



Radiocommunication Bureau (BR)

Circular Letter
CCRR/51

21 May 2014

To Administrations of Member States of ITU

Subject: Draft Rules of Procedure to reflect the decisions of WRC-12 and existing rules that may require updates

At its 59th meeting (14–18 May 2012), the Radio Regulations Board (RRB) considered the impact of WRC-12 decisions on the current Rules of Procedure and agreed on the schedule for considering draft new and modified existing Rules of Procedure on the basis of the document presented by BR (see Document RRB12-1/4) and other inputs by Board members. The Board instructed the Bureau to proceed accordingly, on the understanding that the schedule may be eventually adjusted on the basis of additional studies (see Revision 10 to Document RRB12-1/4).

The Bureau therefore prepared a sixth set of draft new or modified Rules of Procedure as a consequence of the decisions of WRC-12.

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 **2 July 2014**, in order to be considered at the 66th meeting of the RRB, scheduled for 30 July – 5 August 2014. Comments should be sent either by telefax to +41 22 730 5785 or by email to brmail@itu.int.



François Rancy
Director

Annex: 1

Distribution:

- Administrations of Member States of ITU
- Members of the Radio Regulations Board

ANNEX

Rules concerning the Receivability of forms of notice generally applicable to all notified assignments submitted to the Radiocommunication Bureau in application of the Radio Regulatory Procedures

1 Submission of information in electronic format

1.1 Space services

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The Board noted the requirement for mandatory electronic filing and submission of comments/objections and requests for inclusion or exclusion specified in the *resolves* of Resolutions **55 (Rev.WRC-12)** and **908 (WRC-12)**. It ~~also~~ noted ~~also~~ that capture and validation software had been made available to administrations by the Bureau, including software to submit information required in Annex 2 of Resolution **552 (WRC-12)** and in the *instructs the Director of the Radiocommunication Bureau* of Resolution **908 (WRC-12)**. Accordingly, all information indicated in the *resolves* of Resolution **55 (Rev.WRC-12)** and in the Annex 2 of the Resolution **552 (WRC-12)** and in the Attachment to Resolution **553 (WRC-12)** under §8 and §9, shall be submitted to the Bureau in electronic format (except graphical data which can still be submitted in paper form) which is compatible with the BR electronic notice form capture software (SpaceCap) and comments/objections software (SpaceCom) or Capture API Online function of SpaceWISC (Space Web-based Interface for Secure Communication). In case of Advance publication of information on satellite networks or satellite systems that are subject to coordination procedure under Section II of Article 9, submission shall be made exclusively via the ITU web interface SpaceWISC available at <https://extranet.itu.int/itu-r/spacewisc>, instead of e-mail or surface mail.

1.2 Terrestrial services

Submission of frequency assignment/allotment notices for terrestrial services in the context of Articles 9, 11, 12 and Appendix 25 of the Radio Regulations and various regional agreements shall be made exclusively via the ITU web interface *WISFAT* (Web Interface for Submission of Frequency Assignments/allotments) available at <http://www.itu.int/ITU-R/go/wisfat/en>.

2 Receipt of notices

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It is incumbent on all administrations to meet deadlines established in the Radio Regulations and, accordingly, to take account of possible mail delays, holidays or periods during which ITU may be closed¹.

¹ The Radiocommunication Bureau shall inform administrations by circular letter at the beginning of each year, and as appropriate, about holidays or periods in which ITU may be closed in order to assist them in meeting their obligations.

Having regard to the various means available for transmission and delivery of notices and other related correspondence, the Board has decided that:

a) Mail received through the postal service² shall be recorded as received on the first working day on which it is delivered to the ITU/BR's offices in Geneva. Where the mail is subject to a regulatory time limit that occurs on a date on which the ITU is closed, the mail should be accepted if it has been recorded as received on the first working day following the period of closure.

b) E-mail, telefax documents, SpaceWISC or WISFAT submissions shall be recorded as received on the actual date of receipt, irrespective of whether or not that is a working day at the ITU/BR's offices in Geneva. (MOD RRB12/60)

c) In the case of e-mails (except those to which electronic forms created using SpaceCom are attached), an administration is required to send, within 7 days of the date of the e-mail, a confirmation by either telefax or mail, which shall be regarded as being received on the same date as the original e-mail.

d) All mail must be sent to the following address:

Radiocommunication Bureau
International Telecommunication Union
Place des Nations
CH-1211 Geneva 20
Switzerland

e) All telefaxes must be sent to:

+41 22 730 57 85 (several lines)

f) All e-mails must be sent to:

brmail@itu.int

g) Information received in the ITU/BR by e-mail shall be acknowledged immediately by e-mail by the ITU/BR.

Reasons: WRC-12 further adopted Resolution 908 (WRC-12), in "instructs the Director of the Radiocommunication Bureau to implement a secure paperless electronic approach for the electronic submission and publication of API for satellite networks or systems subject to coordination...". Following ITU-R Circular Letter CR/363, after 3 months successful testing of SpaceWISC system with administrations and satellite operators, it's proposed to implement the SpaceWISC system for submission of Advance publication of information on satellite networks or satellite systems that are subject to coordination procedure under Section II of Article 9 to the Bureau and include this new submission approach in the Rules of Procedure.

Effective date of application of the Rules: 01.10.2014.

² Includes courier, messenger or other services.

Rules concerning

ARTICLE 9 of the RR¹

ADD

9.2B

In accordance with Resolution 908 (WRC-12) *instructs the Director of the Radiocommunication Bureau* the notices for Advance publication of information on satellite networks or satellite systems that are subject to coordination procedure under Section II of Article 9 submitted via the ITU web interface SpaceWISC, shall be published in a Special Section within three months, on the SpaceWISC website: <https://extranet.itu.int/itu-r/spacewisc> This publication shall be also linked from the Table of Contents of the related BR IFIC (space services).

MOD

9.5B

- 1 See comments relating to the exclusion of the territory made under the Rules of Procedure concerning No. 9.50.
- 2 Any comments from the administrations under No. 9.5B submitted via the ITU web interface SpaceWISC, shall be considered as “a copy of these comments to the Bureau” specified in No. 9.5B of the Radio Regulations and will be made available on the SpaceWISC website: <https://extranet.itu.int/itu-r/spacewisc>.

Reasons: WRC-12 further adopted Resolution 908 (WRC-12), in “instructs the Director of the Radiocommunication Bureau to implement a secure paperless electronic approach for the electronic submission and publication of API for satellite networks or systems subject to coordination...”. Following ITU-R Circular Letter CR/363, after 3 months successful testing of SpaceWISC system with administrations and satellite operators, it’s proposed to implement the SpaceWISC system for submission of Advance publication of information on satellite networks or satellite systems that are subject to coordination procedure under Section II of Article 9 to the Bureau and include this new submission approach in the Rules of Procedure.

Effective date of application of the Rules: 01.10.2014.

¹ This Rule of Procedure refers to Article 9, 11, to Articles 4 and 5 of Appendices 30 and 30A, and to Articles 6 and 8 of Appendix 30B of the Radio Regulations.

ADD

9.47

1 The Board concluded that when the Bureau acts under No. **9.47** following a request for assistance from an administration under No. **9.46** and in the absence of an acknowledgement from the concerned administration within thirty days of the Bureau's telefax under No. **9.46**, the Bureau shall immediately send a reminder providing an additional fifteen day period for the acknowledgement.

2 In the absence of such an acknowledgement within fifteen days after the reminder, the provisions of Nos. **9.48** - **9.49** shall apply. Subsequently, the Bureau shall communicate to the concerned administration the application of Nos. **9.48** and **9.49** and provide a copy of that communication to the requesting administration.

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9.62

1 The Board concluded that when the Bureau acts under No. **9.62** following a request for assistance from an administration under No. **9.60** and in the absence of a response from the concerned administration within thirty days of the Bureau's telefax under No. **9.61**, the Bureau shall immediately send a reminder providing an additional fifteen day period for the response.

2 If the administration fails to inform the Bureau of its agreement or its disagreement together with information concerning its own assignments on which its disagreement is based within fifteen days after the reminder, the provisions of Nos. **9.48** and **9.49** shall apply. Subsequently, the Bureau shall communicate to the concerned administration the application of Nos. **9.48** and **9.49** and provide a copy of that communication to the administration requesting for assistance.

3 Consequently, ~~With~~ with respect to an ~~the~~ administration not responding, an ~~the~~ administration having applied the procedure shall be regarded as having successfully completed the procedure of this Article with respect to the assignments for which there was no response.

4 The Bureau shall apply No. **9.61** only if an administration with which coordination is sought fails to give its agreement or its disagreement together with information concerning its own assignments on which its disagreement is based. This information may be the reference to the previous publications including concerned assignments. In case of requests for assistance due to other difficulties in coordination, No. **13.1** shall apply.

***Reasons:** Taking into consideration the serious regulatory effects of the application of Nos. **9.48** and **9.49**, and in order to ensure that the concerned administration is fully aware of these consequences, the Bureau currently sends a reminder providing an additional 15 day period for a response after the end of the 30-day period specified in Nos. **9.47** and **9.62**. In accordance with the decision of the Radio Regulation Board at its 65th meeting (See Item 12 of Document RRB14-1/16) the draft Rule of Procedure is proposed to include this practice in the Rules of Procedure.*

Effective date of application of the Rules: Immediately after the approval of the Rule.