



Radiocommunication Bureau (BR)

Administrative Circular
CACE/680

25 July 2014

To Administrations of Member States of the ITU, Radiocommunication Sector Members and ITU-R Associates participating in the work of the Radiocommunication Study Groups

**Subject: Meeting of the Special Committee on Regulatory/Procedural matters,
Geneva, 1-5 December 2014**

1 Introduction

The 2012 Radiocommunication Assembly reviewed the issues concerning the study of Regulatory/Procedural matters and approved Resolution ITU-R 38-4 by which it resolved to maintain the infrastructure of the Special Committee on Regulatory/Procedural matters, in short the Special Committee (SC).

In accordance with its Resolution 807, the World Radiocommunication Conference 2012 (WRC-12) resolved further to activate the 2015 Conference Preparatory Meeting for the preparation of WRC-15.

In accordance with *resolves* 2 of Resolution ITU-R 38-4, the first session of the 2015 Conference Preparatory Meeting (CPM15-1, Geneva, 20-21 February 2012) activated the Special Committee and assigned tasks of a Regulatory/Procedural nature to it (see Administrative Circular CA/201 of 19 March 2012 and its Addendum 1 of 15 January 2013).

The organization of the work of the Special Committee was noted with the establishment of a Working Party of the SC (SC-WP) and the indication that the SC itself would meet once at an appropriate time after the SC-WP meeting (see Annex 12 to Administrative Circular CA/201). The SC-WP held one meeting on 6 to 11 December 2013.

2 Date and place of the Special Committee meeting

The Special Committee meeting will be held in the ITU Headquarters, Geneva, from 1 to 5 December 2014. The opening session will take place at 0930 hours on the first day of the meeting.

Group	Meeting date	Deadline for contributions	Opening session
Special Committee	1-5 December 2014	Monday, 24 November 2014 at 1600 hours UTC	Monday, 1 December 2014 at 0930 hours

3 Programme of the meeting

The draft agenda for the meeting of the Special Committee is contained in the Annex, which, *inter alia*, contains a presentation of the Executive Report from the Chairman of the Working Party of the Special Committee and the preparation of reports as contributions to the work of the CPM in accordance with *resolves* 3 of Resolution ITU-R 38-4.

For information, the Chairman's Report from the SC-WP meeting is available on the ITU website in Document [SC-WP/34](#) (see at <http://www.itu.int/md/R12-SCWP-C-0034/en>).

4 Contributions

Contributions in response to the work of the Special Committee 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:

rsc@itu.int

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

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

5 Documents

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

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

As for all meetings of the ITU-R Study Groups, **the 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, the Service Desk (servicedesk@itu.int) has prepared a limited number of laptops for those who do not have one.

6 Remote participation

In order to facilitate remote participation in ITU-R meetings an audio webcast of the Special Committee Plenary meetings in all languages will be provided through the ITU Internet Broadcasting Service (IBS).

7 Participation/Visa requirements/Accommodation

Advance registration to 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 to 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



François Rancy
Director

Annex: 1

Distribution:

- Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of the Special Committee on Regulatory/Procedural Matters
- ITU-R Associates participating in the work of the Special Committee on Regulatory/Procedural Matters
- 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

Draft agenda for the meeting of the Special Committee on Regulatory/Procedural Matters

(Geneva, 1–5 December 2014)

- 1** Opening remarks
- 2** Approval of the Agenda
- 3** Executive Report from the Chairman of the SC Working Party
- 4** Regulatory/Procedural issues dealt with in the draft CPM Report to WRC-15
- 5** Consideration of documents from the Study Groups/Working Parties
- 6** Consideration of contributions
- 7** Organization of work and attribution of documents
- 8** Consideration of output documents and preparation of reports as contribution to the work of the CPM
- 9** Any other business

Mr. T SHAFIEE
Chairman, Special Committee
