

INTERNATIONAL TELECOMMUNICATION UNION



Radiocommunication Bureau
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Administrative Circular CACE/601

4 February 2013

**To Administrations of Member States of the ITU, Radiocommunication Sector Members,
ITU-R Associates participating in the work of the Radiocommunication Study Group 1
and ITU-R Academia**

**Subject: Meeting of Radiocommunication Study Group 1 (Spectrum management),
Geneva, 12 June 2013**

1 Introduction

By means of this Administrative Circular, we wish to announce that a meeting of ITU-R Study Group 1 will take place in Geneva on 12 June 2013, following the meetings of Working Parties 1A, 1B and 1C (see Circular Letter [1/LCCE/93](#)).

The Study Group meeting will be held in the ITU Headquarters, Geneva. The opening session will take place at 0930 hours.

Group	Meeting date	Deadline for contributions	Opening session
Study Group 1	12 June 2013	Wednesday, 5 June 2013 at 1600 hours UTC	Wednesday, 12 June 2013 at 0930 hours (local time)

2 Programme of the meeting

The draft agenda for the meeting of Study Group 1 is contained in Annex 1. The Questions assigned to Study Group 1 may be found on:

<http://www.itu.int/publ/R-QUE-SG01/en>

2.1 Adoption of draft Recommendations at the Study Group meeting (§ 10.2.2 of Resolution ITU-R 1-6)

No Recommendations are proposed for adoption by the Study Group in accordance with § 10.2.2 of Resolution ITU-R 1-6.

2.2 Adoption of draft Recommendations by a Study Group by correspondence (§ 10.2.3 of Resolution ITU-R 1-6)

The procedure described in § 10.2.3 of Resolution ITU-R 1-6 concerns draft new or revised Recommendations that are not specifically included in the agenda of a Study Group meeting.

In accordance with this procedure, draft new and revised Recommendations prepared during the meetings of Working Parties 1A, 1B and 1C held prior to the Study Group meeting will be submitted to the Study Group. After due consideration, the Study Group may decide to seek adoption of these draft Recommendations by correspondence. In such cases, the Study Group shall use the procedure for simultaneous adoption and approval (PSAA) by correspondence of the draft Recommendation as described in § 10.3 of Resolution ITU-R 1-6 (see also § 2.3 below), if there is no objection by any Member State attending the meeting.

In accordance with § 2.25 of Resolution ITU-R 1-6, Annex 2 to this Circular contains a list of topics to be addressed at the meetings of the Working Parties held just prior to the Study Group meeting, and for which draft Recommendations may be developed.

2.3 Decision on approval procedure

At the meeting, the Study Group shall decide on the eventual procedure to be followed for seeking approval for each draft Recommendation in accordance with § 10.4.3 of Resolution ITU-R 1-6, unless the Study Group has decided to use the PSAA procedure as described in § 10.3 of Resolution ITU-R 1-6 (see § 2.2 above).

3 Contributions

Contributions in response to the work of Study Group 1 are processed according to the provisions laid down in Resolution ITU-R 1-6.

The membership is encouraged to submit contributions (including revisions, addenda and corrigenda to contributions) in order for them to be received 12 calendar days prior to the start of the meeting. The deadline for reception of contributions is seven calendar days (1600 hours UTC) prior to the start of the meeting. **The deadline for reception of contributions for this meeting is specified in the table above.** Contributions received later than this deadline cannot be accepted. Resolution ITU-R 1-6 provides that contributions which are not available to participants at the opening of the meeting shall not be considered.

Participants are requested to submit contributions by electronic mail to:

rsg1@itu.int

A copy should also be sent to the Chairman and Vice-Chairmen of Study Group 1. The pertinent addresses can be found on:

<http://www.itu.int/go/rsg1/ch>

4 Documents

Contributions will be posted “as received” within one working day on the webpage established for this purpose: <http://www.itu.int/md/R12-SG01.AR-C/en>.

The official versions will be posted on <http://www.itu.int/md/R12-SG01-C/en> within 3 working days.

In agreement with the Chairman of Study Group 1, **the Study Group meeting will be completely paperless**. Wireless LAN facilities will be available for use by delegates in the meeting rooms. Printers are available in the cyber café of the 2nd basement of the Tower building and on the ground floor and first floor of the Montbrillant building for delegates who wish to print documents. In addition, a limited number of laptops are available for those who do not have one. Please enquire at the Registration Desk for further information.

5 Interpretation

Given that the meeting is scheduled to be held with interpretation, please note that interpretation will actually be provided only where Member States so request. Requests for interpretation should be sent to rsg1@itu.int at least one month before the start of the meeting, i.e. by 12 May 2013 at the latest. This deadline is required in order for the secretariat to make the necessary arrangements for interpretation.

6 Remote participation

In order to facilitate remote participation in ITU-R meetings an audio webcast of the Study Group Plenary meetings in all available languages (i.e. all those that were requested – see Section 5) will be provided through the ITU Internet Broadcasting Service (IBS).

Remote participants wishing to actively participate (e.g. to introduce a contribution) will need to register in advance for the meeting (see section 7) and coordinate their active participation at least one month prior to the meeting with the responsible Counsellor.

Further information regarding remote participation can be found at:
www.itu.int/ITU-R/go/rsg-remote/.

7 Participation/Visa requirements

Delegate/participant registration for the meeting will be carried out online via the ITU-R website. Member States, Sector Members, Associates and Academia were each requested to designate a focal point to be responsible for the handling of all registration requests for his/her administration/organization. Individuals wishing to attend should contact the focal point designated for all Study Group activities for his/her entity directly. The list of designated focal points (DFPs) and detailed information regarding visa requirements is available at:

<http://www.itu.int/ITU-R/go/delegate-reg-info/en>

The Delegate Registration desk will open at 0830 hours on the day of the meeting at the entrance of the Montbrillant building. Please note that the confirmation of registration sent to each delegate/participant by e-mail must be presented, together with photo identification, in order to receive a badge.

Information regarding hotel accommodation for meetings held in Geneva is available at <http://www.itu.int/travel/index.html>.

François Rancy
Director, Radiocommunication Bureau

Annexes: 2

Distribution:

- Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of Radiocommunication Study Group 1
- ITU-R Associates participating in the work of Radiocommunication Study Group 1
- ITU-R Academia
- 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
- Secretary-General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

Annex 1

Draft agenda for the meeting of Radiocommunication Study Group 1

(Geneva, 12 June 2013)

- 1** Opening of the meeting
- 2** Approval of the agenda
- 3** Appointment of the Rapporteur
- 4** Summary Record of the June 2012 meeting ([Document 1/46](#))
- 5** Results of the RAG 2012 and 2013 meetings
- 6** Executive Reports from the Working Party Chairmen
 - 6.1** Working Party 1A
 - 6.2** Working Party 1B
 - 6.3** Working Party 1C
- 7** Consideration of new and revised Recommendations where notice of intention to seek adoption was not given (see Resolution ITU-R 1-6, § 10.2.3, § 10.3 and § 10.4)
 - Decision to seek adoption
 - Decision on approval procedure to be followed
 - 7.1** Working Party 1A
 - 7.2** Working Party 1B
 - 7.3** Working Party 1C
- 8** Consideration of new and revised Reports
- 9** Consideration of new and revised Questions
- 10** Suppression of Recommendations, Reports and Questions
- 11** Status of Recommendations, Reports, Handbooks, Questions, Opinions, Resolutions and Decisions
- 12** Editorial Group activities
- 13** Liaison with other Study Groups and international organizations
 - 13.1** ITU-R Sector
 - 13.2** ITU-T Sector
 - 13.3** ITU-D Sector
 - 13.4** International Special Committee on Radio Interference (CISPR)
 - 13.5** Other international organizations

- 14** Consideration of other contributions
- 15** Consideration of future work programme and schedule of meetings
- 16** Any other business
- 17** Closing

S. PASTUKH
Chairman, Radiocommunication Study Group 1

Annex 2

Topics to be addressed at meetings of Working Parties 1A, 1B and 1C held prior to the meeting of Study Group 1 and for which draft Recommendations may be developed

Working Party 1A

- 1** The impact of power line high data rate telecommunication systems on radiocommunication systems below 30 MHz and between 80 and 470 MHz (preliminary draft revision of Recommendation ITU-R SM.1879-1 – see Annex 1 to [Document 1A/39](#) of 19 June 2012).
- 2** General principles and methods for sharing between radiocommunication services or between radio stations (working document towards a preliminary draft revision of Recommendation ITU-R SM.1132-2 – see Annex 6 to [Document 1A/39](#) of 19 June 2012).

Working Party 1B

- 1** Design guidelines for developing automated spectrum management systems (preliminary draft revision of Recommendation ITU-R SM.1370-1 – see Annex 1 to [Document 1B/42](#) of 26 June 2012).
- 2** Radiocommunication Data Dictionary (RDD) (preliminary draft revision of Recommendation ITU-R SM.1413-2 - see Annex 18 to [Document 1B/42](#) of 27 June 2012).

Working Party 1C

Spectrum monitoring evolution (working document towards a preliminary draft new Recommendation ITU-R SM.[SPECTRUM_MONITORING_EVOLUTION] – see Annex 1 to [Document 1C/36](#)).
