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| **Radiocommunication Assembly (RA-19)Sharm el-Sheikh, Egypt, 21-25 October 2019** |  |
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|  | **Document RA19/PLEN/6-E** |
| **26 September 2019** |
| **Original: English** |
| Chairman, Radiocommunication Advisory Group |
| Report of the Chairman of RAG for the period 2016 to 2019 |
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# 1 Introduction

Pursuant to No. 160I of the Convention, the Radiocommunication Advisory Group (RAG) shall prepare a report for the Radiocommunication Assembly on the matters assigned to it in accordance with No. 137A of the Convention. With reference to No. 84A of the Constitution and Nos. 160A‑160H of the Convention, the RAG has the following duties:

– review the priorities, programmes, operations, financial matters and strategies related to the work of the Sector;

– monitor progress in the implementation of the programme of work, including the four-year rolling operational plan;

– provide guidelines for the work of the Study Groups; and

– recommend measures for fostering cooperation and coordination with other organizations and with the other ITU Sectors.

The RAG provides advice on these matters to the Director of the Radiocommunication Bureau.

# 2 Summary review of RAG activities since RA-15

The RA-15 elected, for the period from 2016 to 2019, the Chairman of RAG, Mr D. Obam (Kenya), to be assisted by seven Vice-Chairmen: Mr Mustapha Abdelhafiz (Sudan), Ms Anabel Cisneros (Argentina), Dr Eng. P.V. Giudici (Vatican), Dr P. Major (Hungary), Mr A. Nalbandian (Armenia), Mr Augustine Kaonyegwachie Nwaulune (Nigeria) and Dr Kyu-Jin Wee (Rep. of Korea).

Following the resignation of Ms Cisneros, Mr Óscar Martín González (Argentina) was elected Vice‑Chairman of the RAG for the period 2017-2019.

RAG held four meetings during that period: its 23rd (10 to 13 May 2016), 24th (26 to 28 April 2017), 25th (26 to 29 April 2018), and 26th (15 to 17 April 2019).

## 2.1 Working methods

RAG continued to review the working methods of the Study Groups and to provide advice to the Director. RAG provided the following advice on matters related to the Study Group activities:

– On the working methods of Study Groups:

• RAG advised the Director to undertake and then continue efforts in improving the features and functioning of the SharePoint facility in order that the use of the SharePoint by Study Groups and Working Parties be done in a harmonized and easy fashion in their follow up actions, in particular when documents are revised and/or updated.

• RAG confirmed the need that all documents, whenever possible, be made available in Word format to enable membership to make use of the Word texts in their contributions and preparatory activities for subsequent meetings of the Sector.

• RAG confirmed the need for the agenda of all meetings of Study Groups and Working Parties, sub-groups and other groups be prepared in advance and posted on the website or SharePoint folders of these groups in advance (i.e. before the starting of the meeting). All documents included in the agenda should be hyperlinked to the agenda to facilitate easy and quick access for the delegates attending the corresponding meetings.

• RAG reiterated that all Study Groups, Working Parties, sub-groups and other groups need to fully observe the working methods as stipulated in Resolution ITU-R 1-7 and its subsequent/updated versions. In particular, they are to decide on issues in a consensus-based approach as outlined in Resolution ITU R 1-7 and its subsequent updates, maintaining the principle of universality and consensus as a well-established principle in the UN and the ITU.

• RAG advised the Director, to the extent practicable, to harmonize, in collaboration with the Directors of other Bureaux and the General Secretariat, the structure and features of their respective webpages in a user-friendly manner for easy search and quick access by the membership.

– On the scheduling of Working Party and Study Group meetings:

• RAG stressed the importance of avoiding the RAG meeting overlap with ITU-R Study Groups meetings or meetings of the various regional groups.

• RAG reiterated its position that ITU-R Study Groups and their associated Working Parties, Working Groups and sub-groups need to normally hold their meetings during the working hours announced at the beginning of the meeting. Holding meetings outside those hours needs to be agreed by consensus. Holding meetings during the weekend, either on Saturday or Sunday, or on very exceptional cases on both days, if any, needs to:

– be agreed by the plenary on a consensus basis; and

– should not be extended beyond 17:00 hours on any of these two days.

– On the new ITU Headquarters Building Project:

• RAG also advised that it would be important to take into account the need for sufficient rooms in the requirements for the new ITU building

• RAG also noted the need for this building to be designed to facilitate access by persons with disabilities.

– On the increased participation in the work of Study Groups:

• RAG noted that the increased participation in Study Group meetings and the consequent logistical challenges related to adequate-sized room availability. As such, RAG advised that an ITU-wide mechanism should be put in place to provide adequate availability of rooms for core statutory ITU activities.

– On the guidelines for the working methods of the Radiocommunication Assembly, the Radiocommunication Study Groups and related groups:

• RAG noted the revised guidelines for the working methods of the RA, ITU-R Study Groups and related groups prepared by the secretariat as a consequence of the decisions taken by the RA-15, and made some amendments to the proposed document and passed to the secretariat for posting on the SG webpages.

– On Inter-Sector Coordination:

• In the period between 2014 and 2017, prior to the WTDC-17, the RAG considered the interaction between ITU-R SG 1 and ITU-D SG 1 on the WTDC Resolution 9 (Rev. Dubai, 2014). RAG recognized that, despite the many exchanges between the two sectors, the comments made by ITU-R were not fully taken into consideration and properly reflected in the drafting of the final report for Resolution 9. RAG stressed the need to ensure that the main thrust of Resolution 9, which is still valid, is carried out without duplicating efforts in the two Sectors, while making certain that the work carried out by ITU-D is consistent with that of ITU-R. After the WTDC-17, RAG conveyed to TDAG its appreciation for the work carried out on Resolution 9 prior to and during WTDC-17, which resulted in a satisfactory outcome.

• RAG, considering the liaison statements on Inter-sector coordination from ITU‑T Study Group 5, ITU-R Study Group 6, TSAG and from BDT Director, noted that there are areas of overlap in the activities of the different sectors and that further efforts should be made to avoid such overlaps. RAG invited the Director to work with the Directors of the other sectors to identify areas of overlap and bring them to the attention of the Inter-Sector Coordination Team and the Inter-Sectoral Coordination Task Force, with a view to eliminating the overlaps. RAG also noted that membership may wish to take any additional action they deem appropriate in this regard.

– On the format of ITU-R Recommendations:

• RAG approved a new mandatory format for Recommendations as proposed by the RAG Correspondence Group and advised the Director to bring this information to the attention of the Study Groups and the membership.

– On the Council related matters:

• RAG followed closely the work of the Council’s Expert Group on Decision 482 which was established in 2018, and reported its views, through the BR Director, to the subsequent Council meetings. In 2017, RAG requested Council to provide guidance on how to address the issue of cost recovery of the non-GSO FSS filings without adverse impact on the ITU’s satellite network filing process. At both its 2018 and 2019 sessions, the Council approved modifications to Decision 482 related to cost recovery for satellite network filings for large non-GSO satellite networks.

• RAG considered an analysis, presented in Doc. RAG17/10, that drew attention to the fact that in recent decades, more and more attention has been focused on efforts to increase the efficiency of radio-spectrum and satellite-orbit use. Evidence showed that there was an ever-increasing numbers of participants at world radiocommunication conferences (WRCs), with some 2 000 having been registered at WRC-97 (held in 1997), and over 3 300 at WRC-15 (held in 2015). At the same time, the analysis showed that there is a significant increase in the types, complexity and volume of the tasks being accomplished by the staff of BR, which essentially constitutes the executive machinery of the international spectrum and satellite orbit management system. RAG, having concluded that Member States may bring these concerns to the Council, also stressed the need to adopt a proportional and balanced approach in the financing of the ITU Sectors and the General Secretariat that should take into account the recent increase in the workload of the Radiocommunication Bureau and the related expectations of the membership.

– On the implementation of the results of RA-15 and WRC-15:

• RAG considered the actions being undertaken by the Bureau to implement WRC-15 decisions, which included software development-related activities. In support of this effort, RAG established a Rapporteur Group to follow on the software developments related to the implementation of Resolutions **907 (Rev.WRC-15)** and **908 (Rev.WRC-15)**. The Terms of Reference of the CG were as follows:

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| TERMS OF REFERENCE OF THE RAPPORTEUR GROUP ON IMPLEMENTATION OF RESOLUTIONS 907 (REV.WRC-15) AND 908 (REV.WRC-15)The terms of reference of this Rapporteur Group are:– to facilitate the implementation of Resolutions **907 (Rev.WRC-15)** and **908 (Rev.WRC-15)** by providing a forum between administrations and the Bureau, – to discuss the various user requirements and the detailed time plan of the implementation of the software related to these two Resolutions,– to ensure that early feedback from administrations can be used in the development of, or integrated in, the tools that are called for by these two Resolutions, – to set up a community of “beta-testers” that would increase the number of people testing the software before full production.In accordance with § A1.3.2.7 of Resolution ITU-R 1-7, this Rapporteur Group will mainly work by correspondence. However, if necessary, the Rapporteur Group may hold virtual meetings to further its work. The Rapporteur Group will report its findings to RAG. The Chairman of the Rapporteur Group is Mr Alexandre Vallet (France). |

– On the Draft Rolling Operational Plans from 2017 through 2023:

• RAG endorsed the proposed draft ITU-R rolling Operational Plan for 2017-2020 with some amendments and requested the Director to take into consideration the following aspects for the preparation of the Strategic Plan and the corresponding ITU-R Operational Plans for the coming cycle:

– To distinguish between the objectives of the ITU-R sector and those of the Bureau;

– The operational plan of ITU-R should be separated from those of the membership; this needs to be taken into account by the Council when preparing a draft Strategic Plan for the Union for 2020-2024;

– In the output related to Regional Radiocommunication Conferences and regional agreements, a mention of the type “should there be any” should be included;

– The description of the outcomes should be harmonized, starting by, for example, “increased” or “reduced” number of…

• RAG endorsed the proposed draft ITU-R rolling Operational Plan for 2018-2021 with some amendments and requested the Director to take into consideration the following aspects for the preparation of the Strategic Plan and the corresponding ITU-R Operational Plans for the coming cycle:

– to distinguish between the objectives of the ITU-R Sector and those of the Bureau;

– to ensure that the statistical values (indicators) are collected from trustworthy sources.

• RAG noted the key elements of the draft rolling Operational Plan for the ITU-R for the period 2019-2022, in particular the additional outcome indicators that were included for some objectives to better measure the impact of the related key performance indicator. In that regard, RAG agreed on the addition of a new Outcome for Objective R.1 related to the reduction in the processing time of satellite notice forms, to which six key performance indicators are to be associated. RAG requested the Director to convey the proposed draft Plan to the Council for its consideration and approval.

• RAG noted the draft rolling Operational Plan of the ITU-R for the period 2020-2023 and commented on the outcomes and outcome indicators. The meeting called for review of section 5.1 and called on the Bureau to review what is being measured and how best the items contained in the report could be reflected in the future operational plans. RAG requested the Director to review the proposed draft operational plan for 2020, if possible, with new proposals.

## 2.2 RA-19 preparations

During the closing plenary session of the second session of the Conference Preparatory Meeting (CPM19-2) for WRC-19, it was requested to include in the Summary of discussions that it may be useful to revise Resolution ITU-R 2-7 in order to address the several points regarding the CPM, including the methods to satisfy agenda items and inclusion or otherwise of options, alternatives, views associated with these methods (see Section 4 of Doc. [CPM19-2/248](https://www.itu.int/md/R15-CPM19.02-C-0248/en)).

In addition, the Director of Radiocommunication Bureau (BR) was invited to kindly, if possible, indicate any improvement to Resolution ITU-R 2-7 to facilitate the task of the Radiocommunication Assembly 2019 (RA-19) when considering the possible revision of that Resolution.

Apart from several points included in Doc. [CPM19-2/248](https://www.itu.int/md/R15-CPM19.02-C-0248/en), clarifications were sought during CPM19-2 on the application of the last sentence of *resolves* 1 of Resolution ITU-R 2-7, and in the response provided by the ITU Legal Advisor, it was indicated that a revision of this text should be envisaged, as appropriate. The Group should also consider decisions of previous RAG meetings where applicable and appropriate.

In view of the above, the RAG at its 26th meeting from 15 to 17 April 2019 was invited to consider an appropriate course of action to initiate prior to RA-19 a review and the preparation of a possible draft revision of Resolution ITU-R 2-7. In response, the RAG decided to establish a Correspondence Group (CG) to review and possibly propose revisions to the resolution to be submitted to RA-19. RAG appointed Mr. Alexander Vassiliev as the Chairman of the Correspondence Group and approved the Terms of Reference of the Group, which is as follows:

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| Term of reference of the RAG Correspondence Group on the review and possible revision of Resolution ITU-R 2-7In accordance with §§ A1.4.1 to A1.4.4 of Resolution ITU-R 1-7 and with Resolution ITU‑R 52-1, review and prepare a draft revision of Resolution ITU‑R 2‑7 for consideration by the Chairman of the RAG and subsequent submission to the Radiocommunication Assembly 2019, taking into account the information provided in Section 6.8 of Add. 1 to Doc. RAG19/1, and any other additional proposals submitted to the Correspondence Group.In particular, the Correspondence Group should address the structure for description of the method(s) to satisfy the agenda item as well as the criteria related to options, views and alternatives, if any, and the need to refer to advantages and disadvantages, if yes, where this reference to be made. The Correspondence Group shall submit its final report by 20 September 2019 to the Chairman of the RAG.The Chairman of the Correspondence Group is Mr Alexandre V. Vassiliev (E-mail: alexandre.vassiliev@mail.ru). Other relevant information for the work of this Correspondence Group (e.g. email reflector) will be provided on the RAG webpage. |

Taking into account the discussion during the 26th RAG meeting on the possibility of having also a physical meeting, the RAG CG met on 3 September 2019 to develop the draft revision of Resolution ITU-R 2-7. More than 30 delegates, as well as the BR Director Mr Mario Maniewicz and some BR staff, attended this meeting.

The RAG CG at its meeting on 3rd September reconciled most differences proposed by the members of the group. Few paragraphs still have several options and they should be discussed and resolved at RA-19.

The meeting also decided to draw RA-19 attention to the following:

*– Taking into account § A1.2.2, RA-19 is invited to consider how to address issues from WRC Resolutions calling for ITU-R studies which have not been included in the next WRC agenda or in the subsequent WRC preliminary agenda, taking into account that those issues should not lead to the development of methods and regulatory texts.*

*– With respect to § A2.4.2, RA-19 is invited to consider the efficiency and appropriateness of advantages and disadvantages.*

The proposed revision of Resolution ITU-R 2-7 is provided in Appendix 1 to this Report, for further consideration by the Member States, when preparing contributions on Resolution ITU-R 2-7 – *Conference preparatory meeting*, to RA-19.

## 2.3 Implementation of Resolution ITU-R 52

In accordance with Resolution ITU-R 52 (*Authorization for the Radiocommunication Advisory Group (RAG) to act between Radiocommunication Assemblies (RAs)*), RAG is assigned responsibility for other matters, in addition to the provisions of CV Article 11A, as follows:

– maintain up-to-date, efficient and flexible working procedures in accordance with Resolutions and decisions approved by the Radiocommunication Assembly;

– consider and recommend modifications to the programme of work, in relation to the strategic and operational plans: RAG reviewed the programme of work and advised on the calendar and duration of meetings;

– keep under review the activities of the Radiocommunication Study Groups: this has been one of the main RAG tasks in the period. RAG noted that the work of the Study Groups on the preparation of World Radiocommunication Conferences has significantly increased over the past years, in addition to their regular work on standards making related activities;

– decide on the need to maintain, terminate or establish groups other than Study Groups, CCV, Conference Preparatory Meeting (CPM) or Special Committee on regulatory/procedural matters (SC), and appoint their Chairmen and Vice-Chairmen, in accordance with CV136A and CV136B (Marrakesh, 2002);

– consider other specific matters within the competence of the Radiocommunication Assembly, subject to prior consultation with, and to the unopposed agreement of, the Member States.

# 3 Conclusion

I would like to express my sincere appreciation to the Vice-Chairmen of the RAG, and to the convenors, chairman and assistants of the various ad hoc and correspondence groups, Mr Alexandre Vallet, Mr Alexandre Vassiliev and Mr Albert Nalbandian.

I would also like to convey my sincere gratitude to Mr Mario Maniewicz, who acted as Secretary of the RAG. I wish also to thank the Directors, Mr. Mario Maniewicz and Mr François Rancy, and the staff of the BR for their invaluable support.

Last, but not least, I would like to thank all the RAG Vice-Chairmen who supported the work of the Group during the study period; namely: Mr. Mustapha Abdelhafiz(Sudan), Dr. Eng. Pier Vincenzo Giudici(Vatican City), Sr. Oscar Martín González (Argentina), Dr. Peter Major (Hungary), Mr. Albert Nalbandian (Armenia), Mr. Augustine Kaonyegwachie Nwaulune (Nigeria), Dr. Kyu-Jin Wee (Republic of Korea).

**Appendix 1:** Draft revision of Resolution ITU-R 2-7 – *Conference Preparatory Meeting.*

***{Editor’s note for document processing: Do not accept the change marks shown below. They must be included in the Report.}***

APPENDIX 1

Draft revision of Resolution ITU-R 2-7

RESOLUTION ITU-R 2-8

Conference Preparatory Meeting

(1993-1995-1997-2000-2003-2007-2012-2015-2019)

The ITU Radiocommunication Assembly,

considering

*a)* that the duties and functions of the Radiocommunication Assembly, in preparing for World Radiocommunication Conferences (WRCs), are stated in Articles 13 of the ITU Constitution and 8 of the ITU Convention, and in the relevant parts of the General Rules of conferences, assemblies and meetings of the Union;

*b)* that WRCs invite ITU-R to carry out studies on topics included on the WRC agendas in accordance with the relevant WRC Resolutions;

*c)* that it is necessary to organize the ITU-R studies and provide the results of these studies to WRCs;

*d)* that special arrangements are necessary for such preparations,

resolves

1 that a Conference Preparatory Meeting (the CPM) shall prepare a Report (the CPM Report) on the ITU-R preparatory studies to the immediately forthcoming WRC[[1]](#footnote-1)1;

2 that the CPM shall be convened and organized on the basis of the following principles:

*a)* that the CPM shall be permanent;

*b)* that the CPM shall address topics on the agenda of the next WRC and make provisional preparations for the subsequent WRC1;

*c)* that invitations to participate shall be sent to all Member States of ITU and to all Radiocommunication Sector Members;

*d)* that documents shall be distributed to all Member States of ITU and to all Radiocommunication Sector Members ;

*e)* that the duties of the CPM include the presentation, discussion, rationalization, and updating of material from Radiocommunication Study Groups addressing WRC agenda items (see also No. 156 of the Convention) taking into account relevant contributions;

Option 1:

*f)* that the CPM Report shall include, to the extent possible, reconciled differences in approaches as contained in the source material, or, in the case where the approaches cannot be reconciled, include the differing views and their justification;

Option 2:

*f)* that the CPM Report shall include, to the extent possible, reconciled differences in approaches as contained in the source material;

*g)* that the CPM may also receive and consider new material submitted to its second session, including:

*i)* contributions concerning the regulatory, technical, operational and procedural matters, relating to next WRC agenda items;

*ii)* contributions on the review of existing WRC Resolutions and Recommendations in accordance with Resolution 95 (Rev. WRC-07) submitted by Member States and the Director of the Radiocommunication Bureau (BR);

*iii)* contributions concerning the preliminary agenda for the subsequent WRC submitted by Member States individually, jointly and/or collectively through their respective regional telecommunication organizations for information only. Short summaries (less than half a page) of these contributions should be included in the Chapter of the CPM Report dealing with the subsequent WRC preliminary agenda;

*Note: No agreement was reached on the need to keep or delete item iii).*

*Option 1:*

iv) contributions containing new sharing and/or compatibility studies submitted by Member States and the ITU-R sector members shall not be incorporated in the body of the CPM Report. Short summaries (less than half a page) of these contributions with the reference to the relevant input documents could be included in an Annex to the CPM Report for information only;

*Option 2:*

iv) not used;

2 that the working methods shall be as presented in Annex 1;

3 that guidelines for preparation of the draft CPM Report are presented in Annex 2.

Annex 1

Working methods for the Conference Preparatory Meeting

A1.1 Studies of regulatory, technical, operational and procedural matters shall be undertaken by the Study Groups, as appropriate.

A1.2 The CPM shall hold two sessions during the interval between WRCs.

A1.2.1 The first session will be for the purpose of coordinating the work programmes of the relevant ITU‑R Study Groups, and preparing a draft structure for the CPM Report, based on the agenda for the next and subsequent WRCs, and for taking into account any directives which may have come from the previous WRC. This first session shall be of short duration (in general, no more than two days) and should normally be held immediately after the end of the preceding WRC). The Study Group Chairmen and Vice-Chairmen should participate.

A1.2.2 The first session shall identify the topics for study in preparation for the next WRC and, to the extent necessary, for the subsequent WRC. These topics shall be derived exclusively from the next WRC agenda and the subsequent WRC preliminary agenda and should, as far as possible, be self-contained and independent. For each topic a single ITU‑R group (which could be a Study Group or Working Party, etc.) should be identified to take responsibility (as the responsible group) for the preparatory work, inviting input and/or participation from other concerned ITU‑R groups as necessary. As far as possible, existing groups should be used for this purpose, with new groups being established only where this is considered to be necessary.

A1.2.3 The second session shall prepare the CPM Report for the next WRC. The second session shall/will be of adequate duration to accomplish the necessary work (at least one week but not exceeding two weeks). It shall be scheduled to allow publication of the CPM Report in the six official languages of the Union at least five months before the next WRC.

The deadline for submission of contributions *where translation is required* is two months prior to the second session of the CPM.The deadline for submission of contributions *not requiring translation* is 1600 hours UTC, 14 calendar days prior to the start of the second session of the CPM.

A1.2.4 A preliminary draft of the Report of the BR Director to the next WRC on unresolved difficulties or inconsistencies encountered in the application of the Radio Regulations, which require consideration by the WRC, should be submitted to the second session for information purpose only.

A1.2.5 Meetings of the responsible ITU‑R groups should be scheduled to facilitate maximum participation by all interested members, avoiding as far as possible any overlap of meetings that might have an adverse impact on the effective participation of Member States. The final reports of the responsible groups shall be submitted directly to the CPM process, in time for consideration at the CPM Management Team meeting, or exceptionally via the relevant Study Group.

A1.2.6 Responsible groups [shall]/[are encouraged to] identify any new issues/topics for study to be considered under the standing agenda item in accordance with WRC Resolution **86** (currently agenda item 7) not later than their penultimate meeting prior to the second session of the CPM in order to provide the ITU Members sufficient time to establish their position and prepare contributions for the second session.

A1.2.7 In order to facilitate the understanding by all participants of the contents of the draft CPM Report, executive summaries (see § A1.2.3 above) shall be developed by the responsible group.

Option 1:

A1.2.8 Studies and output developed by the responsible or concerned groups shall strictly observe requirements of the WRC Resolutions concerning the relevant WRC agenda items and the Radio Regulations especially related to:

a) protection of existing and planned systems and applications of incumbent services if so required in accordance with the relevant WRC Resolution;

b) maintenance of the current status and protection requirements of a service as provided by the Radio Regulations, if not indicated otherwise in the WRC Resolution related to the WRC Agenda Item;

c) status and protection systems belonging to safety of life services.

Option 2:

A1.2.8 Studies and output developed by the responsible or concerned groups shall strictly observe requirements of the WRC Resolutions concerning the relevant WRC agenda items and the Radio Regulations especially related to:

a) protection of existing and planned systems and applications of incumbent services if so required in accordance with the relevant WRC Resolution;

b) maintenance of the current status and protection requirements of a service as provided by the Radio Regulations, if not indicated otherwise in the WRC Resolution related to the WRC agenda item.

Option 3:

A1.2.8 Studies and output developed by the responsible or concerned groups shall strictly observe requirements of the WRC Resolutions.

Option 4:

A1.2.8 Not used.

A1.2.9 Responsible groups shall carry out studies on WRC agenda items and prepare draft CPM texts for inclusion into the draft CPM Report in accordance with the schedule established by the CPM Steering Committee (see § A1.5).

A1.3 The work of the CPM is directed by a Chairman in consultation and coordination with the Vice‑Chairmen. The Chairman and Vice‑Chairmen of the CPM are appointed by the Radiocommunication Assembly and are eligible to serve for only one term in their respective offices. Procedures for appointment of a Chairman and Vice‑Chairmen of CPM are to follow those for Chairmen and Vice‑Chairmen as found in Resolution [ITU‑R 15][208 of the Plenipotentiary Conference].

Editorial note: The reference to Resolution ITU‑R 15 may be modified taking into account the RA-19 decision concerning this Resolution.

A1.4 The first session of the CPM appoints Chapter Rapporteurs to assist in guiding the development of the text that will form the basis of the CPM Report, and to help with the consolidation of texts from the responsible groups into a cohesive draft CPM Report. If a Chapter Rapporteur is not in a position to continue his/her duties, a new one should be appointed by the CPM Steering Committee (see A1.5 below), in consultation with the BR Director.

A1.5 The CPM Chairman, the Vice-Chairmen and the Chapter Rapporteurs constitute the CPM Steering Committee.

A1.6 The Chairman shall convene a meeting of the CPM Steering Committee together with the Chairmen of the responsible groups and the Study Group Chairmen. This meeting (called the CPM Management Team meeting) shall consolidate the output from the responsible groups into the draft CPM Report, which will be an input document to the second session of CPM.

A1.7 The consolidated draft CPM Report shall be translated into the six official languages of the Union and shall be distributed to Member States at least three months prior to the date scheduled for the second session of CPM.

A1.8 Every effort shall be made to ensure that the volume of the CPM Report is kept to a minimum. To this end, responsible groups are urged to maximize the use of references to approved ITU‑R Recommendations and Reports, as appropriate, in preparing draft CPM texts.

A1.9 The work of the CPM shall be carried out in accordance with Article 29 of the ITU Constitution in the official languages of the Union.

A1.10 In preparing for the CPM, maximum use should be made of electronic means for the distribution of contributions to participants.

A1.11 The other working arrangements shall be in accordance with the relevant provisions of Resolution ITU‑R 1.

Annex 2

Guidelines for preparation of the draft CPM Report

## A2.1 Executive summary for each WRC agenda item

A2.1.1 In accordance with § A1.2.7 of Annex 1 to this Resolution, an executive summary for each WRC agenda item has to be included in the final draft CPM text. If a Chapter Rapporteur has been appointed, that person may assist in the preparation of the executive summary.

A2.1.2 In particular, for each WRC agenda item, the executive summary should describe briefly the purpose of the agenda item, summarize the results of the studies carried out and, most importantly, provide a brief description of the method(s) identified that may satisfy the agenda item. The executive summary should be limited to no more than half a page of text.

## A2.2 Background sections

A2.2.1 The purpose of a background section is to provide general information in a concise manner, in order to describe the rationale of the agenda items (or issue(s)), and should be limited to no more than half a page of text.

## A2.3 Page limit and format for draft CPM texts

A2.3.1 The responsible groups should prepare draft CPM texts in the agreed format and structure as decided by the first session of the CPM.

A2.3.2 All necessary texts should not exceed a page limit of 10 pages per agenda item or issue.

A2.3.3 In order to achieve this objective, the following should be implemented:

a) the draft CPM texts should be clear and drafted in a consistent and unambiguous manner;

b) the number of proposed methods to satisfy each agenda item is to be kept to an absolute minimum necessary;

c) if acronyms are used, the meaning of the acronym is to be written out in full the first time it appears, and a list of all acronyms is to be provided at the beginning of the Chapters;

d) quoting texts that are already contained in other official ITU‑R documents should be avoided by using relevant references (see also § A2.5).

## A2.4 Methods to satisfy the WRC agenda items

A2.4.1 The number of proposed methods to satisfy each agenda item should be kept to an absolute minimum necessary, and the description of each method should be as precise and concise as possible.

Option 1:

A2.4.2 If necessary, views may be provided on these methods. The number of views shall be limited to the minimum possible.

A2.4.3 In order to reduce the number of methods, options for a method may be included in the Report.

Option 2:

Option 3:

A2.4.2 In some cases, when more than one method is presented, on an exceptional basis it may be possible to provide advantages and disadvantages for each method limited to two (2) advantages and two (2) disadvantages per method, to be agreed by consensus of Member States attending the meeting. However, providing advantages and disadvantages is to be discouraged as it can needlessly lengthen the text and Member States may present their views on their preferred method in their proposals to the WRC.

A2.4.3 In order to reduce the number of methods, alternative approaches for a method may be included in the Report. In order to maintain concise methods, it is necessary to minimize the number of alternatives for a method to a maximum of three (3).

A2.4.4 The methods, advantages/disadvantages, and options shall not be contradictory to provisions of the Radio Regulations, unless the relevant WRC Resolution on a given agenda item foresees possible modification of these provisions.

*Note: With respect to § A2.4.2, RA-19 is invited to consider the efficiency and appropriateness of advantages and disadvantages.*

A2.4.[x] While a method of “no-change” is always a possible method and normally should not be included amongst the methods, an explicit “no-change” method could be included on a case-by-case basis, provided it is proposed by a Member State together with (an) accompanying reason(s).

A2.4.[y] Examples of regulatory texts could also be developed for the methods and could be presented in the relevant sections of the draft CPM texts relating to regulatory and procedural considerations in accordance with the relevant WRC Resolution. All efforts should be made to keep the methods and regulatory text concise and clear. Terminology that could lead to misunderstanding, such as “option”, which could be construed as “optional”, should be avoided and “alternative” used instead.

Note: Taking into account § A1.2.2, RA-19 is invited to consider how to address issues from WRC Resolutions calling for ITU-R studies which have not been included in the next WRC agenda or in the subsequent WRC preliminary agenda, taking into account that those issues should not lead to the development of methods and regulatory texts.

## A2.5 References to ITU‑R Recommendations, Reports, etc.

A2.5.1 Quoting texts that are already contained in ITU‑R Recommendations should be avoided by using relevant references. A similar approach should be followed for ITU‑R Reports on a case-by-case basis, as appropriate.

A2.5.2 If ITU‑R documents are still undergoing the ITU‑R adoption/approval process or are still at the stage of draft documents when the draft CPM texts have to be finalized, they could still be referenced in the draft CPM texts, with the understanding that the references will be further reviewed at the second session of CPM. Working documents or preliminary draft documents should not be referenced in the draft CPM texts unless there is sufficient opportunity to complete them for consideration by the Radiocommunication Assembly prior to WRC.

A2.5.3 If possible, it is desirable to include the specific version number of the existing ITU‑R Recommendations and/or Reports referenced in the draft CPM texts.

## A2.6 References to the Radio Regulations, W(A)RC Resolutions or Recommendations in the draft CPM texts

A2.6.1 Apart from the relevant sections dealing with regulatory and procedural considerations, it might be necessary to refer to some Radio Regulations, Conference Resolutions and/or Recommendations. However, in order to reduce the number of pages, the text of those Radio Regulations or other regulatory references should not be repeated or quoted.

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1. 1 The immediately forthcoming conference, hereafter called in short the “next WRC”, is the WRC to be held immediately after the second session of the CPM. The subsequent WRC is the WRC to be held 3 or 4 years after the “next WRC”. [↑](#footnote-ref-1)