



Radiocommunication Bureau
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Administrative Circular
CA/207

18 January 2013

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

Subject: Twentieth meeting of the Radiocommunication Advisory Group,
Geneva, 22-24 May 2013 and an additional day meeting to consider issues
related to the ITU-R Strategic and Operational Plans, Geneva, 21 May 2013

1 Introduction

The twentieth meeting of the Radiocommunication Advisory Group (RAG) will be held at the ITU Geneva headquarters from 22 to 24 May 2013 inclusive. Before the formal opening of the meeting, the RAG will be convening a one-day meeting on 21 May from 0900 to 1700 hours, without interpretation, to consider issues related to the ITU-R Strategic and Operational Plans. As stated in Article 11A of the ITU Convention, the RAG is open to representatives of administrations of Member States and representatives of Sector Members and to the Chairmen of the study groups and other groups. The principal duties of the RAG are, *inter alia*, to review priorities, programmes, operations, financial matters and strategies related to Radiocommunication Assemblies, study groups and the preparation of radiocommunication conferences, and any specific matters as directed by a conference of the Union, a Radiocommunication Assembly or the Council. The RAG recommends measures to foster cooperation and coordination with other standards bodies, with the Telecommunication Standardization Sector, the Telecommunication Development Sector and the General Secretariat.

2 The draft agenda of the meeting has been established in consultation with the Chairman of RAG, and is contained in **Annex 1**.

3 All documents and administrative information pertaining to the twentieth meeting of the RAG will be posted on the ITU website at <http://www.itu.int/ITU-R/go/RAG> as they become available.

4 Contributions

Contributions should be submitted to the Director of the Radiocommunication Bureau (BR), in electronic form, at brrag@itu.int, with a copy to the RAG Chairman and Vice-Chairmen at the email addresses indicated in **Annex 2**. Contributions should be received by the BR not later than **19 April 2013**. In accordance with Resolution 165 (Guadalajara, 2010), contributions received by

the Director later than 14 days before the commencement of the meeting will be published in the original language only.

5 Meeting schedule

The RAG meeting will commence its deliberations at 1000 hours on 22 May 2013. Registration will begin at 0800 hours on 21 May 2013 in the entrance of the Montbrillant building.

6 General information and delegate registration

Registration to the RAG meeting will be carried out through Designated Focal Points (DFPs). The list of DFPS for the upcoming RAG meeting can be found at <http://itu.int/go/XX1H> (TIES protected). Participants will find the necessary information with relation to accommodation and travel, delegate registration and visa information at www.itu.int/ITU-R/go/delegate-reg-info/en.

7 The Bureau remains at your disposal for any questions concerning this Administrative Circular (contact person in the Radiocommunication Bureau: Mr Fabio Leite, telephone: +41 22 730 5940, e-mail: fabio.leite@itu.int).

François Rancy
Director, Radiocommunication Bureau

Annexes: 2

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

Annex 1

Draft agenda for the twentieth meeting of the Radiocommunication Advisory Group

Geneva, 22-24 May 2013

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Council issues
- 4 Study Group activities:
 - 4.1 Working methods of the ITU-R Study Groups
- 5 WRC-15 preparation
- 6 BR Information System
- 7 Draft Operational Plan for 2013-2016
- 8 RAG Correspondence Group activities
- 9 Date of next meeting
- 10 Any other business

Mr Bashir GWANDU
Chairman, Radiocommunication Advisory Group

Annex 2

Name and address of the Chairman and Vice-Chairmen of the Radiocommunication Advisory Group

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