



Radiocommunication Bureau (BR)

Administrative Circular
CA/247

3 May 2019

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

Subject: First session of the Conference Preparatory Meeting (CPM23-1, Sharm el-Sheikh (Egypt), 25-26 November 2019) for the World Radiocommunication Conference 2023 (WRC-23) for the purpose of organizing and coordinating conference preparatory studies for WRC-23 and the subsequent WRC

Introduction

The World Radiocommunication Conference (Geneva, 2015), by its Resolution 810, recommended to the Council a preliminary agenda for the 2023 World Radiocommunication Conference.

In accordance with Resolution ITU-R 2-7*, the preparatory studies are to be carried out by a Conference Preparatory Meeting (CPM) which normally holds two sessions during the interval between WRCs. It is envisaged to hold the first session of the CPM for WRC-23 and for the subsequent WRC immediately following WRC-19.

The first session of CPM-23 (CPM23-1) is for the purpose of organizing and coordinating preparatory studies for WRC-23 and for the subsequent WRC based on agenda items which will be proposed by WRC-19. The second session (CPM23-2) will prepare the Report of the CPM to WRC-23.

The Chairmen and Vice-Chairmen of the Radiocommunication Study Groups are invited, in particular, to participate in this first session of CPM-23, with a view to their assisting with the organization of the conference preparatory work within their Study Groups.

Date and place of the meeting

The meeting of the first session of CPM-23 will be held in Sharm el-Sheikh (Egypt) from 25-26 November 2019, in the Sharm El Sheikh International Congress Center (SHICC), immediately following the World Radiocommunication Conference 2019 (WRC-19) to be held in the same venue. Registration will commence at 8:00 hours and the meeting will commence at 9:30 hours on the opening day.

* It should be noted that Resolution ITU-R 2-7 is on the agenda of the Radiocommunication Assembly 2019 (RA-19) and could be subject to revision prior to this first session of CPM-23.

Programme of the meeting

The programme of the meeting is contained in a draft Agenda (see Annex).

Contributions

Contributions in response to the work of the first session of CPM-23 are invited, including suggestions for the organization of preparatory studies to be carried out. Participants are encouraged to submit contributions by e-mail to:

rcpm@itu.int

Contributions will be processed according to the provisions laid down in Resolutions ITU-R 1 and ITU-R 2, and posted on the [CPM23-1 website](#) at:

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

The meeting will be completely paperless, i.e. no paper copies of documents will be distributed. Wireless LAN facilities will be available for use by delegates in the meeting rooms.

Contributions will be made available on the web only at the opening of the meeting. The Secretariat requests that, in order for documents to be available at the opening of the meeting, all contributions be received **not later than 16:00 hours UTC on Friday 22 November 2019.**

Remote participation

In order to follow the proceedings of ITU-R Plenary meetings remotely, participants can make use of the ITU webcast service made available through the [CPM23-1 website](#). 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.


Registration and Visa requirements

Advance registration to CPM23-1 is mandatory and will be carried out exclusively online. For CPM23-1, the Radiocommunication Bureau will deploy a new event registration online platform. In this new registration platform, participants first have to complete an online registration form and submit it for validation/approval by their Designated Focal Point (DFP) for ITU R event registration. Further information on registration will be available in due time on the [CPM23-1 website](#).

Please note that visas to travel to Egypt cannot be obtained through the ITU Secretariat. The Host Country website, accessible from the CPM23-1 website, will contain information on visa requirements to travel to Egypt.

Practical information

The Host Country website, accessible from the [CPM23-1 website](#), will provide practical information on accommodation booking, traveling to Egypt, local transportation, etc. It will be updated regularly as more information becomes available.



Mario Maniewicz
Director

Annex: 1

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 meeting of the first session of the Conference Preparatory Meeting (CPM23-1) for WRC-23

Organization of conference preparatory studies

(Sharm el-Sheikh (Egypt), 25-26 November 2019)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Proposed structure of the CPM Report to WRC-23
- 4** Organization of preparatory studies according to WRC-23 agenda items
- 5** Organization of preparatory studies for the subsequent WRC
- 6** Preparation for the second session of CPM-23
- 7** Any other business

Chairman, CPM-23