



## Radiocommunication Bureau (BR)

Administrative Circular  
CA/229

24 June 2016

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

**Subject: Summary of conclusions of the twenty-third Radiocommunication Advisory  
Group meeting**

**Reference: Administrative Circular CA/227 of 25 January 2016**

The Radiocommunication Advisory Group (RAG) met for the twenty-third time from 10 to 13 May 2016 in Geneva.

The summary of conclusions of the meeting is contained in the Annex to this letter.

Additional information about this meeting may be found on the RAG website at  
<http://www.itu.int/ITU-R/go/RAG>.

A handwritten signature in black ink, appearing to read 'FRANCOIS RANCY'.

François Rancy  
Director

### **Annex: 1**

Distribution:

- Administrations of Member States of ITU
- Radiocommunication Sector Members
- Chairmen and Vice-Chairmen of Radiocommunication study groups
- 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, Director of the Telecommunication Standardization Bureau,  
Director of the Telecommunication Development Bureau



**Radiocommunication Advisory Group**  
Geneva, 10-13 May 2016



INTERNATIONAL TELECOMMUNICATION UNION

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Revision 1 to  
Document RAG16/TEMP/3-E  
13 May 2016  
English only

**Chairman, RAG**

TWENTY-THIRD MEETING OF THE  
RADIOCOMMUNICATION ADVISORY GROUP

SUMMARY OF CONCLUSIONS

Agenda Item	Subject	Conclusions
1	Opening remarks	The meeting was formally opened by the Chairman, Mr. Daniel Obam (Kenya). In line with the agenda of the meeting, and in absence of the Secretary-General, opening remarks were delivered by the Director of the BR. Mr. Obam expressed his appreciation to all Member States for having elected him as Chairman of the RAG. He invited the RAG vice-chairs present in the room for brief introduction and short remarks as well.
2	Approval of the agenda	The draft agenda in Doc. RAG16/ADM/1 was agreed without changes. The meeting also agreed with the proposed Time Management Plan.
3	Report to the 23 <sup>rd</sup> meeting of the Radiocommunication Advisory Group (Docs. RAG16/1(Rev.1), RAG16/1(Add3))	<p>RAG noted the information provided in the Director's report on several Council issues related to ITU-R, including free online access to ITU-R Publications, cost recovery for satellite network fillings, conformance and interoperability activities, space protocol related issues and GPMCS-MoU arrangements. RAG also noted the budget approved by Council for the 2016-17 biennium. RAG noted with satisfaction that the free online access policy has not had a negative impact on the sales of ITU-R publications on DVD/CD and paper versions; it has rather provided a platform for large dissemination of ITU-R recommendations and reports to a broader public. RAG noted that three ITU-R Handbooks are currently available for free download and that the possibility of including additional ones under this policy would have to be approved by Council. RAG also noted that the Radio Regulations Navigation Tool, after a successful trial period, has been made available for sale and requested details regarding the development and maintenance costs associated to this tool in order be able to consider the possibility of offering it for free to the membership. The RAG noted that, although the free download of documents has not affected the sales of the Radio Regulations, a navigation tool could be a substitute for the paper or CD/DVD version and may therefore impact revenue derived from the corresponding sales, in this particular case.</p> <p>RAG noted the main activities carried out by the Bureau over the past year regarding technical assistance to members, including Radiocommunication-related seminars and workshops and acknowledged the benefits of providing such capacity-building opportunities to administrations,</p>

Agenda Item	Subject	Conclusions
		<p>mainly those in developing countries, to help their staff in their frequency management and notification related duties.</p> <p>RAG noted the positive results of the efforts made by the ITU-R in attracting more Sector Members including Academia as per the statistical information provided on the evolution of ITU-R membership.</p>
4	<p>Results of RA-15 and WRC-15 (Docs. RAG16/1(Rev.1), 12)</p>	<p>RAG noted the reports on the results of both the Radiocommunication Assembly 2015 and the World Radiocommunication Conference 2015, and thanked the Director and his staff for the good organization and smooth running of both events. RAG also noted the actions so far undertaken by the Bureau to implement WRC-15 decisions, including software development-related activities, compilation of all decisions of WRC-15 which do not appear in the Final Acts but were reflected in the minutes of the WRC-15 plenary sessions, submission to the RRB of a list of Rules of Procedure that may need to be reviewed following WRC-15 decisions as well as a list of provisions and plenary decisions by WRC-15 that might require issuing new Rules of Procedure, among others.</p> <p>RAG considered Doc. RAG16/12 from France, proposing the creation of a Rapporteur Group to follow on the software developments related to the implementation of Resolutions 907 (Rev. WRC-15) and 908 (Rev. WRC-15). The RAG agreed to establish the group, with the Terms of Reference included in Annex 1, under the chairmanship of Mr. Alexandre Vallet (France). Members are kindly invited to nominate Rapporteurs to participate in the work of this Group, before 15 June 2016. Nominations should be sent to Mr. Alexandre Vallet (<a href="mailto:alexandre.vallet@anfr.fr">alexandre.vallet@anfr.fr</a>) with a copy to <a href="mailto:brrag@itu.int">brrag@itu.int</a>.</p>
5	<p>RA/WRC-19 preparation (Docs. RAG16/1(Rev.1), 6, 13, 14, 15)</p>	<p>RAG noted the report on the preparations for RA/WRC-19, which started last year with the holding of CPM19-1 (30 November to 1 December 2015) to organize the preparatory studies for WRC-19. The results of the meeting are contained in Circular letter CA/226, including the responsible and concerned ITU-R groups identified for each of the WRC-19 agenda items and WRC-23 preliminary agenda items, as appropriate.</p>

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		<p>RAG also noted that the WRC-19 agenda, as contained in Resolution 809 (WRC-15), will be considered at the 2016 session of the Council, who will subsequently be invited to adopt a Resolution containing the Agenda, the proposed venue and the dates of WRC-19 and RA-19.</p> <p>RAG considered Doc. RAG16/6 from China, proposing that the recommended deadline for submission of proposals to WRC-19 on its agenda item 10 be one month before the Conference, in order to provide membership with ample time for their consideration. RAG noted the document and encouraged administrations to submit their contributions on agenda item 10 as early as possible, preferably one month before WRC-19.</p> <p>RAG considered Doc. RAG16/13 from France on a proposed review of Resolution ITU-R 2, supporting the current CPM process and proposing a possible reduction of the duration of CPM-2 to 8 working days, from a Tuesday to a Thursday. RAG noted the document and requested members to further consider the draft proposals contained therein for further consideration during its next meeting in 2017.</p> <p>RAG also considered Doc. RAG16/14 from the United States on the working methods to prepare for WRC-19. RAG noted the document and recalled that the working methods are included in Resolution ITU-R 1. As there might be some grey areas, RAG encouraged the United States to propose amendments to the working methods directly to the Radiocommunication Assembly.</p> <p>RAG considered Doc. RAG16/15 from the United States on the timing of the BR Director's report to the WRC. RAG echoed the need to have the report available as early as possible, preferably before CPM-2, recognizing that it could not be final at that time as issues continue to develop, including issues under agenda item 9.1 and outcome of regional meetings. There was wide support to a proposal by an administration to structure the report following the WRC structure rather than the CPM structure, to have a smooth allocation of the various parts of the report to the WRC substantive committees once identified. In conclusion, RAG advised the Director to be mindful of the usefulness of having an early draft of the report available before CPM-2 as well as to follow the proposal to organize it according to the WRC envisaged structure.</p>

Agenda Item	Subject	Conclusions
6	Study Group activities (Docs. RAG16/1(Add1), 11(Rev.1), 8)	<p>RAG noted the report on Study Group activities and advised that the way in which draft working documents are provided in the SharePoint sites of the various sub-groups of the Study Groups be better harmonized. It also stressed the importance of avoiding that the RAG meeting overlap with ITU-R Study Groups meetings or meetings of the various regional groups. As one of the problems for the scheduling of Study Groups and other meetings is the availability of meeting rooms at ITU premises, RAG encouraged its members to take this need into consideration in preparing for the discussions at Council 2016 on the facilities to be offered by the new Varembe building. RAG also noted the need for this building to be designed to facilitate access by persons with disabilities.</p> <p>RAG also noted the revised guidelines for the working methods of the RA, ITU-R Study Groups and related groups prepared by the secretariat as a consequence of the decisions taken by the RA-15, and made some amendments to the proposed document, which is presented in its final form in Annex 2.</p> <p>RAG considered Doc. RAG16/8 from Azerbaijan on the need to achieve an expedient use of the 694-790 MHz band in the region where Azerbaijan is situated, ensuring the absence of harmful interference. The Director indicated that countries that are part to the GE06 Agreement need to seek the agreement of their affected neighbours. This requires multilateral frequency coordination activities, which have already been conducted in Africa, the Arab Region and are starting in Europe, with the support of the Bureau. RAG noted that a multilateral frequency coordination exercise needs to be carried out and invited Azerbaijan to coordinate such an effort with its neighbours in the CIS region and adjacent countries, for which they could request the assistance of the Bureau if they so wish, taking into account views of the concerned Administrations involved in the coordination.</p>
7	Inter-sector coordination (Docs. RAG16/2, 3, 4, 16)	<p>RAG noted the Liaison Statement from ITU-T Study Group 20 informing about the establishment of that new Study Group to work on Internet of Things and its applications including smart cities and communities, and encouraged membership participation in the work of this Group and ITU-R</p>

Agenda Item	Subject	Conclusions
		<p>study groups to nominate a liaison rapporteur or focal point to attend and contribute to ITU-T Study Group 20 activities.</p> <p>RAG further noted the Liaison Statements from TSAG and TDAG on inter-sector coordination, as well as the reports from Mr. Fabio Bigi (Italy), Chairman of the Inter-sector coordination team on issues of mutual interest and Prof Vladimir Minkin (Russian Federation), Chairman of the TDAG. RAG expressed its appreciation for the detailed reports and confirmed its commitment to continue participating in the work of the Inter-sector coordination team on issues of mutual interest. RAG expressed its support to the continuation of Mr. Peter Major (Hungary) and Mr. Albert Nalbandian (Armenia) as RAG representatives to the Inter-sector coordination team.</p>
8	<p>110<sup>th</sup> Anniversary of the Radio Regulations (Docs. RAG16/9,10)</p>	<p>RAG welcomed the plan proposed by the Bureau for the celebrations to mark the 110<sup>th</sup> Anniversary of the Radio Regulations and suggested that international personalities be invited to the planned ceremony during the opening of the World Radiocommunication Seminar to be held in December 2016 in Geneva. It further proposed that tribute be paid to former IFRB and RRB members for their great service to the Union. The Director was invited to look into the best way to organize this special tribute in the framework of the planned celebration.</p> <p>RAG considered Doc. RAG16/10 from the Russian Federation, proposing the creation of historical sections within the webpages of the ITU-R and its Study Groups, to publicize the successes of ITU throughout time. RAG noted that such material would be prepared by volunteers from current and former participants in the ITU-R activities, with the support of ITU's Library and Archives Service. RAG further noted that, while this activity should not have an impact on the budget of the Bureau, it will have to be overseen by the BR to ensure the reliability of the information to be included on the web. RAG also noted that tasks related to this project should not take priority over the regular activities carried out by the Bureau. In conclusion, RAG supported to go ahead with the proposal (bearing in mind budgetary and priority limitations) and encouraged the Director to invite administrations to contribute with relevant material to this initiative.</p>

<b>Agenda Item</b>	<b>Subject</b>	<b>Conclusions</b>
9	Council-16: Document access policy <i>(Doc. RAG16/INFO/2)</i>	<p>RAG noted the report of the Chairman of the Dedicated Group on Information/Document Access Policy to the Council Working Group on Financial and Human Resources, particularly its section 3.5, where the Sector Advisory Groups are consulted on the policy regarding opening to the public the access to input documents to Study Groups. RAG welcomed the openness shown by the ITU with this new policy, which is considered a step in the right direction. However, regarding access to input documents to Study Groups, different views were expressed:</p> <p>One view was that input documents to Study Groups (including working parties and task groups) should be made publicly accessible.</p> <p>Another view was that only inputs and output documents at the Study Group level should be publicly accessible, as documents submitted to working parties and other sub-groups might not be sufficiently developed or mature enough and may therefore mislead the public, in particular industry players.</p> <p>In either case, a similar course of action as applied for WRC-15 could be pursued (see CA/219 (Add. 2)).<sup>1</sup></p> <p>RAG further noted that access to documents should be differentiated from access to databases, as documents have a single source (author), while the information contained in ITU databases was a collaborative effort coming from multiple sources. There might be therefore a need for a policy on data access, in addition to the one being developed on information/document access.</p>

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<sup>1</sup> The submitters of the documents are solely responsible for identifying if the information, or portion thereof, contains information falling into any of the categories listed in 3.2 in the ITU Information/Document Access Policy or is otherwise sensitive and therefore marking the document for restricted access.



<b>Agenda Item</b>	<b>Subject</b>	<b>Conclusions</b>
10	BR information system <i>(Doc. RAG16(Rev.1))</i>	<p>RAG welcomed the recent development by the Bureau of the Radio Regulations Navigation Tool, which is a useful instrument to help users to easily browse through the Radio Regulations. RAG further noted that a cost recovery value of CHF 100 was established for this tool and considered that it might be beneficial, mainly for developing countries, to be able to have this instrument at no cost.</p> <p>RAG noted with thanks the progress achieved in software development activities to implement WRC-15 decisions, as well as the continuation of the activities included in the roadmap as advised by the RAG-19, among others aimed at further developing the BR information system. RAG noted that the planned migration of Access databases to SQLite will be a smooth process with little or no impact for administrations, as easy to use conversion tools will be provided by the Bureau, which will be demonstrated during the forthcoming World Radiocommunication Seminar (WRS-16).</p>

Agenda Item	Subject	Conclusions
11	<p>Draft Rolling Operational plan for 2017-2020 (Docs. RAG16/1(Add2),5, 7)</p>	<p>RAG noted the key elements of the draft rolling Operational Plan for the ITU-R for the period 2017-2020, in particular the outcomes, outputs and outcome indicators presented for each objective.</p> <p>RAG also noted the projection of the financial resources allocation to BR outputs for 2017-2020. RAG further noted that some outcome indicators had been adjusted to better reflect the level of fulfilment of the concerned outcomes and that baseline, yearly and target values had been included for each outcome, as well as the source of the figures presented. RAG noted that some values could not be found or were too expensive to obtain from external resources and that the BR was working with the BDT to include those in the annual survey that is sent to Member States to gather statistical data on ICTs.</p> <p>RAG endorsed the proposed draft ITU-R rolling Operational Plan for 2017-2020 with some amendments, as presented in Annex 3, and requested the Director to take into consideration the following aspects for the preparation of the Strategic Plan and the corresponding ITU-R Operational Plans for the coming cycle:</p> <ul style="list-style-type: none"> <li>- To distinguish between the objectives of the ITU-R sector and those of the Bureau;</li> <li>- The operational plan of ITU-R should be separated from those of the membership; this needs to be taken into account by the Council when preparing a draft Strategic Plan for the Union for 2020-2024;</li> <li>- In the output related to Regional Radiocommunication Conferences and regional agreements, a mention of the type “should there be any” should be included;</li> <li>- The description of the outcomes should be harmonized, starting by, for example, ‘increased’ or ‘reduced’ number of...</li> </ul> <p>RAG further noted the proposed draft rolling Operational Plan for 2017-2020 of the General Secretariat, and suggested some editorial and statistical amendments to be made to the document.</p> <p>RAG noted the document on the mapping of the ITU-R activities and objectives into the Sustainable Development Goals (SDGs) and thanked the Director for the exercise carried out by</p>

<b>Agenda Item</b>	<b>Subject</b>	<b>Conclusions</b>
		the secretariat in that regard and made proposals for the improvement of the document, some of which are reflected in <a href="#">Revision 2 to Doc. RAG16/5</a> . RAG invited Members to send further comments to the Director, towards improving this living document. It was suggested to provide specific examples of how actions taken by the ITU-R enable, even indirectly, the implementation of the SDGs.
12	Date of next meeting	The 24 <sup>th</sup> meeting of the RAG is planned to take place from 25 to 27 April 2017.
13	Any other business	

ANNEXES:

ANNEX 1: Rapporteur group on implementation of Resolutions 907 (Rev. WRC-15) and 908 (Rev. WRC-15)

ANNEX 2: Updated guidelines for the working methods of the RA, ITU-R Study Groups and related groups

ANNEX 3: Draft 4-year rolling operational plan for the Radiocommunication Sector for 2017-2020

## ANNEX 1

### TERMS OF REFERENCE OF THE RAPPORTEUR GROUP ON IMPLEMENTATION OF RESOLUTIONS 907 (REV. WRC-15) AND 908 (REV. WRC-15)

The terms of reference of this Rapporteur Group are:

- to facilitate the implementation of Resolutions **907 (Rev. WRC-15)** and **908 (Rev. WRC-15)** by providing a forum between administrations and the Bureau,
- to discuss the various user requirements and the detailed time plan of the implementation of the software related to these two Resolutions,
- to ensure that early feedback from administrations can be used in the development of, or integrated in, the tools that are called for by these two Resolutions,
- to set up a community of “beta-testers” that would increase the number of people testing the software before full production.

In accordance with §A1.3.2.7 of Resolution ITU-R 1-7, this Rapporteur Group will mainly work by correspondence. However, if necessary, the Rapporteur Group may hold virtual meetings to further its work. The Rapporteur Group will report its findings to RAG.

The Chairman of the Rapporteur Group is Mr. Alexandre Vallet (France).

## ANNEX 2

### UPDATED GUIDELINES FOR THE WORKING METHODS OF THE RADIOCOMMUNICATION ASSEMBLY, THE RADIOCOMMUNICATION STUDY GROUPS AND RELATED GROUPS

## 1 Background

The working methods of the Radiocommunication Assembly (RA) and the Radiocommunication Study Groups are contained in Resolution ITU-R 1\*. In turn, Resolution ITU-R 1 notes that the Director issues *Guidelines* on working methods which complement and are additional to this Resolution.

This edition of the Guidelines complements Resolution ITU-R 1-7 approved by RA-15.

## 2 Meeting arrangements

### 2.1 Meetings

#### 2.1.1 Radiocommunication Assembly (RA)

Article 13 of the Constitution and Article 8 of the Convention describe the duties and functions of Radiocommunication Assemblies. The working methods for RAs are given in § A1.2 of Annex 1 of Resolution ITU-R 1.

Soon after an RA, an Administrative Circular (CA) is dispatched to ITU Member States and Radiocommunication Sector Members inviting them to participate in the work of the Radiocommunication Study Groups and their subordinate Groups\*\*. In addition to listing all current Groups, the Circular requests members to consult BR Circular CA/225 dated 6 July 2015 in order to obtain information on how to be notified by email when BR Administrative Circulars and Circular letters, as well as other ITU documents of interest, have been posted on the ITU website.

#### 2.1.2 Conference Preparatory Meeting (CPM)

As indicated in § A1.5 of Annex 1 of Resolution ITU-R 1, Resolution ITU-R 2 describes the duties and functions of the CPM, its Annex 1 details its working methods and its Annex 2 provides the Guidelines for the preparation of the draft CPM Report. Furthermore, § 11 of Annex 1 to Resolution ITU-R 2 stipulates that the other working arrangements of the CPM shall be in accordance with Resolution ITU-R 1.

Therefore, unless otherwise indicated, information provided in §§ 2.4, 3, 4.4 and 7 below also applies to the CPM.

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\* As noted in *Section A1.4.3* of Annex 1 of Resolution ITU-R 1, the Radiocommunication Advisory Group (RAG) adopts its own working procedures in accordance with No. 160G of the Convention.

\*\* For convenience, the term "subordinate Group", or simply "Group", is used in this document to describe such entities as Working Parties, Task Groups, etc.

### **2.1.3 Study Group Chairmen and Vice-Chairmen (CVC)**

Section A1.6.1.1 of Annex 1 of Resolution ITU-R 1 provides information on the holding of these meetings.

### **2.1.4 Study Groups, the Coordination Committee for Vocabulary (CCV), their subordinate Groups (Working Parties (WP), Task Groups (TG), Joint Working Parties (JWP), Joint Task Groups (JTG), Rapporteur Groups (RG), Joint Rapporteur Groups (JRG), Correspondence Groups (CG)) and Rapporteurs**

Articles 11 and 20 of the Convention describe the duties, functions and organization of Radiocommunication Study Groups. The working methods for Study Groups and their subordinate Groups are described in § A1.3 of Annex 1 of Resolution ITU-R 1. In particular, §A1.3.1.8 and §§ A1.3.2.6 to A1.3.2.10 of Annex 1 describe in detail the difference between, and the provisions applying to Rapporteurs, Rapporteur Groups, Joint Rapporteur Groups and Correspondence Groups.

It should be noted that Rapporteur Groups, Joint Rapporteur Groups and Correspondence Groups are subject to limited budgetary and secretarial support.

## **2.2 Participation at meetings**

Member States and Radiocommunication Sector Members are entitled to participate in the meetings referred to in Resolution ITU-R 1. Member States and Radiocommunication Sector Members have full rights of participation (see Article 3 of the Constitution), but with certain limitations on the involvement of Radiocommunication Sector Members in the adoption and/or approval of texts such as Resolutions, Recommendations, Reports, Handbooks, Opinions and Questions.

Associates are permitted to participate in the work of a selected Study Group (including its subordinate groups) without taking part in any decision-making or liaison activities of that Study Group; (see No. 241A and 248B of the Convention). The rights of Associates are detailed in Resolution ITU-R 43.

Colleges, institutes, universities and their associated research establishments concerned with the development of telecommunications/ICT (referred to as “Academia”) may participate in the Working Parties of the Study Groups within the Radiocommunication Sector. The admission of academia to participate in the work of the Union is detailed in Resolution 169 (Rev. Busan, 2014).

The Director may, in consultation with the Chairman of the Study Group concerned, invite an organization which does not participate in the Radiocommunication Sector to send representatives to take part in the study of a specific matter in the Study Group concerned or its subordinate Groups; (see No. 248A of the Convention; see also §6 of these *Guidelines*. Experts and Observers are defined in Nos. 1001 and 1002 of the Annex to the Convention).

## **2.3 Calendar of meetings**

Meetings of Study Groups and their subordinate Groups are scheduled in accordance with the plan of meetings prepared by the Director in consultation with Study Group Chairmen. This plan is developed with due consideration to the ITU-R Operational Plan and to the budget allocated to Study Group meetings. An up-to-date calendar of meetings is maintained on the ITU-R website at:

<http://www.itu.int/en/events/Pages/Calendar-Events.aspx?sector=ITU-R>

## **2.4 Announcement of meetings**

### **2.4.1 Radiocommunication Assembly**

Accompanied by an invitation from the Secretary-General, an RA is announced by Administrative Circular (CACE) well in advance of the event (e.g. at least six months). The Circular is sent to all Member States and Radiocommunication Sector Members and contains, *inter alia*, information on expected documentation, a provisional committee structure, and contributions and arrangements for participation.

### **2.4.2 Meeting sessions of the CPM**

The meeting sessions of the CPM are announced by Administrative Circular (CA), at least four months beforehand for the first session, and at least six months beforehand for the second session. The Circulars are sent to all Member States and Radiocommunication Sector Members.

### **2.4.3 Study Group meetings (including CCV)**

Study Group meetings (including CCV) are announced by Administrative Circular (CACE) at least three months beforehand. The Circular is sent to all Member States, Radiocommunication Sector Members and Associates (for the relevant Study Group).

### **2.4.4 Subordinate Groups (WPs, TGs, etc.)**

Meetings of Working Parties, Task Groups, etc. are announced at least three months in advance by Circular Letter (LCCE) sent to those Member States, Radiocommunication Sector Members, Associates and Academia who have registered with BR their intent to participate in the work of the concerned Group(s). Shorter notice may sometimes be necessary in cases of urgency, (e.g. an urgent Task Group meeting).

The announcement of meetings of several Groups related to one Study Group is normally consolidated in one Circular Letter, with separate Annexes providing particulars for the individual meetings.

## **2.5 Arrangements for meetings held at ITU in Geneva**

General information for participants is contained in an information document (INFO) issued at the start of each meeting (or block of meetings).

### **2.5.1 Registration of participants**

Registration for ITU-R Study Group activities is carried out exclusively on-line through the ITU-R Event Registration System, (see [www.itu.int/en/ITU-R/information/events](http://www.itu.int/en/ITU-R/information/events)), using Designated Focal Points (DFP).

### **2.5.2 Document availability at meetings**

All contributions for ITU-R meetings are made available on the ITU-R website as soon as practicable after their receipt by the secretariat in Geneva, (see §§ 3.1, 3.3 and 3.4 below).

"Temporary" (TEMP) documents are available in electronic form, and can be accessed from the ITU-R website during the course of a meeting and until such time that the corresponding information is included in the Report of the meeting and published on the website (e.g. Annexes to the Chairman's Report or Summary Record).

Administrative (ADM) and Information (INFO) documents are available in electronic form.



Documents for Study Groups and their subordinate Groups can only be accessed by TIES registered users.

### **2.5.3 Simultaneous interpretation in official languages of the Union**

Simultaneous interpretation in all the official languages of the Union is normally provided at all Study Group meetings, based on the announced participation.

### **2.6 Arrangements for meetings held outside Geneva**

For meetings held outside Geneva, the provisions of § A1.3.1.11 of Annex 1 of Resolution ITU-R 1 apply.

## **3 Documentation**

The guidelines below apply, *mutatis mutandis*, to the preparation and submission of documents to the Radiocommunication Assembly, to both sessions of the CPM and to Study Groups, as well as to related subordinate Groups.

Document 1 of each Study Group provides the assignment of texts to its subordinate Groups. Those texts include ITU-R Questions, Recommendations, Reports, Handbooks, Resolutions, Opinions and Decisions in force, which were developed and are to be maintained by the Study Group as well as the W(A)RC Resolutions and Recommendations related to the work of Study Group.

### **3.1 Submission of contributions to meetings**

Sections A1.6.2.2 of Annex 1 and A.2.2.3 of Annex 2 of Resolution ITU-R 1 gives information concerning contributions to Study Group studies. In particular, it should be noted that contributions for meetings of Study Groups and their subordinate Groups should be sent to the BR by electronic mail, the relevant e-mail address appearing in the meeting announcement letter, (see §§ A2.2.3.2 to A2.2.3.5 of Annex 2 of Resolution ITU-R 1).

The mandatory common format for new and revised ITU-R Recommendations can be found in the Annex to these guidelines.

### **3.2 Preparation of document contributions**

Guidance on the preparation of contributions to meetings are detailed in §§ A2.2.3.2 to A2.2.3.5 of Annex 2 of Resolution ITU-R 1.

### **3.3 Deadlines for submission of contributions**

The deadlines for submission of contributions are given in § A2.2.3.1 of Annex 2 of Resolution ITU-R 1. Specific deadlines are applicable in the case of the second session of the CPM (see also § 2.4 of Annex 1 to Resolution ITU-R 2).

### **3.4 Electronic posting of documents**

Contributions are posted "as received" on a webpage established for this purpose within one working day, and within three working days the official versions are posted on the website. Administrations should submit their contributions using the template provided by ITU-R.

TIES registered participants are advised to make use of the "ITU Web Notification System" (go to <http://www.itu.int/online/mm/scripts/notify>) which will alert them immediately, by e-mail, of any new circular letters posted on the ITU-R website.

### **3.5 Documentation series**

#### **3.5.1 Contribution documents**

Each Group has its own series of contribution documents, which appear on the webpage of the Group concerned. This series continues throughout a study period, i.e. from one RA to the next, and contains all the contributions submitted to that Group and its Chairman's reports. In the case of the CPM, the document series restarts at each session. After the opening of a meeting, temporary documents are used as described in § 3.5.2 below. Liaison statements submitted after the deadline stipulated in § 3.3 above will be included in the contribution document series of the Group concerned, as can reports from Chairmen of Groups, or from someone designated by a Group (e.g. Rapporteur), although every effort should be made to submit such reports before the deadline. Documents sent to Study Groups from Working Parties and Task Groups will also be accepted after the deadline.

#### **3.5.2 Temporary documents (TEMP)**

Documents produced during a meeting are designated temporary and posted on the webpage of the Group concerned. As the name implies, they are working documents which provide a means to record thoughts and ideas developed during the course of a meeting and, moreover, to prepare texts for eventual adoption by the Group. At the end of the meeting, those temporary documents containing material for retention are then used for the preparation of output documents, typical examples being:

- draft new or revised Recommendations, Reports, Questions, or any other ITU-R texts for subsequent consideration by the Study Group;
- draft editorial revisions of Recommendations, Reports, Questions, or any other ITU-R texts for subsequent consideration by the Study Group;
- preliminary draft new or revised Recommendations, Reports, Questions, or any other ITU-R texts for further consideration at the next meetings;
- material or working documents for the above preliminary texts for further consideration at the next meetings;
- other elements for the Chairman's report;
- liaison statements for other Groups.

Once prepared and available on the ITU-R website, it is to these documents that any subsequent reference should be made rather than to the original temporary documents, (see also § 2.4.4.2 above). This is important to ensure that the most recent version of a text is carried forward for further study – a version which often contains modifications in relation to the original temporary document. In this context, see § 3.5.6 below concerning Annexes to Chairmen's reports.

#### **3.5.3 Administrative documents (ADM)**

This series of documents is used for agendas and for matters of a managerial nature relating to the organization of the work of a group or groups, e.g. terms of reference of sub-groups, meeting schedule, etc.

#### **3.5.4 Information documents (INFO)**

INFO documents provide general information concerned with a current meeting (or meetings). As indicated in § 2.4.4, they can provide information on organizational matters, e.g. documentation preparation, room reservation, but additionally, they may be used to

convey social and domestic information to the delegates. It should be noted that INFO documents should not be used as a means to convey information of a technical, procedural or operational nature associated with the meeting (or meetings) concerned.

### **3.5.5 Executive report to the Study Group**

Each Working Party and Task Group prepares an Executive report for consideration at the next meeting of the parent Study Group. It is a document in the Study Group's contribution document series. The Executive report should describe the status of work within the Group, highlighting progress and conclusions achieved since the previous Study Group meeting. The Executive report should be concise in nature (typically less than 5 pages), omitting details of documentation, arrangements and deliberations during meetings of the subordinate Group.

### **3.5.6 Chairman's report to the next meeting of the Group**

The Chairman's report to the next meeting is a document in the Group's contribution document series. This report should be made available to BR for posting on the ITU-R website within one month after the close of a meeting. As well as a detailed account of the status of the Group's work, the Chairman's report contains Annexes comprising material for further consideration at its next meeting, e.g. PDNRs, and material for preserving a permanent record of the Group's activities. The annexing of unmodified document contributions should be avoided and the appropriate ITU-R website address should be used instead.

The Chairman's report, wherever possible, should be prepared within one month of the end of the meeting concerned. BR should post on the ITU-R website, within two weeks of the end of the meeting, the Annexes to the Chairman's report. The Annexes are posted separately to allow selective downloading.

The Chairman may wish to update the report with an Addendum prior to the next meeting of the Group which reports on further progress made in the intervening period. For other matters or significant developments since the last meeting, the Chairman should make a separate contribution.

### **3.5.7 Summary records of Study Group meetings**

For every meeting of a Study Group, a summary record is prepared by the Chairman with the help of a rapporteur appointed from the delegates present at the meeting. The main purpose of the summary record is to record the decisions taken during the meeting but not to provide a verbatim record of each intervention. The summary record should be prepared within 30 days of the meeting and posted on the ITU-R website for comments. It is a document in the Study Group's contribution document series. It may also include annexes/addenda resulting from the discussion (e.g. a statement of a Member State) or the development of temporary documents during the meeting, as appropriate.

Editorial amendments and confirmation of statements made by the membership during the meeting could ideally be submitted to the Chairman within 15 days. However, the summary record will remain open for formal comments from the membership until the subsequent meeting of the Study Group concerned, at which time the record and the comments may be noted.

### **3.5.8 Liaison statements**

Liaison statements may be prepared to convey important information to, or request information from, other ITU Groups or non-ITU Groups. They should clearly indicate the

source and recipient Group(s), the subject of the liaison and the action needed, if any. In the case of multi-destination liaison statements, it is helpful to indicate, when appropriate, i) any "principal" recipient Group, ii) those Groups from which action is required, iii) those Groups to which the document is sent for information only. It is also helpful if the statement includes a date by which the recipient Group(s) should respond and a contact point for informal discussions.

### **3.5.9 Study Group/1000 document series**

This series of documents is used for contributions to the RA from a Study Group and Study Group Chairmen. They typically contain draft Recommendations and draft Questions for approval, as well as draft versions of ITU-R Resolutions associated with the specific work of a Study Group.

### **3.5.10 "PLEN" document series**

This series of documents is used during RAs for all documentation other than those appearing as Study Group/1000 documents. In particular, it is used for contributions from the membership.

### **3.5.11 Documents on the Group Sharepoint sites**

A document exchange area, called a Share Folder, has been set up on a Sharepoint website for each Group. These sites are used as a means to allow working documents to be shared amongst participants. Participants having an ITU TIES account are able to upload and/or download any electronic files used for discussions and the development of draft texts during the meetings, before submitting the draft texts to the BR Secretariat to be prepared as formal TEMP documents.

## **4 Procedures related to Study Group meetings**

### **4.1 Consideration of draft Recommendations**

#### **4.1.1 Adoption of draft Recommendations at a Study Group meeting**

The procedure for adoption of draft Recommendations at a Study Group meeting is described in § A2.6.2.2.2 of Annex 2 of Resolution ITU-R 1.

#### **4.1.2 Adoption of draft Recommendations by correspondence**

The procedure for adoption of draft Recommendations by correspondence is described in § A2.6.2.2.3 of Annex 2 of Resolution ITU-R 1. Furthermore, if there is no objection by any Member State attending the meeting and the Recommendation is not incorporated by reference in the Radio Regulations, the procedure for simultaneous adoption and approval (PSAA), as described in § A2.6.2.4 of Annex 2 of Resolution ITU-R 1, shall be applied (see also § 5.1 below).

#### **4.1.3 Decision on approval procedure**

At its meeting, the Study Group shall decide on the eventual procedure to be followed for seeking approval for each draft Recommendation in accordance with § A2.6.2.3.3 of Annex 2 of Resolution ITU-R 1.

#### **4.1.4 Scope of Recommendation**

Each Recommendation, when proposed for adoption and/or approval, should include a “scope” text clarifying the objective of the Recommendation. The scope should remain in the text of the Recommendation after its approval.

### **4.2 Treatment of Questions by a Study Group**

#### **4.2.1 Guidelines for Study Group Questions**

Guidelines to be used by Study Groups when reviewing the Questions assigned to them are contained in §§ A1.3.1.16 of Annex 1 and A2.5.2.1.2 of Annex 2 of Resolution ITU-R 1. The guidelines (§ A1.3.1.16 of Annex 1) address two issues: i) that the Questions are within the mandate of the ITU-R (in accordance with CV150-154 and CV159), and ii) that the Questions do not duplicate studies undertaken in other international entities. Moreover, the Resolution (§ A2.5.2.1.2 of Annex 2) asks Study Groups to evaluate draft new Questions proposed for adoption against these guidelines and to include such evaluation when submitting the draft Questions to Administrations for approval.

To satisfy this requirement, each draft new Question submitted for approval should be preceded by a brief text justifying the adoption of the draft Question in accordance with the aforementioned guidelines.

It would be wholly appropriate for subordinate groups to address the guidelines in §§ A1.3.1.16 of Annex 1 and A2.5.2.1.2 of Annex 2 when developing draft new Questions. In addition, it would be useful for them to draft the brief text providing justification for eventual approval.

#### **4.2.2 Adoption and approval of Questions**

In accordance with §§ A1.3.1.2 of Annex 1, A2.5.2.1.1, A2.5.2.1.3, A2.5.2.1.4, A2.5.2.1.5 and A2.5.3.1 of Annex 2 of Resolution ITU-R 1, new or revised Questions, proposed within Study Groups, may be adopted by a Study Group and approved either by a Radiocommunication Assembly, or by consultation amongst the Member States.

### **4.3 Approval of Handbooks**

In accordance with § A2.8.2 of Annex 2 of Resolution ITU-R 1, Study Groups may approve Handbooks. In order to expedite the procedure, it is recognised practice for a Study Group to give authority to the subordinate Group preparing the Handbook to approve the final text, subject to the agreement of the Chairman of the Study Group and of the subordinate Group concerned. This is especially the case when the material is in an advanced stage of preparation.

### **4.4 Treatment of draft Resolutions, Decisions, Opinions and Reports by Study Groups**

The provisions of § A2.3.2.1 of Annex 2 of Resolution ITU-R 1 apply for the adoption of draft Resolutions. The provisions of §§ A2.4.2, A2.9.2 and A2.7.2.1 of Annex 2 of Resolution ITU-R 1 apply for the approval of Decisions, Opinions and Reports.

### **4.5 Liaison Rapporteurs to the CCV**

Section A1.3.2.11 of Annex 1 of Resolution ITU-R 1 describes the manner by which Study Groups may nominate liaison Rapporteur(s) to the CCV.

## **4.6 Updating or deletion of Recommendations, Reports and Questions**

Resolution ITU-R 1, §§ A2.6.2.1.9, A2.6.2.5, A2.6.3, A2.7.2, A.2.7.3, A2.5.2.1.6, A2.5.2.4 and A2.5.3 of Annex 2, directs each Study Group to review their maintained Recommendations, Reports and Questions, particularly older texts, and, if they are found to be no longer necessary or obsolete, propose their revision or deletion. In addition, §§ A2.6.2.5.1 and A2.5.2.4.1 of Annex 2 of Resolution ITU-R 1 also encourages Study Groups to editorially update maintained Recommendations and Questions. Those editorial revisions should not be regarded as draft revisions of Recommendations and Questions as specified in §§ A2.6.2.5.2 and A2.5.2.4.2 of Annex 2 of Resolution ITU-R 1. The results of the reviews should be reported to the subsequent Radiocommunication Assembly.

## **5 Approval of Recommendations**

### **5.1 Application of the procedure for simultaneous adoption and approval (PSAA)**

Unless otherwise decided by the Study Group and if the Recommendation is not incorporated by reference in the Radio Regulations, the procedure for simultaneous adoption and approval of draft Recommendations according to § A2.6.2.4 of Annex 2 of Resolution ITU-R 1 shall be applied (see § 4.1.2 above) . If during the statutory consultation period no objections are received from Member States, then at the end of this period the draft Recommendations shall not only be considered adopted but also approved.

### **5.2 The procedure for the approval of Recommendations**

Once a draft Recommendation has been adopted by a Study Group by either of the two procedures described above in § 4.1.1 and § 4.1.2 (but not by applying the PSAA), there are two procedures for the approval of Recommendations by Member States – approval by consultation and approval at a Radiocommunication Assembly. These are described in §§ A2.6.2.1.7, A2.6.2.1.8 and A2.6.2.3 of Annex 2 of Resolution ITU-R 1.

## **6 Liaison and collaboration of ITU-R with ITU-T, ITU-D and other organizations**

### **6.1 Liaison and collaboration with ITU-T and ITU-D**

Liaison and collaboration with the ITU Telecommunication Standardization Sector and the ITU Telecommunication Development Sector are addressed in Resolutions ITU-R 6 and 7, respectively, both available from <http://www.itu.int/pub/R-RES>.

### **6.2 Liaison and collaboration with other organizations**

Liaison and collaboration with other relevant organizations, in particular ISO, IEC and CISPR, are addressed in Resolution ITU-R 9. Guidelines developed in accordance with Resolution ITU-R 9 are available from <http://www.itu.int/en/ITU-R/study-groups/Pages/extcoop.aspx>.

## **7 Remote participation**

Audio webcasts are available for all Study Group and Working Party plenary sessions when meetings are held in Geneva, for TIES registered users. Participants who only wish to listen to the meeting are encouraged to use the webcast facility. Participants do not need to register for the meeting to use the webcast facility.

In line with guidance provided by the Radiocommunication Advisory Group, provision has been made for remote participants to actively participate during relevant sessions of a Working Party meeting when no formal decision process is involved (e.g. to introduce a contribution or make a presentation remotely). While the Secretariat will make every effort to facilitate such active remote participation, it should be recognized that on some occasions this may not be possible due to factors such as: not all meeting rooms being suitably equipped; the limited number of support staff and many parallel meetings; and the need for the remote participants to have a high quality internet and phone connection. Delegates who are interested in making use of the interactive remote participation services are required to coordinate such participation with the Counsellor for the relevant Working Party at least one month prior to the meeting.

For meetings held outside Geneva, webcasts and active remote participation will only be provided if suitable facilities are available at the meeting venue.

## **8 Captioning**

Live captioning in English is provided at all plenary meetings of the RA and Study Groups. Transcripts of the meetings are subsequently made available on the ITU website.

## **9 Policy on Intellectual Property Rights (IPR)**

ITU-R policy on IPR is described in the Common Patent Policy for ITU-T/ITU-R/ISO/IEC referenced in § A2.6.1 NOTE 2 of Annex 2 of Resolution ITU-R 1. Forms to be used for the submission of patent statements and licensing declarations by patent holders are available from <http://itu.int/go/ITUpatents> where the Guidelines for Implementation of the Common Patent Policy for ITU-T/ITU-R/ISO/IEC and the ITU-R patent information database can also be found.

## **10 Software copyright guidelines and form**

The ITU Software Copyright Guidelines provide guidance to a study group in its consideration of the incorporation of material protected by copyright law in ITU-R Recommendations and is available from <http://www.itu.int/oth/T0404000004/en>. The form to be used for the submission of software copyright statements and licensing declarations by software copyright holders is available from <http://www.itu.int/oth/T0404000005/en>.

## Annex

### Mandatory common format of ITU-R Recommendations

#### Summary

This element is placed in front of the Recommendation. It provides a brief overview of the purpose and contents giving the reasons for the study and motivations for development of this Recommendation, thus permitting ITU members and users to judge its usefulness for their work.

In the case of revision/modification of an existing Recommendation this element should include brief description of changes in particular for Recommendation, incorporated by reference in the Radio Regulations.

This element defines, without ambiguity, the intent or subject of the Recommendation and

- ✓ should clarify the objective of the Recommendation
- ✓ should indicate the limits of applicability

The Summary should not be retained in the text of the Recommendation after its approval.

➡ [should be reviewed by relevant SG]

**Recommendation ITU-R (Series).XXX-version <sup>1\*</sup>**

↳ [starting from 0 e.g. 1154-0]

#### Title

- ✓ should reflect the main purpose of the Recommendation
- ✓ should provide an indication of the main service(s) and frequency band(s) concerned as appropriate
- ✓ should not be unnecessarily long
- ✓ important information should be included in the Scope

(years of approval)

#### Scope

This element defines, without ambiguity, the intent or subject of the Recommendation and

- ✓ should clarify the objective of the Recommendation
- ✓ should indicate the limits of applicability (e.g. service(s), frequency band(s), systems, applications, etc.

The Scope should be retained in the text of the Recommendation after its approval.

**Keywords** [may be included as a part of the Scope]



The specific Keywords :

- ✓ should identify the main topics in the Recommendation and serve in electronic text searches
- ✓ should not normally be more than 5 words.

*The following two elements (Abbreviations/Glossary and Related ITU Recommendations, Reports) may be placed below as shown or at the end of Recommendation.*

### **Abbreviations/Glossary**

List of Abbreviations/Glossary (if more than 5 terms) used throughout the Recommendation should be in alphabetical order and with their description.

### **Related ITU Recommendations, Reports**

NOTE – In every case the latest edition of the Recommendation/Reports in force should be used.

[\*] Recommendation incorporated by reference in the Radio Regulations, see Volume 4

The ITU Radiocommunication Assembly,  
*considering (mandatory)*

This part should contain various general background references giving the reasons for the study and motivations for development of this Recommendation and should be answered in part “*recommends*” and should be numbered as:

- a)
- b)
- c)..... to z)

*recognizing (optional)*

This part should contain specific factual background statements or studies which have formed a basis for the work and have been taken into account, as appropriate; the references should normally refer to ITU documents and should be numbered as:

- a)
- b)
- c)..... to z)

*noting (optional)*

This part should indicate generally accepted information that supports and/or relates to the Recommendation and should include reference to appropriate Annex and be numbered as:

- a)
- b)
- c)..... to z)

*recommends (mandatory)*

This part should provide:

recommended specifications, requirements, data or guidance for recommended ways of undertaking a specified task; or recommended procedures for a specified application *and should be numbered as:*

- 1
- 2

Individual or common Note(s) may be included in this part (for example: to indicate studies to be completed)

### **Annex(es)**

This part should:

- ✓ contain technical details or description of methods/procedures
  - ✓ support or clarify the relevant recommends;
  - ✓ be numbered as Annex 1, Annex 2 etc.
- It is necessary for overall completeness and comprehensibility

If the Annex text is more than 5 pages long a table of CONTENTs is needed.

### **Attachment(s) to Annex (if needed):**

This part should:

- ✓ contain material which is supplementary to and associated with an Annex of a Recommendation;
  - ✓ clarify the relevant recommends.
- It is not essential to Rec completeness and comprehensibility

If its text is more than 5 pages long a table of CONTENTs is needed.

**Appendix(es)** should not be used as a part of Recommendation in order to avoid confusion with **Appendix(es)** used in the RR

### ANNEX 3

## DRAFT FOUR-YEAR ROLLING OPERATIONAL PLAN FOR THE RADIOCOMMUNICATION SECTOR FOR 2017-2020

This document presents a summary and the key elements of the draft four-year rolling Operational Plan for the Radiocommunication Sector (ITU-R) for the period 2017-2020 as amended during the special session held by the RAG on 11 May 2016.

## 1. Introduction

The four-year rolling Operational Plan for the ITU Radiocommunication Sector (ITU-R) has been prepared in full alignment with the ITU Strategic Plan for 2017-2020, within the limits of the Financial Plan for 2017-2020 and the corresponding biennial budgets. The structure follows the ITU-R results framework, outlining the ITU-R objectives, the corresponding outcomes and the indicators to measure their progress, as well as the outputs (products and services) produced by the activities of the Sector.

The planning, implementation and monitoring and evaluation process for the Radiocommunication Bureau (BR) will be complemented by the following internal mechanisms:

- i) the Work Plans of the Departments and Divisions of the BR, and
- ii) the Service Level Agreements (SLAs) for the planning, monitoring and evaluation of the support services.

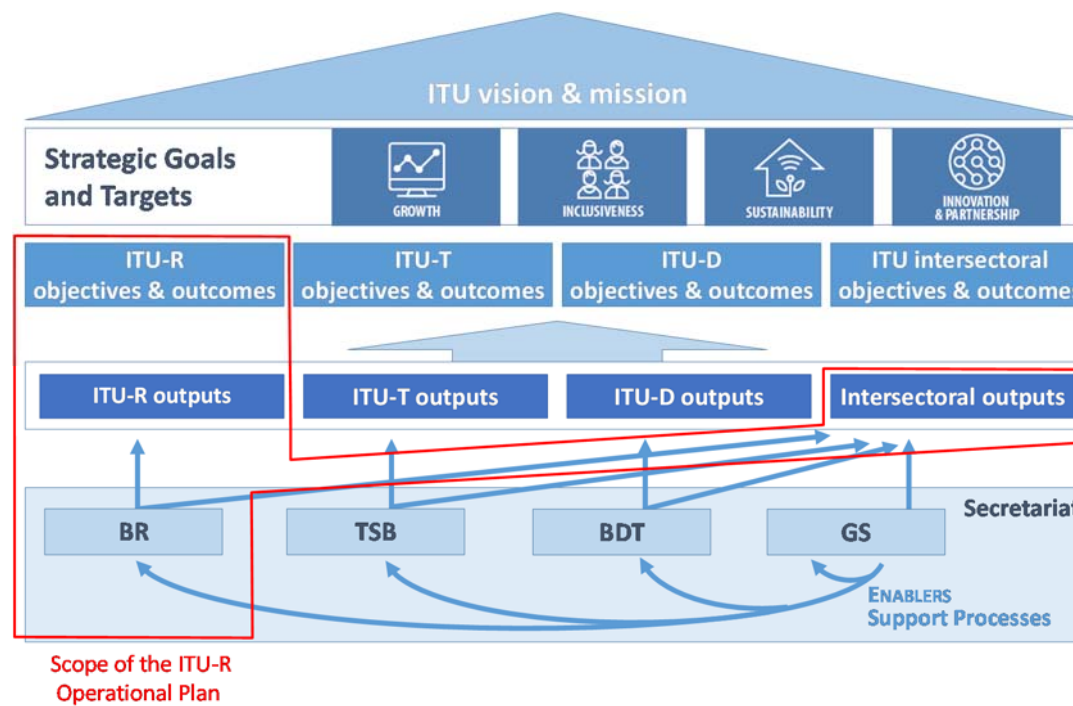


Figure 1: ITU-R OP and the ITU strategic framework for 2016-2019

## 2. Outline and key priorities for the ITU-R Sector

The period 2017-2020 will be marked by the implementation of the decisions of RA-15 and WRC-15, the preparation of RA-19 and WRC-19 and the development of key standards and best practices in radiocommunications. The key issues are listed below, against the four operational activities of the ITU-R Sector and the supporting activities of the Radiocommunication Bureau:

### 2.1 To establish and update international regulations on the use of the radio-frequency spectrum and satellite orbits

- The implementation of the decisions of WRC-15,
- The adoption by the RRB of the associated Rules of Procedure.

### 2.2 To implement and apply international regulations on the use of the radio-frequency spectrum and satellite orbits

- The implementation of the decisions of WRC-15 as they become applicable, in particular by developing and making available to the membership the related software tools,
- The proper and timely application of the provisions of the Radio Regulations and applicable Regional Agreements for terrestrial and space services, with the update of the Master International Frequency Register (MIFR) and assignment and/or allotment Plans and Lists,
- The monitoring of harmful interference cases and more generally of situations of conflicts in sharing spectrum/orbit resources and the resolution of these cases,
- The associated publications (BR IFIC, Maritime service publications, list of international monitoring stations).

### 2.3 To establish and update worldwide Recommendations, Reports and Handbooks for the most efficient use of the radio-frequency spectrum and satellite orbits

- The preparation of RA-19 and WRC-19 in ITU-R Study Groups and in close collaboration with the regional groups, including the development of draft technical, regulatory and procedural texts in support of the CPM19-2,
- The development of key Recommendations, Reports and Handbooks, in particular on the radio interface of IMT-2020, in close cooperation with ITU-T, regional organizations and other standard making bodies.

### 2.4 To inform and assist the ITU-R membership in radiocommunication matters

- The publication and promotion of the ITU-R products (such as Radio Regulations, Recommendations, Reports and Handbooks).
- In close cooperation with the other Sectors, the ITU regional offices, the relevant regional organizations, and the membership,
  - The dissemination and sharing of information, including Worldwide and Regional Radiocommunication seminars, conferences, workshops and other events.
  - The assistance to the membership in facing the challenges raised by the development of their radiocommunication services, in particular in relation to the transition to digital television broadcasting and the allocation of the digital dividend.

### 2.5 Supporting activities of the Radiocommunication Bureau

- The continuing development, improvement, and maintenance of the BR software tools, with a view to maintaining a high level of efficiency, reliability, user-friendliness, and satisfaction of the membership.

- The logistical and administrative support to ITU-R Study groups and the participation in the related activities of the regional groups.
- The rendering of assistance to the membership, in close collaboration with the other Bureaux, the ITU regional offices, and the regional organizations.

### 3 ITU-R results framework for 2017-2020

#### 3.1 Linkage with the ITU Strategic Goals<sup>2</sup>

ITU-R objectives	Goal 1: Growth	Goal 2: Inclusiveness	Goal 3: Sustainability	Goal 4: Innovation & partnership
<b>R.1</b> Meet, in a rational, equitable, efficient, economical and timely way, the ITU membership's requirements for radio-frequency spectrum and satellite orbit resources, while avoiding harmful interference	<input checked="" type="checkbox"/>	✓	✓	✓
<b>R.2</b> Provide for worldwide connectivity and interoperability, improved performance, quality, affordability and timeliness of service and overall system economy in radiocommunications, including through the development of international standards	<input checked="" type="checkbox"/>	✓	✓	✓
<b>R.3</b> Foster the acquisition and sharing of knowledge and know-how on radiocommunications		<input checked="" type="checkbox"/>		

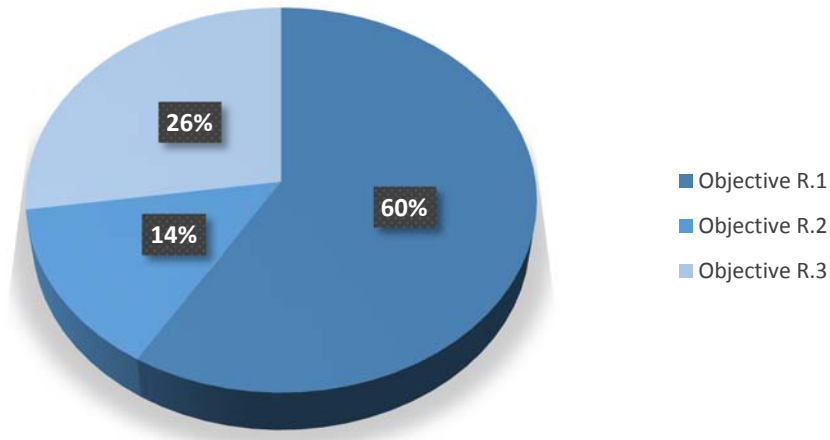
<sup>2</sup> Boxes and ticks demonstrate primary and secondary links to goals.

### 3.2 ITU-R objectives, outcomes and outputs

Objectives	<b>R.1 Meet, in a rational, equitable, efficient, economical and timely way, the ITU membership's requirements for radio-frequency spectrum and satellite-orbit resources, while avoiding harmful interference</b>	<b>R.2 Provide for worldwide connectivity and interoperability, improved performance, quality, affordability and timeliness of service and overall system economy in radiocommunications, including through the development of international standards</b>	<b>R.3 Foster the acquisition and sharing of knowledge and know-how on radiocommunications</b>
<b>Outcomes</b>	<p><b>R.1-1:</b> Increased number of countries having satellite networks and earth stations recorded in the Master International Frequency Register (MIFR)</p> <p><b>R.1-2:</b> Increased number of countries having terrestrial frequency assignments recorded in the MIFR</p> <p><b>R.1-3:</b> Increased percentage of assignments recorded in the MIFR with favourable finding</p> <p><b>R.1-4:</b> Increased percentage of countries which have completed the transition to digital terrestrial television broadcasting</p> <p><b>R.1-5:</b> Increased percentage of spectrum assigned to satellite networks which is free from harmful interference</p> <p><b>R.1-6:</b> Increased percentage of assignments to terrestrial services recorded in the MIFR which are free from harmful interference</p>	<p><b>R.2-1:</b> Increased mobile-broadband access, including in frequency bands identified for international mobile telecommunications (IMT)</p> <p><b>R.2-2:</b> Reduced mobile-broadband price basket, as a percentage of gross national income (GNI) per capita</p> <p><b>R.2-3:</b> Increased number of fixed links and increased amount of traffic handled by the fixed service (Tbit/s)</p> <p><b>R.2-4:</b> Number of households with digital terrestrial television reception</p> <p><b>R.2-5:</b> Number of satellite transponders (equivalent 36 MHz) in operation and corresponding capacity (Tbit/s); Number of VSAT terminals; Number of households with satellite television reception</p> <p><b>R.2-6:</b> Increased number of devices with radionavigation-satellite reception</p> <p><b>R.2-7:</b> Number of Earth exploration satellites in operation, corresponding quantity and resolution of transmitted images and data volume downloaded (Tbytes)</p>	<p><b>R.3-1:</b> Increased knowledge and know-how on the Radio Regulations, Rules of Procedures, regional agreements, recommendations and best practices on spectrum use</p> <p><b>R.3-2:</b> Increased participation in ITU-R activities (including through remote participation), in particular by developing countries</p>
<b>Outputs</b>	<ul style="list-style-type: none"> <li>– Final acts of world radiocommunication conferences, updated Radio Regulations</li> <li>– Final acts of regional radiocommunication conferences, regional agreements</li> <li>– Rules of Procedure adopted by Radio Regulations Board (RRB)</li> <li>– Results of the processing of space notices and other related activities</li> <li>– Results of the processing of terrestrial notices and other related activities</li> <li>– RRB decisions other than the adoption of Rules of Procedure</li> <li>– Improvement of ITU-R software</li> </ul>	<ul style="list-style-type: none"> <li>– Decisions of Radiocommunication Assembly, ITU-R resolutions</li> <li>– ITU-R recommendations, reports (including the CPM report) and handbooks</li> <li>– Advice from the Radiocommunication Advisory Group</li> </ul>	<ul style="list-style-type: none"> <li>– ITU-R publications</li> <li>– Assistance to members, in particular developing countries and LDCs</li> <li>– Liaison/support to development activities</li> <li>– Seminars, workshops and other events</li> </ul>
<p>The following outputs of the activities of the ITU governing bodies contribute to the implementation of all the objectives of the Union:</p> <ul style="list-style-type: none"> <li>– Decisions, resolutions, recommendations and other results of the Plenipotentiary Conference</li> <li>– Decisions and resolutions of the Council, as well as results of the Council Working Groups</li> </ul>			

### 3.3 Allocation of resources to ITU-R objectives and outputs for 2017-2020

Planned allocation of resources per Objective



<b>R.1 Meet, in a rational, equitable, efficient, economical and timely way, the ITU membership's requirements for radio-frequency spectrum and satellite-orbit resources, while avoiding harmful interference</b>	<b>60%</b>
<b>R.2 Provide for worldwide connectivity and interoperability, improved performance, quality, affordability and timeliness of service and overall system economy in radiocommunications, including through the development of international standards</b>	<b>14%</b>
<b>R.3 Foster the acquisition and sharing of knowledge and know-how on radiocommunications</b>	<b>26%</b>

Planned allocation of resources per Output

	<b>% of total</b>	<b>% of objective</b>
<b>R.1-1</b> Final acts of world radiocommunication conferences, updated Radio Regulations	4.83%	<b>8.07%</b>
<b>R.1-2</b> Final acts of regional radiocommunication conferences, regional agreements	0.48%	<b>0.80%</b>
<b>R.1-3</b> Rules of Procedure adopted by Radio Regulations Board (RRB)	2.15%	<b>3.59%</b>
<b>R.1-4</b> Results of the processing of space notices and other related activities	24.13%	<b>40.32%</b>
<b>R.1-5</b> Results of the processing of terrestrial notices and other related activities	12.01%	<b>20.06%</b>
<b>R.1-6</b> RRB decisions other than the adoption of Rules of Procedure	2.48%	<b>4.14%</b>
<b>R.1-7</b> Improvement of ITU-R software	11.45%	<b>19.13%</b>
<b>R.2-1</b> Decisions of Radiocommunication Assembly, ITU-R resolutions	2.45%	<b>17.05%</b>
<b>R.2-2</b> ITU-R recommendations, reports (including the CPM report) and handbooks	9.73%	<b>67.80%</b>
<b>R.2-3</b> Advice from the Radiocommunication Advisory Group	1.62%	<b>11.29%</b>
<b>R.3-1</b> ITU-R publications	13.69%	<b>53.05%</b>
<b>R.3-2</b> Assistance to members, in particular developing countries and LDCs	3.72%	<b>14.41%</b>
<b>R.3-3</b> Liaison/support to development activities	2.08%	<b>8.08%</b>
<b>R.3-4</b> Seminars, workshops and other events	5.31%	<b>20.60%</b>
<b>PP:</b> Decisions, resolutions, recommendations and other results of the Plenipotentiary Conference *	1.52%	<b>1.52%</b>
<b>Council/CWGs:</b> Decisions and resolutions of the Council, as well as results of the Council working groups *	2.34%	<b>2.34%</b>

\* Cost of these Outputs is allocated to all the Objectives of the Union.



## 4 Risk analysis

Moving from strategy to implementation, the following top-level operational risks presented in the Table below have been identified, analysed and evaluated. The Bureaux and each Department will manage all the risks associated with the achievement of the corresponding outcomes.

RISK FOCUS	DESCRIPTION OF RISK	PROBABILITY	IMPACT LEVEL	MITIGATION ACTIONS <sup>3</sup>
OPERATIONAL RISK	<p><b>a)</b> Total or partial loss of integrity of data in the MIFR or in any of the Plans, resulting in inadequate protection of the rights of administrations to use spectrum/orbit resources</p> <p><b>b)</b> Total or partial loss of operations in the processing of notices, resulting in delays in the recognition of rights of administrations to use spectrum/orbit resources and risks for the corresponding investments.</p>	Low	Very High	<ul style="list-style-type: none"> <li>- Daily backup of data</li> <li>- Development of high data security program</li> <li>- Ability to restore data/operation within a limited time period</li> </ul>
	<p><b>c)</b> Occurrence of harmful interference (e.g. due to lack of observance of the regulatory provisions), resulting in disruptions in the radiocommunication services provided by the membership.</p>	Low	High	<ul style="list-style-type: none"> <li>- Promote capacity building on international regulations, through worldwide and regional seminars, and any other appropriate events</li> <li>- Provide BR assistance in applying the international regulations</li> <li>- Promote regional or sub-regional coordination to resolve interference problems, with BR support</li> <li>- Report, inform and assist in resolving cases of harmful interference in accordance with the instructions to the Director of the Bureau in Resolution 186 (Busan, 2014)</li> </ul>
ORGANIZATIONAL RISK	Inadequate facilities for meetings in ITU (e.g. due to lack of meeting rooms and overcrowded meetings schedule), resulting in membership dissatisfaction and delays in work programmes.	Medium	High	<ul style="list-style-type: none"> <li>- Hold more meetings externally</li> <li>- Increase the use of virtual meeting rooms for small meetings</li> </ul>

<sup>3</sup> Risk owners will be appointed by the Director of the Bureau.

## 5 ITU-R objectives, outcomes and outputs for 2017-2020

ITU-R Sector objectives will be met by achieving the related outcomes, through the implementation of the outputs. ITU-R objectives, in the context of the remit of the Sector, contribute to the overarching goals of the Union. The Radiocommunication Bureau is also contributing to the implementation of the intersectoral objectives, outcomes and outputs (presented in the General Secretariat's Operational Plan).

5.1 R.1 Meet, in a rational, equitable, efficient, economical, and timely way, the ITU membership's requirements for radio-frequency spectrum and satellite-orbit resources, while avoiding harmful interference.

Outcome	Outcome Indicator	2014	2015	2020 target	Source
<b>R.1-1:</b> Increased number of countries having satellite networks and earth stations recorded in the Master International Frequency Register (MIFR)	Number of countries having satellite networks recorded in the MIFR	49	60	70	BR/MIFR
	Number of countries having earth stations recorded in the MIFR	81	114	120	
<b>R.1-2:</b> Increased number of countries having terrestrial frequency assignments recorded in the MIFR	Number of countries having terrestrial frequency assignments recorded in the MIFR	188	190	193	BR/MIFR
	Number of countries which registered terrestrial assignments in the MIFR within the last 4-year period	78	84	90	
<b>R.1-3:</b> Increased percentage of assignments recorded in the MIFR with favourable finding	Subject to Coordination (Terrestrial)	99.99 %	100.00 %	99.99 %	BR/MIFR
	Subject to a Plan (Terrestrial)	97.65 %	7.40%	75%	
	Others		96 %	98%	
<b>R.1-4:</b> Increased percentage of countries which have completed the transition to digital terrestrial television broadcasting	Percentage of countries which have completed the transition to digital terrestrial television	17.00 %	27.00 %	70%	BR & BDT

Output	Financial resources <sup>4</sup> (in k CHF)			
	2017	2018	2019	2020
<b>R.1-1:</b> Final acts of world radiocommunication conferences, updated Radio Regulations	1,082	1,052	8,448	1,057
<b>R.1-2:</b> Final acts of regional radiocommunication conferences, regional agreements	306	293	304	299
<b>R.1-3:</b> Rules of Procedure adopted by the Radio Regulations Board (RRB)	1,355	1,355	1,324	1,336
<b>R.1-4:</b> Results of the processing of space notices and other related activities	15,427	15,090	14,664	15,043
<b>R.1-5:</b> Results of the processing of terrestrial notices and other related activities	7,652	7,514	7,328	7,469
<b>R.1-6:</b> RRB decisions other than the adoption of Rules of Procedure	1,582	1,546	1,507	1,557
<b>R.1-7:</b> Improvement of ITU-R software	7,323	7,183	6,924	7,141
Cost allocation to Plenipotentiary Conference and Council activities ( <b>PP, Council/CWGs</b> )	1,218	1,993	1,310	1,407
<b>Total for Objective R.1</b>	<b>35,945</b>	<b>36,026</b>	<b>41,809</b>	<b>35,309</b>

<sup>4</sup> Estimates, especially for 2018-2019. Allocation of resources for the subsequent years is subject to change upon Senior Management decisions.

5.2 R.2 Provide for worldwide connectivity and interoperability, improved performance, quality, affordability, and timeliness of service and overall system economy in radiocommunications, including through the development of international standards

Outcome	Outcome Indicator <sup>5</sup>	2014	2015	2020 target	Source
<b>R.1-5:</b> Increased percentage of spectrum assigned to satellite networks which is free from harmful interference	% of spectrum assigned to satellite networks which is free from harmful interference	99.97%	99.96%	99.99%	BR/MIFR
<b>R.1-6:</b> Increased percentage of assignments to terrestrial services recorded in the MIFR which are free from harmful interference	Percentage of assignments to terrestrial services recorded in the Master Register which are free from harmful interference (based on the number of cases reported to the ITU within the last four years)	99.99%	99.99%	99.99%	BR/MIFR
<b>R.2-1:</b> Increased mobile-broadband access, including in frequency bands identified for international mobile telecommunications (IMT)	Number of subscriptions/subscribers (bn)	6.95/5.00	7.09/ 5.20	9.20	The State of Broadband 2015: A Report by the Broadband Commission for Digital Development September 2015
	% of mobile broadband subscriptions	38.7%	48.8%	83.7%	
<b>R.2-2:</b> Reduced mobile-broadband price basket, as a percentage of gross national income (GNI) per capita	Mobile broadband price basket as percentage of GNI per capita (prepaid, handset 500 MB)	4.80		4.00	ITU, Measuring the Information Society (MIS) Report, Ed. 2015
	Number of countries with a price basket below 5%	111		193	
<b>R.2-3:</b> Increased number of fixed links and increased amount of traffic handled by the fixed service (Tbit/s)	Number of fixed links	n/a	n/a	n/a	To be obtained via BDT/ICT Survey
	Total capacity (in Tbps)	n/a	n/a	n/a	To be obtained via BDT/ICT Survey
<b>R.2-4:</b> Number of households with digital terrestrial television reception	Number of households with DTT (millions)	197.7		453	Digital TV World Databook report, June 2015; Digital TV Research Ltd Databook report
	% of households with DTT	10.8%	15.1%	22.7%	Digital TV World Databook report, June 2015; Digital TV Research Ltd/UNStats

<sup>5</sup> "n/a" specifies that indicator values are not yet available.

Outcome	Outcome Indicator <sup>5</sup>	2014	2015	2020 target	Source
<b>R.2-5:</b> Number of satellite transponders (equivalent 36 MHz) in operation and corresponding capacity (Tbit/s); Number of VSAT terminals; Number of households with satellite television reception	Number of satellite transponders (equivalent 36 MHz) in operation	n/a	n/a	n/a	To be obtained from Euroconsult
	Corresponding capacity (in Tbit/s)	n/a	n/a	n/a	To be obtained from Euroconsult
	Number of VSATs (millions)	3.865			Global VSAT Forum
	Number of DTH (millions)	357		439	Digital TV World Databook report, June 2015; Digital TV Research Ltd
<b>R.2-6:</b> Increased number of devices with radionavigation-satellite reception	Number of operational GNSS constellations/satellites	2/48	3/72	6/144	BR/MIFR
	Number of devices with GNSS embedded Rx (billions)	3.7	4.5	8	European GNSS Agency: GNSS Report 2015
<b>R.2-7:</b> Number of Earth exploration satellites in operation, corresponding quantity and resolution of transmitted images and data volume downloaded (Tbytes)	Number of ERS satellites	180	215	440	BR/MIFR
	Quantity of transmitted images (million)	n/a	n/a	n/a	To be obtained via UN OOSA; UN Special Working Group for ERS
	Size of downloaded images (Terabytes)	n/a	n/a	n/a	To be obtained via UN OOSA; UN Special Working Group for ERS

Output

Financial resources<sup>6</sup> (in k CHF)

	2017	2018	2019	2020
<b>R.2-1</b> Decisions of the Radiocommunication Assembly, ITU-R resolutions	1,384	1,358	1,970	1,350
<b>R.2-2</b> ITU-R recommendations, reports (including the CPM report) and handbooks	6,004	6,805	5,608	5,867
<b>R.2-3</b> Advice from the Radiocommunication Advisory Group	1,031	1,006	996	1,011
Cost allocation to Plenipotentiary Conference and Council activities (PP, Council/CWGs)	295	517	277	298
<b>Total for Objective R.2</b>	<b>8,714</b>	<b>9,686</b>	<b>8,852</b>	<b>8,525</b>

<sup>6</sup> Estimates, especially for 2018-2019. Allocation of resources for the subsequent years is subject to change upon Senior Management decisions.

5.3 R.3 Foster the acquisition and sharing of knowledge and know-how on radiocommunications

Outcome	Outcome Indicator	2014	2015	2020 target	Source
<b>R.3-1:</b> Increased knowledge and know-how on the Radio Regulations, Rules of Procedures, regional agreements, recommendations and best practices on spectrum use	Number of ITU-R free online publication downloads (millions)	1.8	2.5	4.0	ITU Events Registration Database
	Number of capacity-building events organized/supported by BR (presence & virtual)	29	32	36	
	Number of participants on capacity building events organized/supported by ITU/BR (intra WRC period)	1,261	1,518	2,000	
<b>R.3-2:</b> Increased participation in ITU-R activities (including through remote participation), in particular by developing countries	Number of technical assistances/events with BR participation	78	93	100	ITU Events Registration Database
	Number of countries receiving BR technical assistance/events	57	78	80	ITU Events Registration Database
	Number of participants/events in ITU-R conferences, assemblies and Study Group-related meetings (presence & virtual)	6,385/47	9,031/45		ITU Events Registration Database
	Number of countries participating in ITU-R seminars and workshops, SG and WP meetings and events (presence & virtual)	103	158	193	ITU Events Registration Database

Output	Financial resources <sup>7</sup> (in k CHF)			
	2017	2018	2019	2020
<b>R.3-1</b> ITU-R publications	9,014	8,489	7,983	8,771
<b>R.3-2</b> Assistance to members, in particular developing countries and LDCs	2,348	2,332	2,305	2,292
<b>R.3-3</b> Liaison/support to development activities	1,337	1,314	1,244	1,306
<b>R.3-4</b> Seminars, workshops and other events	3,355	3,424	3,199	3,283
Cost allocation to Plenipotentiary Conference and Council activities ( <b>PP</b> , <b>Council/CWGs</b> )	563	914	476	512
<b>Total for Objective R.3</b>	<b>16,617</b>	<b>16,473</b>	15,207	16,164

## 6 Implementation of the Operational Plan

The outputs defined in this Operational Plan will be coordinated by the responsible Departments of the Radiocommunication Bureau, implementing the activities of the internal work plans of the Bureau and each department. The administrative support services are delivered partly by the Radiocommunication Bureau and principally by the General Secretariat, subject to predefined and agreed annual Service Level Agreements (for the provision of internal services) between the two parties. The Support Services delivered by the General Secretariat are described in the General Secretariat Operational Plan. The delivery of the outputs and support services is planned, monitored and evaluated by ITU management based on the objectives of the ITU as outlined in the strategic plan. The annual report on the implementation of the strategic plan will emphasize on the progress made towards achieving these objectives and the overall goals. With regard to risk management, in addition to the risks analysis included in this Operational Plan for periodical review by senior management, each Bureau/Department will continue systematic identification, assessment and management of risks associated with the delivery of the respective outputs and support services, based on a multi-level risk management approach.

<sup>7</sup> Estimates, especially for 2018-2019. Allocation of resources for the subsequent years is subject to change upon Senior Management decisions.

## Annex 1: Allocation of resources to intersectoral objectives and ITU Strategic Goals

CHF 000

ITU Strategic Objectives for 2016		Total Cost	Cost of BR/Direct Cost	Cost Reallocated from GS	Cost allocated by TSB/BDT
R1	ITU-R Objective 1	35,945	19,580	16,344	22
R2	ITU-R Objective 2	8,714	5,688	3,021	5
R3	ITU-R Objective 3	16,617	10,800	5,807	10
<b>Total Cost</b>		<b>61,276</b>	<b>36,068</b>	<b>25,172</b>	<b>37</b>

Goal 1 Growth	Goal 2 Inclusiveness	Goal 3 Sustainability	Goal 4 Innovation & partnership
50%	30%	10%	10%
50%	30%	10%	10%
0%	100%	0%	0%

Goal 1 Growth	Goal 2 Inclusiveness	Goal 3 Sustainability	Goal 4 Innovation & partnership
17,972	10,783	3,594	3,594
4,357	2,614	871	871
0	16,617	0	0
<b>22,329</b>	<b>30,014</b>	<b>4,465</b>	<b>4,465</b>
<b>36.4%</b>	<b>49%</b>	<b>7.3%</b>	<b>7.3%</b>

ITU Strategic Objectives for 2017		Total Cost	Cost of BR/Direct Cost	Cost Reallocated from GS	Cost allocated by TSB/BDT
R1	ITU-R Objective 1	36,027	19,898	16,107	21
R2	ITU-R Objective 2	9,686	6,685	2,996	6
R3	ITU-R Objective 3	16,473	10,571	5,892	10
<b>Total Cost</b>		<b>62,186</b>	<b>37,154</b>	<b>24,995</b>	<b>37</b>

Goal 1 Growth	Goal 2 Inclusiveness	Goal 3 Sustainability	Goal 4 Innovation & partnership
50%	30%	10%	10%
50%	30%	10%	10%
0%	100%	0%	0%

Goal 1 Growth	Goal 2 Inclusiveness	Goal 3 Sustainability	Goal 4 Innovation & partnership
18,013	10,808	3,603	3,603
4,843	2,906	969	969
0	16,473	0	
<b>22,856</b>	<b>30,187</b>	<b>4,572</b>	
<b>36.8%</b>	<b>48.5%</b>	<b>7.4%</b>	