



Radiocommunication Bureau

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Administrative Circular
CACE/543

22 June 2011

To Administrations of Member States of ITU, Radiocommunication Sector Members and Observers

Subject: Radiocommunication Assembly 2012 (RA-12)

1 As announced by the Secretary-General in Circular Letter No. 24, DM-11/1002 and DM-11/1003, a Radiocommunication Assembly will be held from 16 to 20 January 2012, immediately preceding the 2012 World Radiocommunication Conference (WRC-12). The purpose of this Administrative Circular is to provide further details pertaining to the Assembly to assist participants with their preparations.

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 1-5.

3 In accordance with § 7.1 of Resolution ITU-R 1-5, 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, the Special Committee (SC), the Coordination Committee for Vocabulary (CCV) and the Conference Preparatory Meeting (CPM), reviewing activities 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 § 1.6 (Resolution ITU-R 1-5). 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 approved since the previous Radiocommunication Assembly;
- contributions submitted from Member States and Sector Members addressed to the Radiocommunication Assembly.

4 The Radiocommunication Assembly shall conduct its work by setting up Special Committees in accordance with § 1.1 of Resolution ITU-R 1-5. 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.

5 Contributions to the Radiocommunication Assembly will be processed according to the provisions of Resolution ITU-R 1-5 and further detailed in the Guidelines for the Working Methods of the Radiocommunication Assembly referred to therein. In order to ensure, in accordance with Resolution 165 (Guadalajara, 2010), the timely translation and thorough consideration of documents submitted to RA-12, Member States and Sector Members should submit their proposals no later than 14 days before the commencement of the Assembly, i.e. 2 January 2012.

The ITU standard document format is MS Office Word 2010. Templates are available for downloading from the RA-12 website.

It should be noted that, in accordance with Resolution ITU-R 1-5, contributions that are not available to participants at the opening of the Assembly shall not be considered.

Contributions will be posted on:

<http://www.itu.int/ITU-R/conferences/ra/ra-12>

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

RA12contributions@itu.int

6 One paper copy of all documents produced before the opening of the Assembly will be available, upon request, to all Member States, Sector Members and Observers. On the opening day of the Assembly, Member States, Sector Members and Observers will be requested to indicate a designee for the receipt of the paper copy of the documents produced during the Assembly.

All documents will be available electronically on the RA-12 website. In addition, the Secretariat is preparing an ITU Sync Application to enable the expeditious download and synchronization of RA-12 documents from the ITU servers.

7 Participant Registration

Registration for the Radiocommunication Assembly will begin on 1 September 2011 and will be carried out exclusively on-line using the Event Delegate Registration System (EDRS). Each Member State/Sector Member/Observer is requested to appoint a Designated Focal Point (DFP) to be responsible for the handling of all participant registration requests. **Annex 2** sets out the procedure to be followed for the appointment of the DFP.

The RA-12 registration desk will be located in the CICG building and will be open on Monday, 16 January 2012 from 0730 hours to 1730 hours and on Tuesday, 17 January 2012 to Friday, 20 January 2012 from 0830 hours to 1700 hours. In order to facilitate the registration process, the RA-12 registration desk will also be open on Sunday, 15 January 2012 from 1200 hours to 1600 hours.

The opening meeting will commence at 1000 hours on Monday, 16 January 2012, having been preceded by a meeting of Heads of Delegation at 0900 hours.

8 Visa requirements

Participants are reminded that citizens of some countries are required to obtain a visa in order to enter and spend time in Switzerland. The visa must be requested at least four (4) weeks prior the opening of the Assembly and obtained from the office (embassy or consulate) representing Switzerland in the respective country of origin.

In cases where there is no such office in the country, the visa should be obtained from the office that is closest to the country of departure. If problems are encountered, the Union can, at the official request of the administration or entity being represented, approach the competent Swiss authorities in order to facilitate the delivery of the visa. As mentioned above, this procedure will require four weeks.

The process for requesting visa support for participants has been simplified. If ITU Headquarters assistance is required, the request for support in obtaining a visa may be made by the DFP at the time of completion of the registration request for the individual concerned.

On the bottom of the registration form, the DFP will find several questions which must be completed fully and accurately. The required information is as follows:

Date and place of birth

Passport number

Passport issuance and expiry dates

The visa support procedure will subsequently follow automatically.

The participants will be notified, via the Confirmation of Registration form sent to their e-mail address, that the visa support request has been received and is being processed.

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>.

The contact person for general matters regarding RA-12 is Mr Colin Langtry (Tel.:+41 22 730 6178 or e-mail: colin.langtry@itu.int).

François Rancy
Director, Radiocommunication Bureau

Annex 1: Proposal for the organization of the Radiocommunication Assembly

Annex 2: Designation of Focal Points

Distribution:

- Administrations of Member States
- Observer (Res. 99 (Rev. Guadalajara 2010))
- Radiocommunication Sector Members
- Observers admitted in an advisory capacity pursuant to Nos. 297bis and 298C
- 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 ITU, Deputy Secretary-General of 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 shall plan the order and number of meetings, avoiding overlapping 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 the facilities available to the delegates, and to examine and approve the accounts for expenditure incurred throughout the duration of the Assembly and to present a report to the Plenary Meeting showing, as accurately as possible, the estimated total expenditure of the Assembly, as well as an estimate of the costs that may be entailed by the execution of the decisions taken by such 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, 8, 11, 17, 22, 23, 25, 28, 40, 50, 53, 54, 55, 56 and 57.

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, 6, 7, 9, 12, 15, 19, 33, 34, 35, 36, 37, 38, 43, 45, 48 and 52.

NOTE – The working methods of the Radiocommunication Assembly are covered by the provisions of Resolution ITU-R 1-5, in particular those contained in § 1 and 7.1.

Annex 2

2012 Radiocommunication Assembly (RA-12)

INTERNATIONAL CONFERENCE CENTRE OF GENEVA (CICG)
16 – 20 JANUARY 2012

DESIGNATION OF FOCAL POINTS

To facilitate the registration process and to ensure the security of the system, it is necessary that a Designated Focal Point (DFP) be appointed by each Member State/Sector Member/Observer to be responsible for the submission of all participant registration requests. A Provisional List of DFPs is available <http://www.itu.int/ITU-R/go/ra-12-dfp>. **Those entities wishing to modify the current focal point information should provide the appropriate name using the form below.**

All focal point modification requests should reach the ITU-R Secretariat on or before 18 July 2011. Focal point information will then be updated on the RA-12 website on 15 August 2011. The actual on-line registration system will be available as from 1 September 2011.

<p>Name of Member State: _____</p> <p><i>or</i></p> <p>Name of Sector Member: _____</p>																		
<p style="text-align: center;">Designated Focal Point:</p> <table><tr><td>_____</td><td>_____</td><td>_____</td></tr><tr><td style="text-align: center;"><i>First name</i></td><td style="text-align: center;"><i>Initial</i></td><td style="text-align: center;"><i>Last name</i></td></tr><tr><td colspan="3">_____</td></tr><tr><td colspan="3" style="text-align: center;"><i>Telephone</i></td></tr><tr><td colspan="3">_____</td></tr><tr><td colspan="3" style="text-align: center;"><i>e-mail address</i></td></tr></table>	_____	_____	_____	<i>First name</i>	<i>Initial</i>	<i>Last name</i>	_____			<i>Telephone</i>			_____			<i>e-mail address</i>		
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<i>Telephone</i>																		

<i>e-mail address</i>																		

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