



Radiocommunication Bureau

(Direct Fax N°. +41 22 730 57 85)

Administrative Circular
CACE/404

15 January 2007

**To Administrations of Member States of ITU and Radiocommunication
Sector Members participating in the work of the Radiocommunication
Study Groups and the Special Committee on
Regulatory/Procedural Matters**

Subject: Radiocommunication Assembly 2007 (RA-07)

1 As announced by the Secretary-General in Circular Letters No. 148 and DM-06/1041 of 28 November 2006, a Radiocommunication Assembly will be held from 15 to 19 October 2007, immediately preceding WRC-07. The purpose of this Administrative Circular is to provide further details of the Assembly to assist members with their preparation.

2 The duties and functions of the Radiocommunication Assembly are defined in Article 13 of the Constitution and Article 8 of the Convention, while the working methods of the Assembly are described in § 1 of Resolution ITU-R 1-4.

3 The conditions for invitation and admission to the Radiocommunication Assembly are specified in Article 25 of the Convention and are in accordance with Resolution 6 of the Plenipotentiary Conference (Kyoto, 1994).

4 In accordance with § 7.1 of Resolution ITU-R 1-4, the following documentation will be available as preparatory documents for the Assembly:

- draft texts, prepared by Study Groups, for approval;
- a report from the Chairman of each Study Group and the CPM, reviewing the activities of the Group since the preceding Radiocommunication Assembly, including, from each Study Group Chairman, a list of Questions for which no input documentation has been received for the period mentioned in § 1.7 (Resolution ITU-R 1-4). Should a Chairman believe that a certain Question should continue, an explanation must be given;
- a report by the Director which should include proposals for the future work programme;
- a list of Recommendations adopted since the previous Radiocommunication Assembly;
- contributions submitted from Member States and Sector Members addressed to the Radiocommunication Assembly.

5 The Radiocommunication Assembly shall conduct its work by setting up Special Committees in accordance with § 1.1 of Resolution ITU-R 1-4. A provisional committee structure is outlined in Annex 1, this structure being subject to review by the Heads of delegation prior to the opening of the Assembly.

6 Contributions to the Radiocommunication Assembly will be processed according to the provisions of Resolution ITU-R 1-4 and posted on:

<http://www.itu.int/ITU-R/conferences/ra/ra-07>

One copy of each contribution should be sent by electronic mail to the Radiocommunication Bureau at:

rsg-ra07@itu.int

The deadline for submission of contributions is 1600 hours UTC, 8 October 2007. However, to ensure translation, contributions should be received at least three months prior to the Assembly, i.e. by 15 July 2007. For those contributions arriving after this date, no commitment can be made by the Secretariat regarding their availability at the opening of the Assembly in all six languages of the Union.

It should be noted that, in accordance with Resolution ITU-R 1-4, contributions that are not available to participants at the opening of the Assembly shall not be considered.

7 A single dispatch of contributions on CD-ROM is planned for early September 2007. Delegates will be asked at the time of on-site registration whether they wish to receive paper copies of documents during the Assembly. Delegates are requested to reduce the amount of paper used as far as practicable. A CD-ROM containing all available documents will be provided to each participant on the opening day.

8 On-site registration of delegates for the Assembly will commence at 0800 hours in the CICC and the opening meeting will commence at 1000 hours on 15 October 2007, having been preceded by a meeting of Heads of delegation at 0900 hours. Details regarding on-line advanced registration are available in Annex 2.

9 Hotel accommodation

Reductions on hotel prices in Geneva have been obtained for delegates participating in ITU meetings. The list of the hotels concerned, together with the reservation form **to be sent directly to the hotel**, may be found at <http://www.itu.int/travel/index.html>.

10 Visa requirements

We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Switzerland. The visa must be requested and obtained from the office (embassy or consulate) representing Switzerland in your country or, if there is no such office in your country, from the one that is closest to the country of departure. If problems are encountered, the Union can, at the official request of the administration or company you represent, approach the competent Swiss authorities in order to facilitate delivery of the visa.

Visa requests should be made via an official covering letter from the administration or company you represent. This letter must specify your name and function, date of birth, passport number as well as the date of issuance and expiration. The letter must be accompanied by a photocopy of your passport and the registration confirmation receipt and must be sent by fax to the ITU-R Document and Meetings Unit, Office V.434, Attention: Mrs L. Kocher. The fax number is +41 22 730 6600. Please note that the Union needs at least one week to process all papers required for the delivery of a visa.

Valery Timofeev
Director, Radiocommunication Bureau

Annex 1: Proposal for the organization of the Radiocommunication Assembly

Annex 2: Participant registration information

Distribution:

- Administrations of Member States and Radiocommunication Sector Members
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups and Special Committee on Regulatory/Procedural Matters
- Chairman and Vice-Chairmen of the Conference Preparatory Meeting
- Members of the Radio Regulations Board
- Chairman and Vice-Chairmen of the Radiocommunication Advisory Group
- Secretary-General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

Annex 1

Proposal for the organization of the Radiocommunication Assembly

Committee 1 – Steering Committee

This Committee will be made up of the Chairman and Vice-Chairmen of the Assembly and the Chairmen and Vice-Chairmen of the Committees.

Terms of reference: to coordinate all matters connected with the smooth execution of work and to plan the order and number of meetings, avoiding overlap wherever possible in view of the limited number of members of some delegations.

Committee 2 – Budget control

Terms of reference: to determine the organization and facilities available to the delegates, to examine and approve the accounts for expenditure incurred throughout the duration of the Assembly and to report to the Plenary Meeting on the estimated total expenditure of the Assembly, as well as an estimate of the costs that would be entailed by the execution of the decisions taken by the Assembly.

Committee 3 – Editorial Committee

Terms of reference: to harmonize the texts of Resolutions and Decisions of the Assembly, without altering the sense, with a view to their submission to the Plenary Meeting.

Committee 4 – Structure and work programme of the Study Groups

Terms of reference: to examine the structure and the work programme of the Study Groups and to revise, as appropriate, the list of Questions to be studied. To propose, as a consequence, on the basis of received contributions, draft new Resolutions and/or revisions of Resolutions ITU-R 4, 5, 6, 7, 8, 9, 15, 38, 41, 48 and 49.

Committee 5 – Working methods of the Radiocommunication Assembly and Study Groups

Terms of reference: to adopt the appropriate working methods of the Radiocommunication Assembly and Study Groups in accordance with the ITU Constitution and Convention. To propose, as a consequence, on the basis of received contributions draft new Resolutions and/or revisions of Resolutions ITU-R 1, 2, 12, 19, 37, 43, 44, 45, 51 and 52.

NOTE – The working methods of the Radiocommunication Assembly are covered by the provisions of Resolution ITU-R 1-4, in particular those contained in § 1 and 7.1.

Annex 2

2007 Radiocommunication Assembly (RA-07)

INTERNATIONAL CONFERENCE CENTRE OF GENEVA (CICG)

15-19 OCTOBER 2007

REGISTRATION OF PARTICIPANTS

Registration for RA-07 will be carried out exclusively *on-line* at the RA-07 website [RA-07 - On-line delegate registration facilities](#). All focal point information should reach the ITU-R Secretariat on or before 15 April. Focal point information will then be published on the website on 15 May. The actual on-line registration system will be available as from 15 July.

To facilitate the registration process and to ensure the security of the system, it is necessary that a focal point that will be responsible for the submission of all delegate registration requests be designated by your administration/company/organization. **For those entities for which this focal point is not the same as that designated as the TIES Focal Point in the Global Directory** (see <http://www.itu.int/GlobalDirectory/index.htm>), the name should be provided using the form below.

Name of Member State: _____		
<i>or</i>		
Name of Sector Member: _____		
Designated Focal Point:		
_____ <i>First name</i>	_____ <i>Initial</i>	_____ <i>Last name</i>
_____ <i>Telephone</i>		
_____ <i>e-mail address</i>		

For submission of the above form, or for any additional information, please contact the Radiocommunication Bureau Secretariat by e-mail (linda.kocher@itu.int) or by fax (+41 22 730 6600).