



ITUWRC
DUBAI2023

20 November - 15 December 2023
Dubai, United Arab Emirates

Radiocommunication Bureau (BR)

Administrative Circular
CACE/1050

10 February 2023

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

Subject: **Radiocommunication Assembly 2023 (RA-23)**

As announced by the Secretary-General in Circular Letters CL-22/42, DM-22/1013, DM-22/1014 and DM-22/1015 dated 25 November 2022, the Radiocommunication Assembly 2023 will be held from 13 to 17 November 2023 at the Dubai World Trade Centre located in the city of Dubai, in the United Arab Emirates (UAE), immediately preceding the World Radiocommunication Conference 2023 (WRC-23). The purpose of this Administrative Circular is to provide further details pertaining to the Assembly to assist participants with their preparations. These details are provided in **Annex 1**.

The Radiocommunication Assembly will conduct its work by setting up committees in accordance with § A1.2.2.1 of Resolution ITU-R 1-8. A provisional committee structure is outlined in **Annex 2**, this structure being subject to review by the Heads of Delegation prior to the opening of the Assembly.

The opening meeting will commence at 1000 hours on Monday, 13 November 2023, having been preceded by a meeting of Heads of Delegation at 0900 hours.

Please address any queries on general matters regarding RA-23 to: ra23contact@itu.int.

Mario Maniewicz
Director

Annex 1: Details regarding organization of the work and participation in the Radiocommunication Assembly 2023

Annex 2: Proposal for the organization of the Radiocommunication Assembly 2023

Annex 1

Details regarding organization of the work and participation in the Radiocommunication Assembly 2023

1 Duties and functions of the Radiocommunication Assembly

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 § A1.2 of Resolution ITU-R 1-8

2 Preparatory documents

In accordance with § A2.2.1 of Resolution ITU-R 1-8, 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, CCV, RAG¹ and CPM, reviewing activities since the preceding Radiocommunication Assembly, including from each Study Group Chairman a list of:
 - topics identified to be carried forward to the next study period;
 - Questions and Resolutions for which no input documentation has been received for the period mentioned in § A1.2.1.1 of Annex 1 (of Resolution ITU-R 1-8). Should a Study Group believe that a certain Question or Resolution should be maintained, the Report from the Chairman must include an explanation;
- 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.

3 Contributions

Contributions to the Radiocommunication Assembly will be processed according to the provisions of [Resolution ITU-R 1-8](#) 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 (Rev. Dubai, 2018), the timely translation and thorough consideration of documents submitted to RA-23, Member States and Sector Members should **submit their contributions no later than twenty-one (21) calendar days before the commencement of the Assembly (deadline 23 October 2023)**.

¹ Pursuant to No.160I of the Convention, the RAG will prepare a Report for the Radiocommunication Assembly, which will be submitted through the Director of BR.

The ITU standard document format is included in the template for downloading at: <https://www.itu.int/oth/ROA0E0000EA>.

It should be noted that, in accordance with Resolution ITU-R 1-8, contributions that are not available to participants at the opening of the Assembly shall not be considered.

Contributions will be posted on:

<https://www.itu.int/ra-23/documents/>

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

ra23contributions@itu.int

4 Documents

In accordance with no. 10 of Annex 2 to Decision 5 (Rev. Bucharest, 2022) to reduce the cost of documentation of ITU conferences, **RA-23 will be completely paperless**, however, printers will be available for participants who wish to print documents on-site. All documents will be available electronically on the [RA-23 website](#). Wireless LAN facilities will be available for use by delegates in the meeting rooms. An ITU user account with [TIES access](#) is required to access RA-23 documents and other electronic resources.

5 Registration and Visa Applications

Registration to RA-23 will open no later than June 2023. Advance registration to RA-23 is mandatory and will be carried out exclusively online through Designated Focal Points (DFPs) for ITU-R event registration. Further information will be available in due time on the [RA-23 website](#).

Please note that visas to travel to the United Arab Emirates (UAE) cannot be obtained through the ITU Secretariat. Your confirmation of registration to the RA-23 will be required in your visa application, which you must submit directly to the United Arab Emirates authorities. The Host Country website, which will be accessible from the RA-23 website, will contain information on visa requirements to travel to the United Arab Emirates.

6 Practical Information

The Host Country website, accessible from the [RA-23 website](#), will provide practical information on accommodation booking, visa requirements, travelling to the United Arab Emirates, local transportation, etc. It will be updated regularly as more information becomes available.

Annex 2

Proposal for the organization of the Radiocommunication Assembly 2023

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 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, 22, 23, 25, 28, 37, 40, 47, 50, 54, 55, 56, 57, 58, 59, 60, 64, 65, 66, 67, 68, 69 and 70.

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, 36, 48, 52, 61, 62 and 71.

NOTE – The working methods of the Radiocommunication Assembly are covered by the provisions of Resolution ITU-R 1-8, in particular those contained in §§ A1.2, A2.2.1 and A2.2.2.
