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| **Radiocommunication Assembly (RA-19)Sharm el-Sheikh, Egypt, 21-25 October 2019** |  |
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| **PLENARY MEETING**Source: Resolution ITU-R 2-7Subject: Revision of the Resolution | **Document RA19/PLEN/9-E** |
| **24 September 2019** |
| **Original: Russian** |
| Regional Commonwealth in the field of Communications Common Proposals |
| PROPOSALS FOR THE WORK OF THE ASSEMBLY |
| DRafT REVISION OF RESOLUTION ITU-r 2-7 |
| **Conference Preparatory Meeting** |

Introduction

In the course of the second session of the 2019 Conference Preparatory Meeting, as well as at the 26th meeting of the Radiocommunication Advisory Group, some difficulties with the implementation of Resolution ITU-R 2-7 were raised, requiring the Resolution to be revised.

Furthermore, the Plenipotentiary Conference (Dubai, 2018) adopted Resolution 208 (Dubai, 2018), on appointment and maximum term of office for chairmen and vice-chairmen of Sector advisory groups, study groups and other groups, laying down, *inter alia*, procedures for the appointment of chairmen and vice-chairmen of the CPM which need to be reflected in Resolution ITU-R 2-7.

Proposal

It is proposed that Resolution ITU-R 2-7, on the Conference Preparatory Meeting, be revised as shown in Annex 1 to this contribution.

**Annex**: 1

ANNEX

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 propose that ITU-R carry out studies on issues included in WRC agendas in accordance with relevant WRC Resolutions;

*c)* that it is necessary to organize ITU-R studies and submit the results of those studies to WRC;

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

resolves

1 that the Conference Preparatory Meeting (CPM) shall draw up a report (CPM Report) on the preparatory studies for the immediately forthcoming WRC[[1]](#footnote-1);

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

*a)* CPM shall be permanent;

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

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

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

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

*f)* 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, the differing views and their justification;

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

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

ii) contributions on the review of existing 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 Agenda for the subsequent WRC submitted by Member States individually, jointly and/or collectively through their respective regional telecommunication organizations for information only; short executive summaries of these contributions (no more than half a page) should be included in to the relevant Chapter of the CPM Report relating to the provisional agenda for the subsequent WRC;

iv) contributions containing new studies on shared use of spectrum and/or compatibility submitted by Member States and ITU-R Sector Members shall not be included in the text of the CPM Report; short executive summaries (no more than half a page) of these contributions with a reference to the relevant input documents may be included in an Annex to the CPM Report for information only;

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

4 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 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 agendas 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 straight after the end of the preceding WRC). The Study Group Chairmen and Vice-Chairmen should be invited to participate.

A1.2.2 The first session shall identify issues for study in preparation for the next WRC and, to the extent necessary, for the subsequent WRC. These issues shall be derived exclusively from the agenda of the next WRC and the provisional agenda of the subsequent WRC. Issues should, as far as possible, be self-contained and independent. For each issue a single ITU‑R group (which may be a Study Group or Working Party, etc.) should be identified and assigned responsibility (as 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 report for the next WRC. The second session shall 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 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 CPM.

A1.2.4 The draft report of the Director of BR for the next WRC on any difficulties or inconsistencies encountered in the application of the Radio Regulations that need to be considered by WRC should be submitted to the second session for information.

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 by the CPM Management Team meeting, or exceptionally via the relevant Study Group.

A1.2.6 The responsible groups shall identify any new questions or issues for study to be considered under the standing agenda item in accordance with WRC Resolution **86** no later than at its penultimate meeting before the second session of CPM, in order to allow ITU members sufficient time to determine their positions and prepare material 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.

A1.2.8 Studies and results prepared by responsible or concerned groups shall comply strictly with the requirements of WRC Resolutions relating to relevant WRC agenda items and the Radio Regulations, especially with regard to:

a) protection of existing and planned systems and applications of existing services where this is required by the relevant WRC resolution;

b) maintaining the existing status and protection requirements of a service, as set out in the Radio Regulations, unless otherwise agreed under a relevant WRC resolution on a WRC agenda item;

c) status and protection of systems belonging to services identified in the Radio Regulations for safety purposes.

A1.2.9 Responsible groups shall carry out studies on WRC agenda items and prepare draft CPM texts for inclusion in the draft CPM Report according to the timetable set by the CPM Steering Committee (see §A1.5).

A1.3 The work of CPM is directed by a Chairman in consultation with Vice‑Chairmen. The Chairman and Vice‑Chairmen of 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 208 (Dubai, 2018) of the Plenipotentiary Conference.

A1.4 The first session of 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 unable to continue performing this role, another Rapporteur is appointed by the CPM Steering Committee (see §A1.5 below) after consultations with the Director of BR.

A1.5 The CPM Chairman, the Vice-Chairmen and the Chapter Rapporteurs will be called 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 draft CPM Report shall be translated into the six official languages of the Union and shall be distributed to the 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 CPM shall be carried out in accordance with Article 29 of the Constitution in the official languages of the Union.

A1.10 In preparing for 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 texts. 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 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) 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;

c) quoting texts which 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 the absolute minimum necessary, and the description of each method should be as precise and concise as possible.

A2.4.2 In some cases, when, exceptionally, more than one method is presented, it may be possible to provide advantages and disadvantages for each method, limited to two (2) advantages and two (2) disadvantages for each method, agreed by consensus among the Member States participating in the meeting. However, the inclusion of advantages and disadvantages should not be encouraged, as it may lead to unnecessary lengthening of the text, and Member States may present their views on their preferred method in their proposals to WRC.

A2.4.3 In order to maintain the number of methods, alternative approaches for a method may be included in the Report. In order to keep a method concise, the number of alternative approaches for a method has to be kept to a maximum of three (3).

A2.4.4 Methods, advantages/disadvantages and options shall not conflict with the provisions of the Radio Regulations unless possible revision of the provisions in question is provided for under the WRC Resolution relating to the agenda item in question.

A2.4.5 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).

A2.4.6 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 Resolutions. Every effort should be made to ensure that methods and regulatory texts are concise and clear. Terminology should be avoided that could lead to misunderstanding: for instance, the term “alternative” should be used instead of “option”, as the latter may be misconstrued as implying “optional”.

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

A2.5.1 Quoting texts which 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 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 should not be repeated or quoted.

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1. The immediately forthcoming conference, hereinafter concisely referred to as “next WRC”, is the WRC to be held straight after the second session of CPM. The subsequent conference (“subsequent WRC”) is the WRC that will be held three or four years after the “next WRC”. [↑](#footnote-ref-1)