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| **Radiocommunication Advisory Group Geneva, 22-24 May 2013** |  |
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| Korea (Rep. of) |
| PROPOSALS TO UPDATE “GUIDELINES FOR THE WORKING METHODS OF THE RADIOCOMMUNICATION ASSEMBLY, THE RADIOCOMMUNICATION STUDY GROUPS AND RELATED GROUPS” AND IMPROVEMENT OF ACCESSIBILITY OF INFORMATION |

# 1 Introduction

The Radiocommunication Assembly was held in January 2012 and consequential actions are needed in the guidelines of working method for the benefit of delegates of the ITU-R meetings.

It is also noted that there are useful information related to the meetings here and there on the ITU-R webpages which are not easy for new delegates to find.

# 2 Update guidelines for the working methods

The working methods of the Radiocommunication Assembly (RA) and the Radiocommunication Study Groups are contained in Resolution ITU-R 1-6 which refers to the guidelines issued by the Director. The guidelines provides additional information on working procedures in detail.

According to the Resolution, the Director of the Radiocommunication Bureau is authorized to revise the Guidelines periodically in close cooperation with RAG when needed.

With this regards, current edition of “Guidelines for the Working Methods of the Radiocommunication Assembly, the Radiocommunication Study Groups and related Groups” (2008, [Administrative Circular CA/177](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=R00-CA-CIR-0177)) needs to be revised by BR in order to reflect the result of RA-12, e.g. Resolution ITU-R 45 (Application of an alternative approval procedure (AAP) for Recommendations) was suppressed at the RA-12, which is referred in the guidelines .

# 3 Improvement of web accessibility of useful information including the guidelines for working methods

Tracking the history on the guidelines (see Annex), the 2nd edition of guidelines (1995, [Administrative Circular CA/13](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=R00-CA-CIR-0013)) contained useful Annexes such as ‘Format of contribution’, ‘Format of ITU-R Recommendations’ and so on. These Annexes were deleted in the 3rd edition of the guidelines (2001, [Administrative Circular CA/106](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=R00-CA-CIR-0106)) and the latest edition was published without the Annexes as well. However, ‘Format of contribution’ and ‘Format of ITU-R Recommendations’ are still valuable information to new delegates in preparing contributions to ITU-R meetings, so it should be considered to share these information with delegates of the ITU-R meetings.

- It seems that the format of contributions is simplified into the template of contributions which cannot be easily found in ITU-R webpage. It would be useful if the template of contributions also provides an example of the format of contributions similar to the 2nd edition of the guidelines.

- The format of Recommendations is under discussion in the CG of the RAG. After the discussion is finalized, final conclusion on the format of Recommendations would be useful to share with future participants.

The guidelines themselves also provide very essential and useful information for the Radiocommunication Assembly (RA), the Radiocommunication Study Groups and related Groups. Currently, only the main web page (<http://www.itu.int/ITU-R/index.asp?category=study-groups&rlink=rsg&lang=en>) of ITU-R Study Groups provides quick links to access the most recent version of guidelines under the “working methods and liaison with other organizations” while each Study Group and its subordinate Groups’ main web pages do not. For the participants’ convenience of easy finding of it, in particular for a new participant of ITU-R meetings, it would be better to provide such a quick link on the main web pages of each Study Group and its subordinate groups as general information. Also, the quick link needs to show not only the most recent version but also previous version of guidelines as other ITU-R output documents. The Annex attached to this document is an example to be shown on the web page.

Under the section of “general information” on the main page of each Working Party, if the guidelines of working methods, the template of the contribution and format of recommendations are also provided, it would be very useful and convenient to new participants of that Working Party meeting.

# 4 Proposals

The Republic of Korea would offer the following proposals for the consideration in the meeting.

• RAG-13 invites the Director to review and update the guidelines currently contained in [Administrative Circular CA/177](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=R00-CA-CIR-0177) (2008).

• RAG-13 invites the Director to provide quick links on the guidelinesincluding revision history as shown in the Annex as well as the template of contribution and format of Recommendation under the section of general information on the main web page of each Working Party, Study Group in order to improve accessibility of useful information.

**Annex: 1**

ANNEX

**An example to be shown on a webpage on the Guidelines for Working Method**

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| **Date** | **Doc. Number** | **Source** | **Title** | **Remark** |
| 1992-03-16 | AC/360 | Director, BR | Working Guidelines for Radiocommunication Assembly and Study Group Meetings and Documentation | 1st edition |
| 1995-02-24 | [CA/13](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=R00-CA-CIR-0013) | Director, BR | Working Guidelines for Radiocommunication Assembly and Study Group Meetings and Documentation | 2nd edition |
| 2001-10-10 | [CA/106](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=R00-CA-CIR-0106) | Director, BR | Draft guidelines for the Working Methods of the Radiocommunication Assembly, the Radiocommunication Study Groups and related Groups | 3rd edition |
| 2002-05-01 | [CA/117](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=R00-CA-CIR-0117) | Director, BR | Revised Guidelines for the working methods of the Radiocommunication Assembly, Study Groups and related groups | 4th edition |
| 2004-06-30 | [CA/140](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=R00-CA-CIR-0140) | Director, BR | Revision of Guidelines for the working methods of the Radiocommunication Assembly, the Radiocommunication Study Groups and related groups | 5th edition |
| 2005-12-21 | [CA/155](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=R00-CA-CIR-0155) | Director, BR | Revision of Guidelines for the working methods of the Radiocommunication Assembly, the Radiocommunication Study Groups and related groups | 6th edition |
| 2008-11-26 | [CA/177](http://www.itu.int/md/meetingdoc.asp?lang=en&parent=R00-CA-CIR-0177) | Director, BR | Revision of Guidelines for the working methods of the Radiocommunication Assembly, the Radiocommunication Study Groups and related groups | 7th edition |

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