



Radiocommunication Bureau (BR)

Administrative Circular
CA/219

17 February 2015

To Administrations of Member States of ITU and Observers at WRC-15

Subject: **World Radiocommunication Conference 2015 (WRC-15)**

1 Invitation, Date and Venue

As announced by the Secretary-General in Circular Letters CL-002 and DM-15/1000 dated 19 January 2015, the World Radiocommunication Conference 2015 (WRC-15) will be held from 2 to 27 November 2015 at both the ITU Geneva Headquarters and the International Conference Centre of Geneva (CICG), immediately following the Radiocommunication Assembly 2015 (RA-15). The purpose of this Administrative Circular is to provide further details for WRC-15 in order to assist participants with their preparations.

The agenda of the Conference, contained in Council Resolution 1343, is attached in **Annex 1**. In addition, the 2014 Plenipotentiary Conference through its Resolution 185 (Busan, 2014) resolves to instruct WRC-15, pursuant to No. 119 of the ITU Convention, to include in its agenda, as a matter of urgency, the consideration of global flight tracking, including, if appropriate and consistent with ITU practices, various aspects of the matter, taking into account ITU-R studies (see **Annex 2**).

2 Submission of proposals prepared in advance of WRC-15

Member States and the State of Palestine may wish to give consideration to their proposals for the work of WRC-15. 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 (4) months before the start of WRC-15, i.e. 2 June 2015. 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-15, they should **submit their proposals no later than fourteen (14) days before the commencement of the Conference (deadline of 19 October 2015)**.

Member States and the State of Palestine are urged to give careful attention to the initial preparation of proposals so as to avoid needless revisions to documents. In order to comply with provisions of [Nos. 41 and 42](#) of the General Rules of conferences, Assemblies and Meetings of the Union with regard to the format of proposals for the Conference, the Secretariat has prepared guidelines for the presentation of proposals (see **Annex 3**). An electronic tool to facilitate preparation of the proposals will be made available. Further information on this tool will be sent in due course.

3 Availability of documents produced before and during WRC-15

In accordance with no. 9 of Annex 2 to Decision 5 (Rev. Busan, 2014) to reduce the cost of documentation of ITU conferences, **WRC-15 will be completely paperless**. However, printers will be available in the cyber cafés of the CICG and the ITU for participants who wish to print documents on-site. All documents will be available electronically on the WRC-15 website at www.itu.int/go/ITU-R/wrc-15. Wireless LAN facilities will be available for use by delegates in the meeting rooms. In addition, the Secretariat is preparing an ITU Sync Application to enable the expeditious download and synchronization of WRC-15 documents from the ITU servers. An ITU [TIES account](#) is required to access WRC-15 documents and other electronic resources.

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

4 Participation/Visa requirements/Accommodation

Registration for the World Radiocommunication Conference will begin on 1 June 2015. Advance registration to ITU conferences is mandatory and carried out exclusively online through Designated Focal Points (DFPs). Each ITU Member State and Observer has been requested to designate a DFP responsible for the handling of all registration formalities, including visa support requests that should also be submitted by the DFP during the on-line registration process. Individuals wishing to be registered to WRC-15 should directly contact the DFP for their entity. The list of ITU-R DFPs (TIES protected) as well as detailed information on event registration, visa support requirements, hotel accommodation, etc. can be found at:

www.itu.int/en/ITU-R/information/events

5 Further Information

The contact person for general matters regarding WRC-15 is Mr Mario Maniewicz, Deputy to the Director, Radiocommunication Bureau (Tel.: +41 22 730 5940 or e-mail: mario.maniewicz@itu.int).



François Rancy
Director

Annexes: 3

Distribution:

- Administrations of Member States of ITU
- Observer (Resolution 99 (Rev. Busan, 2014))
- 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 1343

(adopted at the third Plenary Meeting of the 2012 Council)

Place, dates and agenda of the World Radiocommunication Conference (WRC-15)

The Council,

noting

that Resolution 807 of the World Radiocommunication Conference (Geneva, 2012):

- a) resolved to recommend to the Council that a world radiocommunication conference be held in 2015 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-15 and to initiate as soon as possible the necessary consultation with Member States,

resolves

to convene a World Radiocommunication Conference (WRC-15) in Geneva (Switzerland) from 2-27 November 2015, preceded by the Radiocommunication Assembly from 26-30 October 2015, with the following agenda:

- 1 on the basis of proposals from administrations, taking account of the results of WRC-12 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 in respect of the following items:
 - 1.1 to consider additional spectrum allocations to the mobile service on a primary basis and identification of additional frequency bands for International Mobile Telecommunications (IMT) and related regulatory provisions, to facilitate the development of terrestrial mobile broadband applications, in accordance with Resolution **233 (WRC-12)**;
 - 1.2 to examine the results of ITU-R studies, in accordance with Resolution **232 (WRC-12)**, on the use of the frequency band 694-790 MHz by the mobile, except aeronautical mobile, service in Region 1 and take the appropriate measures;
 - 1.3 to review and revise Resolution **646 (Rev.WRC-12)** for broadband public protection and disaster relief (PPDR), in accordance with Resolution **648 (WRC-12)**;
 - 1.4 to consider possible new allocation to the amateur service on a secondary basis within the band 5 250-5 450 kHz in accordance with Resolution **649 (WRC-12)**;
 - 1.5 to consider the use of frequency bands allocated to the fixed-satellite service not subject to Appendices **30**, **30A** and **30B** for the control and non-payload communications of unmanned aircraft systems (UAS) in non-segregated airspaces, in accordance with Resolution **153 (WRC-12)**;
 - 1.6 to consider possible additional primary allocations:
 - 1.6.1 to the fixed-satellite service (Earth-to-space and space-to-Earth) of 250 MHz in the range between 10 GHz and 17 GHz in Region 1;

1.6.2 to the fixed-satellite service (Earth-to-space) of 250 MHz in Region 2 and 300 MHz in Region 3 within the range 13-17 GHz;

and review the regulatory provisions on the current allocations to the fixed-satellite service within each range, taking into account the results of ITU-R studies, in accordance with Resolutions **151 (WRC-12)** and **152 (WRC-12)**, respectively;

1.7 to review the use of the band 5 091-5 150 MHz by the fixed-satellite service (Earth-to-space) (limited to feeder links of the non-geostationary mobile-satellite systems in the mobile-satellite service) in accordance with Resolution **114 (Rev.WRC-12)**;

1.8 to review the provisions relating to earth stations located on board vessels (ESVs), based on studies conducted in accordance with Resolution **909 (WRC-12)**;

1.9 to consider, in accordance with Resolution **758 (WRC-12)**:

1.9.1 possible new allocations to the fixed-satellite service in the frequency bands 7 150-7 250 MHz (space-to-Earth) and 8 400-8 500 MHz (Earth-to-space), subject to appropriate sharing conditions;

1.9.2 the possibility of allocating the bands 7 375-7 750 MHz and 8 025-8 400 MHz to the maritime-mobile satellite service and additional regulatory measures, depending on the results of appropriate studies;

1.10 to consider spectrum requirements and possible additional spectrum allocations for the mobile-satellite service in the Earth-to-space and space-to-Earth directions, including the satellite component for broadband applications, including International Mobile Telecommunications (IMT), within the frequency range from 22 GHz to 26 GHz, in accordance with Resolution **234 (WRC-12)**;

1.11 to consider a primary allocation for the Earth exploration-satellite service (Earth-to-space) in the 7-8 GHz range, in accordance with Resolution **650 (WRC-12)**;

1.12 to consider an extension of the current worldwide allocation to the Earth exploration-satellite (active) service in the frequency band 9 300-9 900 MHz by up to 600 MHz within the frequency bands 8 700-9 300 MHz and/or 9 900-10 500 MHz, in accordance with Resolution **651 (WRC-12)**;

1.13 to review No. **5.268** with a view to examining the possibility for increasing the 5 km distance limitation and allowing space research service (space-to-space) use for proximity operations by space vehicles communicating with an orbiting manned space vehicle, in accordance with Resolution **652 (WRC-12)**;

1.14 to consider the feasibility of achieving a continuous reference time-scale, whether by the modification of coordinated universal time (UTC) or some other method, and take appropriate action, in accordance with Resolution **653 (WRC-12)**;

1.15 to consider spectrum demands for on-board communication stations in the maritime mobile service in accordance with Resolution **358 (WRC-12)**;

1.16 to consider regulatory provisions and spectrum allocations to enable possible new Automatic Identification System (AIS) technology applications and possible new applications to improve maritime radiocommunication in accordance with Resolution **360 (WRC-12)**;

1.17 to consider possible spectrum requirements and regulatory actions, including appropriate aeronautical allocations, to support wireless avionics intra-communications (WAIC), in accordance with Resolution **423 (WRC-12)**;

1.18 to consider a primary allocation to the radiolocation service for automotive applications in the 77.5-78.0 GHz frequency band in accordance with Resolution **654 (WRC-12)**;

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 the principles contained in Annex 1 to Resolution **27 (Rev.WRC-12)**;

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, and other options, in response to Resolution 86 (Rev. Marrakesh, 2002) of the Plenipotentiary Conference, an advance publication, coordination, notification and recording procedures for frequency assignments pertaining to satellite networks, in accordance with Resolution **86 (Rev.WRC-07)** to facilitate rational, efficient, and economical use of radio frequencies and any associated orbits, including the geostationary-satellite orbit;

8 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)**;

9 to consider and approve the Report of the Director of the Radiocommunication Bureau, in accordance with Article 7 of the Convention:

9.1 on the activities of the Radiocommunication Sector since WRC-12;

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

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

10 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, in accordance with Article 7 of the Convention,

instructs the Director of the Radiocommunication Bureau

to make the necessary arrangements to convene meetings of the Conference Preparatory Meeting and to prepare a report to WRC-15,

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

RESOLUTION 185 (BUSAN, 2014)

Global flight tracking for civil aviation

The Plenipotentiary Conference of the International Telecommunication Union (Busan, 2014),

recalling

the relevant provisions of Article 1 of the ITU Constitution, in particular No. 17, which stipulates that the Union is to promote the adoption of measures for ensuring the safety of life through the cooperation of telecommunication services,

considering

- a) that the loss of Flight MH370 spurred worldwide discussions on global flight tracking and the need for coordinated action by ITU and other relevant organizations, within the scope of their respective mandates;
- b) that determination of the position of aircraft and reporting this information to air traffic control centres represents an important element of aviation safety and security;
- c) that the International Civil Aviation Organization (ICAO) has developed Standards and Recommended Practices (SARPs) for systems enabling position determination and tracking of aircraft for air traffic control;
- d) that the current agenda of the 2015 World Radiocommunication Conference (WRC-15), as contained in ITU Council Resolution 1343 (Council-12), does not directly address the issue of global flight tracking;
- e) that flight tracking for civil aviation is currently available across the globe, apart from some parts of the polar regions;
- f) that ICAO, in its special meeting on global flight tracking, Montreal, 12-13 May 2014, encouraged ITU to take action, at the earliest opportunity, to provide the necessary spectrum allocations for satellite when emerging aviation needs are identified,

considering further

- a) that studies relating to global flight tracking are ongoing in the ITU Radiocommunication Sector (ITU-R);
- b) that ITU and ICAO signed a memorandum of understanding in 2012 to establish a framework for enhanced cooperation between the two parties,

noting

that identifying and tracking of civil aircraft flights contributes indirectly to aviation safety,

resolves

to instruct WRC-15, pursuant to No. 119 of the ITU Convention, to include in its agenda, as a matter of urgency, the consideration of global flight tracking, including, if appropriate, and consistent with ITU practices, various aspects of the matter, taking into account ITU-R studies,

instructs the Secretary-General

to bring this resolution to the attention of WRC-15 and ICAO,

instructs the Director of the Radiocommunication Bureau

to prepare a specific report on the matter as referred to in *resolves* above for consideration by WRC-15.

ANNEX 3

Guidelines for the preparation of proposals for the work of the World Radiocommunication Conference

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-15).

1.2 Proposals should be based **only** on the [2012 Edition of the Radio Regulations](#). The sequential numbering system should be used to identify the particular provision to which the proposal is related.

1.3 Further details pertaining to the preparation of proposals will be provided in due course on the WRC-15 website at www.itu.int/go/ITU-R/wrc-15.

2 Guidelines for presentation

2.1 The proposals or common proposals should begin with a short summary of the 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

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).

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 indicated

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.

NOC Proposal for RR text to be maintained without change

NOTE – This symbol may be used together with a proposal number 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 2013 for Windows. Templates will be available for downloading from the WRC-15 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 could be included in a footnote to the proposal. Proposals should also be provided and annotated “SUP” for the cancelled WRC resolutions or recommendations.”

3 Submission of proposals

Proposals should be submitted by email to the WRC Secretariat at wrc15@itu.int by accredited staff or Designated Focal Point of the submitting Administration.

4 Processing of texts in the WRC Secretariat

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) (according to the [Preface to the International Frequency List](#)), 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 facilitate the preparation as well as to enable and enhance the timely processing of proposals submitted to WRC-15, and, thus, facilitate the work of WRC-15. These guidelines, if followed, 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 the conference.
