



Radiocommunication Bureau (BR)

Administrative Circular
CA/241

16 July 2018

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

Subject: Second session of the 2019 Conference Preparatory Meeting (Geneva, 18-28 February 2019) for the purpose of preparing the CPM Report to the World Radiocommunication Conference 2019 (WRC-19) and to address preparatory studies for the following Conference

1 Introduction

1.1 In accordance with its Resolution 809, the World Radiocommunication Conference 2015 (WRC-15) resolved to activate the Conference Preparatory Meeting (CPM).

1.2 The principles governing the CPM, its scope and working methods were approved by the Radiocommunication Assembly 2015 (RA-15) in Resolution ITU-R 2-7.

1.3 Administrative Circular CA/226 of 23 December 2015 contains the results of the first session of the 2019 Conference Preparatory Meeting (CPM19-1, Geneva, 30 November – 1 December 2015). Addendum 1 to CA/226 of 19 September 2016 provides other information, in particular on dates for completion of the work undertaken by the responsible groups of the Study Groups and on the structure and preparation of input texts for the draft CPM Report to WRC-19.

2 Date and place of the meeting

The second session of the 2019 Conference Preparatory Meeting (CPM19-2) will be held in the International Conference Centre of Geneva (CICG) and at the Headquarters of the Union from 18 to 28 February 2019. The opening plenary of CPM19-2 will commence at 0930 hours on Monday 18 February at the CICG.

3 Programme of the meeting

The draft agenda, containing the programme of the meeting, is provided in the Annex to this Circular. The CPM Report to WRC-19 will be prepared in accordance with the outline adopted by CPM19-1 (see Annex 10 to [CA/226](#)), with due reference to the WRC-19 agenda contained in Council Resolution 1380 (C16, amended C17).

4 Preparation of the draft consolidated CPM Report to WRC-19

4.1 In accordance with Resolution ITU-R 2-7 and with the decisions taken at CPM19-1, the draft consolidated CPM Report to WRC-19, based on inputs from the responsible groups of the Study Groups, will be prepared by the CPM Management Team at a meeting to be held from 6-7 September 2018.

4.2 The draft CPM Report to WRC-19 will represent the basis for the work of the second session of CPM-19. It will be made available on the CPM web page as document CPM19-2/1 following the CPM Management Team meeting in English, with the other languages of the Union being published as soon as possible and, at least, three months prior to CPM19-2.

5 Contributions

5.1 Participants are requested to submit contributions to the work of the second session of CPM-19 by electronic mail to:

cpm19-2@itu.int

A copy should also be sent to the CPM-19 Chairman, Vice-Chairmen and Chapter Rapporteurs. The pertinent addresses can be found in the Contacts on the CPM webpage at:

<http://www.itu.int/go/ITU-R/CPM>

5.2 Contributions will be processed according to the provisions laid down in Resolutions ITU-R 1-7 and ITU-R 2-7 (see also Section 6 below).

5.3 In accordance with Resolution ITU-R 1-7, the following deadlines apply:

5.3.1 Contributions should be received by the Bureau at least **2 (two) months prior to the beginning of CPM19-2, i.e. by 18 December 2018**. For those contributions arriving after this date, no commitment can be made regarding their availability at the opening of the meeting in all six languages of the Union.

5.3.2 The **final deadline for the reception of contributions by the Bureau is 14 calendar days (1600 hours UTC) prior to the meeting, i.e. on 4 February 2019 at 1600 hours UTC**. Contributions received by the Bureau later than the aforementioned deadline cannot be accepted. Contributions that are not available to participants at the opening of the meeting shall not be considered.

5.4 In addition, Resolution ITU-R 1-7 stipulates that contributions should be limited in length (if possible, less than ten pages) and be prepared using standard word-processing software, without using any auto-formatting facility; modifications to existing text should be indicated by means of revision marks (using "Track Changes").

5.5 The ITU-R [Template](#) and [Guidelines](#) for the preparation of contributions to CPM19-2 are available on the [CPM webpage](#).

6 Availability of documents during CPM19-2

Contributions will be posted “as received” in the original language within one working day on the event webpage.

The official versions of the contributions and other input documents will be posted on:

<http://www.itu.int/md/R15-CPM19.02-C/en>

In accordance with Resolution 167 (Rev. Busan, 2014), **CPM19-2 will be completely paperless.** Wireless LAN facilities will be available for use by delegates in the meeting rooms. Printers are available in the cyber cafés of the CICG and 2nd basement of the Tower building for delegates who wish to print documents. In addition, the Service Desk (servicedesk@itu.int) has prepared a limited number of laptops for those who do not have one. An ITU [TIES account](#) is required to access CPM19-2 documents.

7 Webcast

Audio webcast of the CPM19-2 Plenary and Working Group sessions in all the six official languages of the Union will be provided and accessible from the [CPM webpage](#). Participants do not need to register for the meeting to use the webcast facility, however, an ITU [TIES account](#) is required to access the webcast.

8 Participation/Visa requirements/Accommodation

Advance registration for ITU-R events is mandatory and carried out exclusively online through Designated Focal Points (DFPs). Each ITU-R Member 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 for an ITU-R event 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

On-site badging of participants will be possible in the ITU Montbrillant building on Sunday, 17 February from 1400 to 1800 hours. On Monday 18 February, participants’ badging will commence in the same place at 0730 hours. There will be no on-site badging of participants at the CICG.

The contact person within the Radiocommunication Bureau for general matters regarding CPM19-2 is Mr. Philippe Aubineau (Tel: +41 22 730 5992 or by e-mail: philippe.aubineau@itu.int).



François Rancy
Director

Annex: Draft agenda for the second session of the 2019 Conference Preparatory Meeting

Distribution:

- Administrations of Member States of the 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 the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

Annex

Draft agenda for the second session of the 2019 Conference Preparatory Meeting (CPM19-2)

Preparation of the CPM Report to the World Radiocommunication Conference 2019 (WRC-19)

(Geneva, from 18 to 28 February 2019)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Structure, scheduling and working methods of the second session of CPM-19
- 4** Establishment of Working Groups
- 5** Assignment of documents
- 6** Preparation of the CPM Report to WRC-19
- 7** Any other business

Khalid AL-AWADI
Chairman, CPM-19