



## *Radiocommunication Bureau*

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Circular Letter  
CR/252

31 March 2006

### **To Administrations of Member States of the ITU**

**Subject:** Submission of notices to the Radiocommunication Bureau for the publication of information relating to space services

**References:** Rule of Procedure concerning the receivability of notices under Appendix 4 of the Radio Regulations as revised by WRC-03  
Circular Letter CR/236 of 19 April 2005

#### To the Director-General

Dear Sir, Madam,

1. The purpose of this Circular Letter is to provide additional information and guidance to administrations on the rule of procedure on receivability for the submission of notices to the Radiocommunication Bureau in application of the regulatory procedures relating to space services.
2. The attention of administrations is drawn to the revised rule of procedure on receivability, as approved by the Radio Regulations Board at its 36<sup>th</sup> Meeting (14-18 March 2005), published in Circular Letter CR/236 of 19 April 2005, and incorporated in the 2005 edition of the Rules of Procedure; particular attention is drawn to paragraphs 3.5 and 3.6 of the rule, which deal with the establishment of a formal date of receipt for notices submitted to the Bureau.
3. The Bureau has experienced a number of cases in which replies to its correspondence were not received within the 30-day period (counted from the date of the dispatch of the Bureau's correspondence) mentioned in paragraphs 3.5 and 3.6 of the above-mentioned rule.
4. In view of the above, and in order to be sure that the Bureau's correspondence to administrations has not gone astray, administrations are invited to acknowledge receipt of any request sent to them by the Bureau, in accordance with paragraphs 3.5 and 3.6 of the above-mentioned rule, within one week as from the date of dispatch of the Bureau's correspondence. Whether or not the Bureau receives an acknowledgement from concerned administrations, the Bureau will send them a telefax reminder not later than one week prior to expiry of the 30-day period if the requested information or clarification has not been received by the Bureau by then.

5. The absence of any acknowledgement by administrations or of any reminder by the Bureau does not exempt administrations from their obligation to provide the requested information or clarification within the 30-day period (counted from the date of dispatch of the original Bureau's correspondence). This new arrangement is expected to facilitate compliance with the above-mentioned rule and reduce the number of cases in which the date of receipt of the requested information or clarification becomes the new formal date of receipt in accordance with paragraph 3.9 of the rule because administrations reply late.

6. Administrations are reminded that e-mail replies received within the 30-day period are also valid if a confirmation by either telefax or mail is received within 7 days of the date of the e-mail (see Paragraph 2c) of the same rule).

7. The Bureau is available to assist administrations in these developments/procedures, which are intended to improve overall efficiency and accuracy in the processing of notices and reduce the overall processing time of notices by the Bureau. Queries of a general nature should be addressed to the ITU contact person, Mr. H. S. Köker, telephone: +41 22 730 55 40, fax: +41 22 730 57 85, e-mail: [hasan.koker@itu.int](mailto:hasan.koker@itu.int)

Yours faithfully,

Valery Timofeev  
Director, Radiocommunication Bureau

**Distribution:**

- Administrations of Member States of ITU
- Members of the Radio Regulations Board
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups and the Special Committee on Regulatory/Procedural Matters