|  |  |
| --- | --- |
| **Radiocommunication Advisory GroupGeneva, 8-10 June 2011** |  |
|  |  |
|  |  |
|  | **Revision 1 to****Document RAG11-1/TEMP/1-E** |
| **10 June 2011** |
| **English only** |

|  |
| --- |
| Chairman, RAG |
| Terms of reference of the Correspondence Group on BR Information Systems |

# 1 Scope of work

The Correspondence Group shall prepare a report intended to provide advice to the Director, BR, on the following aspects, taking into account the summary of conclusions of the 18th meeting of the RAG:

• review existing software and databases;

• review notice processing workflows;

• review the means to ensure the security and integrity of the software and databases;

• evaluate existing platforms;

• evaluate cost/benefit implications and give recommendations;

• prioritize recommendations;

• establish target dates and roadmap based on the recommendations.

# 2 Form of work

The Correspondence Group shall work by correspondence. Some physical meetings of the members of the Correspondence Group may be foreseen, if strictly necessary.

# 3 Working methods

Access for the members of the Correspondence Group to documentation from the Bureau is under the authorization of the Director. The Group may conduct interviews, surveys, use questionnaires or any other means appropriate to achieve the targets described above.

# 4 Composition

The Correspondence Group shall be composed of members from the membership; the Radiocommunication Bureau and the ITU Information Services Department.

The Chairman of the Correspondence Group is Mr. Peter Major (Hungary), assisted by Mr. Scott Kotler (USA).

BR will provide the secretariat support for the Correspondence Group.

# 5 Time-frame

The Correspondence Group shall start its work as of 1 July 2011. The CG shall complete its work and its chairperson shall submit the Group’s report to the RAG by the 2012 session of the RAG.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_