

INTERNATIONAL TELECOMMUNICATION UNION



Radiocommunication Bureau
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Circular Letter
CCRR/46

29 October 2012

To Administrations of Member States of ITU

Subject: Draft modifications to the current Rules of Procedure

To the Director General

Dear Madam/Sir,

Please find enclosed draft modifications to the Rules of Procedure dealing with the working methods of the Radio Regulations Board (Part C). The Board noted at its 60th meeting the need to clarify certain aspects of the working methods, particularly dealing with delayed documents and approval of the minutes. These are provided in the Annex.

In accordance with No. **13.17** of the Radio Regulations, these draft Rules of Procedure are made available to administrations for comment before being submitted to the RRB pursuant to No. **13.14**. As indicated in No. **13.12A d)** of the Radio Regulations, any comments that you may wish to submit should reach the Bureau not later than **18 February 2013**, in order to be considered at the 62nd meeting of the RRB, scheduled for 18 – 22 March 2013. All e-mail comments should be sent to: brmail@itu.int.

Yours faithfully,

F. Rancy
Director, Radiocommunication Bureau

Annex: 1

Distribution:

- Administrations of Member States of the ITU
- Members of the Radio Regulations Board
- Director and Heads of Department of the Radiocommunication Bureau

ANNEX

PART C

Internal arrangements and working methods of the Radio Regulations Board

The following changes to the working methods of the Radio Regulations Board address matters concerning the Board's minutes and delayed documents.

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MOD

1.4 The agenda should include the following, as required:

~~a) approval of the minutes of the previous Board meeting (see § 1.10);~~

*Reason: The minutes of the previous Board meeting will be approved by email and not at the Board meeting in order to enable the BR to circulate the approved minutes to administrations by means of a circular letter and make them available on the RRB website at least one month before the start of the following meeting in accordance with No. **13.18** of the Radio Regulations. (see §1.10). Previously, the draft minutes of the prior meeting were approved by the Board at the following meeting. The remaining agenda items will be renumbered editorially.*

Effective date of application of the modified Rule: immediately after its approval.

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MOD

1.6 All other submissions from Administrations shall be received by the Executive Secretary at least three weeks before the meeting. Any submissions received from Administrations following the three-week deadline will ~~normally~~ not be considered at the same meeting and will be placed on the agenda of the following meeting. - However, if so agreed by Board Members, delayed submissions relevant to items on the approved agenda may be considered for information.

Reason: To provide greater clarity on the treatment of late submissions that do not concern comments on draft Rules of the Procedure.

Effective date of application of the modified Rule: immediately after its approval.

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MOD

1.9 The Board shall endeavour to reach its decisions unanimously. If it fails in that endeavour, a decision shall be valid only if at least two-thirds of the members of the Board vote in favour thereof. Each member of the Board shall have one vote; voting by proxy is not allowed (see CV146). The minutes should clearly indicate if a decision is taken by a voting majority (at least two-thirds of the members of the Board).

Reason: As most Board decisions are reached unanimously, to clarify that the minutes should clearly indicate if a decision is taken by a voting majority.

Effective date of application of the modified Rule: immediately after its approval.

MOD

1.10 The first draft of the minutes, ~~not yet approved~~, shall be prepared in the official languages of the Union requested by the Board Members. The Executive Secretary shall distribute the draft minutes electronically to the Board Members by electronic means as soon as possible after the meeting, but no later than six weeks prior to the next meeting. Not later than five weeks prior to the next meeting, Board Members shall provide any amendments to the draft minutes to all Board Members, the Executive Secretary, and the necessary staff of the Bureau. The draft minutes, as amended, are considered approved and ready for circulation. At least one month before the start of the following meeting, the BR shall, by means of a circular letter, send the approved minutes in all the official languages of the Union to administrations and make them available on the RRB website (RR No. 13.18). The draft minutes, taking into account the comments by the Board Members, will be made available on the RRB website as an input document to the next Board meeting. Final approval will take place at the Board meeting (see § 1.4 a)).

Reason: The process for approving the minutes is adjusted to enable the approved minutes to be circulated and posted at least one month prior to the start of the following meeting, as provided in RR 13.18.

Effective date of application of the modified Rule: immediately after its approval.

ADD

1.11 In order to clarify the status of the opinions expressed by individual Board members as reflected in the minutes and the Board's official decisions as reflected in the Summary of Decisions, the minutes will include a statement along the following lines: "The minutes of the meeting reflect the detailed and comprehensive consideration by the members of the Radio Regulations Board of the items that were under consideration on the agenda of the [insert meeting number] meeting of the Board. The official decisions of the [insert meeting number] meeting of the Radio Regulations Board may be found in the Summary of Decisions, Document RRB [insert document number]."

Reason: To clarify the status of statements in the minutes and decisions of the Board.

Effective date of application of the modified Rule: immediately after its approval.

MOD

1.12~~4~~ A summary of decisions shall be prepared by the Executive Secretary in a tabular form (subject, decision, reasons for the decision, including references to comments of administrations received and considered, as well as follow-up) and approved by the Board at its current meeting. The summary shall be made available on the RRB website within one week after a meeting of the Board (RR No. 13.18).

Reason: Editorial.

Effective date of application of the modified Rule: immediately after its approval.
