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| **Radiocommunication Advisory Group Geneva, 5-8 May 2015** |  |
| **INTERNATIONAL TELECOMMUNICATION UNION** |  |
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|  | **Document RAG15-1/12-E** |
| **21 April 2015** |
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| Japan | |
| Proposed review of Guidelines for the working methods of  the Radiocommunication Assembly, the Radiocommunication Study Groups and related groups | |

# 1 Introduction

Through the RAG’s correspondence work, discussion is ongoing about possible revision of Resolution ITU-R 1-6 on working methods for the Radiocommunication Assembly, Radiocommunication Study Groups and Radiocommunication Advisory.

In conjunction with the revision work for Resolution ITU-R 1-6, updating of “Guidelines on working methods” (http://www.itu.int/oth/R0A01000003) is needed[[1]](#footnote-1).

This document provides possible elements for updating of the above “Guidelines” published in 2013. Recognizing that detailed review of the “Guidelines” needs to be done after the new version of Resolution ITU-R 1-6 is developed, we propose, at this time, a few points for general updating of the current text of the “Guidelines” as follows:

– in section 3.5.2 (Temporary documents), addition of typical examples of temporary documents and refinement of the text;

– in section 3.5.7 (Summary records of Study Group meetings), clarification of the nature of “Summary records”;

– addition of new section 3.5.12 for use of the Sharepoint site on the ITU webpage during the meetings to reflect the recent working method at ITU-R meetings.

# 2 Proposal

The proposed text for the above updating is provided in Attachment 1 to this document.

With the understanding that new “Guidelines on working methods” would be published shortly after the RA-15 where the revised version of Resolution ITU-R 1 may be approved, this 22nd RAG meeting may offer advice to the BR Director to take into account these proposed elements in the next publication of the Guidelines by referring to the Attachment 1 to this document in its Summary of conclusions.

Attachment 1

Guidelines for the working methods of the Radiocommunication Assembly, the Radiocommunication Study Groups and related groups

2013

TABLE OF CONTENTS

*(If the proposed changes are accepted, the relevant part of the Table of contents may also be updated consequently.)*

# 1 Background

*No change is proposed for Section 1.*

# 2 Meetings

*No change is proposed for Section 2.*

# 3 Documentation

The guidelines below apply, *mutatis mutandis*, to the preparation and submission of documents to the Radiocommunication Assembly, to both sessions of the CPM, to Study Groups and the Special Committee, as well as to related subordinate Groups.

## 3.1 Submission of contributions to meetings

Section 8 of Resolution ITU-R 1 gives information concerning contributions to Study Group studies. In particular, it should be noted that contributions for meetings of Study Groups and their subordinate Groups should be sent to the BR by electronic mail, the relevant e-mail address appearing in the meeting announcement letter, (see § 8.2 of Resolution ITU-R 1).

## 3.2 Preparation of document contributions

Guidance on the preparation of contributions to meetings are detailed in § 8.2 of Resolution ITU‑R 1.

## 3.3 Deadlines for submission of contributions

The deadlines for submission of contributions are given in § 8.3 of Resolution ITU-R 1.

In the case of the second session of the CPM, the deadline for documents *not requiring translation* is 1600 hours UTC, 14 calendar days prior to the start of the meeting.

## 3.4 Electronic posting of documents

Contributions are posted “as received” on a webpage established for this purpose within one working day, and within three working days the official versions are posted on the website. Administrations should submit their contributions using the template provided by ITU‑R.

TIES registered participants are advised to make use of the "ITU Web Notification System" (go to <http://www.itu.int/online/mm/scripts/notify>) which will alert them immediately, by e‑mail, of any new document (including circular letters) posted on the ITU-R website.

## 3.5 Documentation series

### 3.5.1 Contribution documents

Each Group has its own series of contribution documents, which appear on the webpage of the Group concerned. This series continues throughout a study period, i.e. from one RA to the next, and contains all the contributions submitted to that Group and its Chairman's reports. In the case of the CPM, the document series restarts at each session. After the opening of a meeting, temporary documents are used as described in § 3.5.2 below. Liaison statements submitted after the deadline stipulated in § 3.3 above will be included in the contribution document series of the Group concerned, as can reports from Chairmen of Groups, or from someone designated by a Group (e.g. Rapporteur), although every effort should be made to submit such reports before the deadline. Documents sent to Study Groups from Working Parties and Task Groups will also be accepted after the deadline.

### 3.5.2 Temporary documents (TEMP)

Documents produced during a meeting are designated temporary and posted on the webpage of the Group concerned. As the name implies, they are working documents which provide a means to record thoughts and ideas developed during the course of a meeting and, moreover, to prepare texts for eventual adoption by the Group. At the end of the meeting, those temporary documents containing material for retention are then used for the preparation of output documents, typical examples being:

– draft new or revised Recommendations, Reports, Questions, or any other ITU‑R texts for subsequent consideration by the Study Group;

– draft editorial revisions of Recommendations, Reports, Questions, or any other ITU‑R texts for subsequent consideration by the Study Group;

– preliminary draft new or revised Recommendations, Reports, Questions, or any other ITU‑R texts for further consideration at the next meetings;

– material or working documents for the above preliminary texts for further consideration at the next meetings;

– other elements for the Chairman’s report;

– liaison statements for other Groups.

Once prepared and available on the ITU-R website, it is to these documents that any subsequent reference should be made rather than to the original temporary documents, (see also § 2.4.4.2 above). This is important to ensure that the most recent version of a text is carried forward for further study – a version which often contains modifications in relation to the original temporary document. In this context, see § 3.5.6 below concerning Annexes to Chairmen's reports.

### 3.5.3 Administrative documents (ADM)

This series of documents is used for agendas and for matters of a managerial nature relating to the organization of the work of a group or groups, e.g. terms of reference of sub-groups, meeting schedule, etc.

### 3.5.4 Information documents (INFO)

INFO documents provide general information concerned with a current meeting (or meetings). As indicated in § 2.4.4, they can provide information on organizational matters, e.g. documentation preparation, room reservation, but additionally, they may be used to convey social and domestic information to the delegates. It should be noted that INFO documents should not be used as a means to convey information of a technical, procedural or operational nature associated with the meeting (or meetings) concerned.

### 3.5.5 Executive report to the Study Group

Each Working Party and Task Group prepares an Executive report for consideration at the next meeting of the parent Study Group. It is a document in the Study Group's contribution document series. The Executive report should describe the status of work within the Group, highlighting progress and conclusions achieved since the previous Study Group meeting. The Executive report should be concise in nature (typically less than 5 pages), omitting details of documentation, arrangements and deliberations during meetings of the subordinate Group.

### 3.5.6 Chairman's report to the next meeting of the Group

The Chairman's report to the next meeting is a document in the Group's contribution document series. This report should be made available to BR for posting on the ITU-R website within one month after the close of a meeting. As well as a detailed account of the status of the Group's work, the Chairman's report contains Annexes comprising material for further consideration at its next meeting, e.g. PDNRs, and material for preserving a permanent record of the Group's activities. The annexing of unmodified document contributions should be avoided and the appropriate ITU-R website address should be used instead.

BR should post on the ITU-R website, within two weeks of the end of the meeting, the Annexes to the Chairman's report. The Annexes are posted separately to allow selective downloading.

The Chairman may wish to update the report with an Addendum prior to the next meeting of the Group which reports on further progress made in the intervening period. For other matters or significant developments since the last meeting, the Chairman should make a separate contribution.

### 3.5.7 Summary records of Study Group meetings

For every meeting of a Study Group, a summary record is prepared by the Chairman with the help of a rapporteur appointed from the delegates present at the meeting. The main purpose of the summary record is to record the decisions taken during the meeting but not to provide a verbatim record of each intervention. The summary record should be prepared within 30 days of the meeting and posted on the ITU-R website for comments. It is a document in the Study Group’s contribution document series. It may also include annexes/addenda resulting from the discussion (e.g. a statement of a Member State) or the development of temporary documents during the meeting, as appropriate.

Editorial amendments and confirmation of statements made by the membership during the meeting could ideally be submitted to the Chairman within 15 days. However, the summary record will remain open for formal comments from the membership until the subsequent meeting of the Study Group concerned, at which time the record and the comments may be noted.

### 3.5.8 Liaison statements

Liaison statements may be prepared to convey important information to, or request information from, other ITU Groups or non-ITU Groups. They should clearly indicate the source and recipient Group(s), the subject of the liaison and the action needed, if any. In the case of multi-destination liaison statements, it is helpful to indicate, when appropriate, i) any "principal" recipient Group, ii) those Groups from which action is required, iii) those Groups to which the document is sent for information only. It is also helpful if the statement includes a date by which the recipient Group(s) should respond and a contact point for informal discussions.

### 3.5.9 "Blue" Document series for approval of draft Recommendations by consultation

This series of documents is used for the approval of draft Recommendations by consultation. The designation for this series is "BL".

### 3.5.10 "Pink" document series

This series of documents is used for contributions to the RA from a Study Group and Study Group Chairmen. They typically contain draft Recommendations and draft Questions for approval, as well as draft versions of ITU-R Resolutions associated with the specific work of a Study Group. (N.B. Other ITU-R Resolutions of an administrative nature use the PLEN document series; see § 3.5.11).

### 3.5.11 "PLEN" document series

This series of documents is used during RAs for all documentation other than those appearing as "pink documents". In particular, it is used for contributions from the membership.

### 3.5.12 Documents on the Group Sharepoint sites

A document exchange area, called a Share Folder, has been set up on a Sharepoint website for each Group. These sites are used as a means to allow working documents to be shared amongst participants. Participants having an ITU TIES account are able to upload and/or download any electronic files used for discussions and the development of draft texts during the meetings, before submitting the draft texts to the BR Secretariat to be prepared as formal TEMP documents.

*No change is proposed for later sections 4 to 9.*

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1. In the current text of Resolution ITU-R 1-6, these “guidelines” are referred to in its *noting* part as follows:

   “that the Director of the Radiocommunication Bureau is authorized by this Resolution, in close cooperation with RAG when needed, to periodically issue updated versions of guidelines on working methods which complement and are additional to this Resolution.” [↑](#footnote-ref-1)