecessary delays at the time of registration.

Additional practical information will be provided to WRC-12 participants in WRC-12 Information Documents INFO/1 and INFO/2.

7 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).

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