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| **Radiocommunication Assembly (RA-19)Geneva, 21-25 October 2019** |  |
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| **PLENARY MEETING** | **Document RA19/PLEN/12-E** |
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| United States of America |
| PROPOSED REVISION TO RESOLUTION ITU-R 1-7 |
| Working methods for the Radiocommunication Assembly, the Radiocommunication Study Groups, the Radiocommunication Advisory Group and other groups of the Radiocommunication Sector |

Introduction

Radiocommunication Assembly 2015 finalized a revision of Resolution 1-6 that represented an extensive effort over many months prior to RA-15. That work resulted in a refinement and improvement of the Resolution that has assisted ITU-R effectiveness in the subsequent period.

The United States of America has actively engaged in the work of the ITU-R Working Parties, Task Group, and Study Groups during this cycle. In the course of this work, a few items have emerged that may require further consideration by RA-19 to provide additional clarity and guidance on ITU‑R working methods.

At various stages during this cycle, the United States of America has noted the following occurrences that may benefit from small refinements of the text in Resolution 1:

• Recommendations on topics within the purview of a Working Party or Study Group have been held up due to the perception that an associated Question was required. This has led to a proliferation of Questions and the expenditure of considerable time on the development revising and approving of these Questions.

• Questions have been raised about the status of WRC-related studies held in Chairman’s Reports.

• WRC-related work has had to be expedited to meeting the Study Group’s scheduling.

In each of the above occurrences, Resolution 1-7 has been consulted. However, different interpretations of the text seem to be possible. Therefore, the United States of America has reviewed the text of Resolution ITU-R 1-7 to determine if some small edits to the text would provide additional clarity and facilitate the work of the ITU-R going forward.

Proposal

The United States offers the attached proposed modifications to Annex 1 of Resolution ITU-R 1-7 for the consideration of the Radiocommunication Assembly.

Attachment: Proposed revisions to Resolution ITU-R 1-7

ATTACHMENT

Proposed revisions to RESOLUTION ITU-R 1-7

Working methods for the Radiocommunication Assembly, the Radiocommunication Study Groups, the
Radiocommunication Advisory Group and other groups of the Radiocommunication Sector

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

The ITU Radiocommunication Assembly,

considering

*a)* that the duties and functions of the Radiocommunication Assembly are stated in Article 13 of the ITU Constitution and Article 8 of the ITU Convention;

*b)* that the duties, functions and organization of the Radiocommunication Study Groups and the Radiocommunication Advisory Group (RAG) are briefly described in Articles 11, 11A and 20 of the Convention;

*c)* Resolutions ITU‑R 2, 36 and 52, concerning the Conference Preparatory Meeting (CPM), the Coordination Committee for Vocabulary (CCV) and RAG, respectively;

*d)* that the General Rules of Conferences, Assemblies and Meetings of the Union have been adopted by the Plenipotentiary Conference,

noting

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,

resolves

that the working methods and documentation of the Radiocommunication Assembly, the Radiocommunication Study Groups, the RAG and other groups of the Radiocommunication Sector shall be in accordance with Annexes 1 and 2.

Annex 1

Working methods of ITU‑R

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## A1.1 Introduction

A1.1.1 As mentioned in Article 12 of the Constitution, the Radiocommunication Sector, bearing in mind the particular concerns of developing countries, fulfils the purposes of the Union, as stated in Article 1 of the Constitution, relating to radiocommunication:

– by ensuring the rational, equitable, efficient and economical use of the radio-frequency spectrum by all radiocommunication services, including those using the geostationary-satellite or other satellite orbits, subject to the provisions of Article 44 of the Constitution, and

– by carrying out studies without limit of frequency range and adopting recommendations on radiocommunication matters.

A1.1.2 The Radiocommunication Sector works through World and Regional Radiocommunication Conferences, the Radio Regulations Board, Radiocommunication Assemblies, Radiocommunication Study Groups, the Radiocommunication Advisory Group, other groups and the Radiocommunication Bureau, headed by the elected Director. This Resolution deals with the Radiocommunication Assembly, the Radiocommunication Study Groups, the Radiocommunication Advisory Group and other groups of the Radiocommunication Sector.

# A1.2 The Radiocommunication Assembly

### A1.2.1 Functions

A1.2.1.1 The Radiocommunication Assembly shall:

– consider the reports of the Director of the Radiocommunication Bureau (hereinafter, the Director) and of the Chairmen of the Study Groups, the Chairman of the Conference Preparatory Meeting (CPM), the Chairman of the Radiocommunication Advisory Group (RAG) pursuant to No. 160I of the Convention and the Chairman of the Coordination Committee for Vocabulary (CCV);

– approve, taking into account the priority, urgency and time-scale for the completion of the studies and the financial implications, the programme of work[[1]](#footnote-1) (see Resolution ITU‑R 5) arising from the review of:

– existing and new Questions;

– existing and new ITU‑R Resolutions, and

– topics to be carried forward to the next study period, as identified in the Study Group Chairmen Reports to the Radiocommunication Assembly;

– delete any Question that a Study Group Chairman, at two consecutive Assemblies, reports as having received no study contributions, unless a Member State, Sector Member or Associate reports that it is undertaking studies on that Question and will contribute the results of those studies prior to the next Assembly, or unless a newer version of the Question is approved;

– decide, in the light of the approved programme of work, on the need to maintain, terminate or establish Study Groups (see Resolution ITU‑R 4), and allocate to each of them the Questions to be studied;

– give special attention to problems of particular interest to developing countries by grouping Questions of interest to the developing countries as far as possible, in order to facilitate their participation in the study of those Questions;

– review and approve revised or new ITU‑R Resolutions;

– consider and approve draft Recommendations proposed by the Study Groups and the membership, and any other documents within its scope, or make arrangements for the delegation of the consideration and approval of draft Recommendations and other documents to the Study Groups, as set out elsewhere in this Resolution or in other ITU‑R Resolutions, as appropriate;

– take note of the Recommendations approved since the last Radiocommunication Assembly, paying special attention to the Recommendations incorporated by reference within the Radio Regulations;

– communicate to the subsequent World Radiocommunication Conference (WRC) a list of the ITU‑R Recommendations containing text incorporated by reference in the Radio Regulations which have been revised and approved during the previous study period.

A1.2.1.2 Heads of Delegations shall:

– consider the proposals regarding the organization of the work and the establishment of relevant committees;

– draw up the proposals concerning the designation of Chairmen and Vice‑Chairmen of the committees, Study Groups, Conference Preparatory Meeting, the Radiocommunication Advisory Group, and the Coordination Committee for Vocabulary, taking into account Resolution ITU-R 15.

A1.2.1.3 In accordance with No. 137A of the Convention, and the provisions of Article 11A of the Convention, the Radiocommunication Assembly may assign specific matters within its competence, except those relating to the procedures contained in the Radio Regulations, to the Radiocommunication Advisory Group for advice on the action required on those matters.

A1.2.1.4 The Radiocommunication Assembly shall report to the next World Radiocommunication Conference on the progress in matters that may be included in agendas of future Radiocommunication Conferences as well as on the progress of ITU‑R studies in response to requests made by previous Radiocommunication Conferences.

A1.2.1.5 A Radiocommunication Assembly may express its opinion relating to the duration or agenda of a future Assembly or, when appropriate, to the application of the provisions of Section 4 of the General Rules of Conferences, Assemblies and Meetings of the Union relating to the cancellation of a Radiocommunication Assembly.

A1.2.1.6 The Director shall issue, in electronic form, information that will include preparatory documents for the Radiocommunication Assembly.

### A1.2.2 Structure

A1.2.2.1 The Radiocommunication Assembly, in undertaking the duties assigned to it in Article 13 of the Constitution, Article 8 of the Convention and the General Rules of Conferences, Assemblies and Meetings of the Union, shall conduct the work of each Assembly by setting up committees, as may be required, to address organization, work programme, budget control, and editorial matters.

A1.2.2.2 In addition to committees mentioned in § A1.2.2.1, the Radiocommunication Assembly shall also establish a Steering Committee, presided over by the Chairman of the Assembly, and composed of the Vice‑Chairmen of the Assembly and the Chairmen and Vice‑Chairmen of the Committees.

A1.2.2.3 All committees referred to in § A1.2.2.1 shall cease to exist with the closing of the Radiocommunication Assembly except, if required, the Editorial Committee. The Editorial Committee shall be responsible for aligning and perfecting the form of any texts prepared during the meeting and of any amendments made by the Radiocommunication Assembly to texts.

A1.2.2.4 The Radiocommunication Assembly may also establish, by Resolution, committees or groups that meet to address specific matters, if required. The terms of reference should be contained in the establishing Resolution.

# A1.3 Radiocommunication Study Groups

### A1.3.1 Functions

A1.3.1.1 Each Study Group shall perform an executive role in carrying out studies and adopting Recommendations and Questions, as well as approving Reports and Handbooks, on radiocommunication matters under its mandate, including the planning, scheduling, supervision, delegation and approval of the work and other related matters.

A1.3.1.2 The work of each Study Group, within the scope defined in Resolution ITU‑R 4, shall be organized by the Study Group itself on the basis of proposals by its Chairman in consultation with the Vice‑Chairmen. New or revised Questions or Resolutions approved by the Radiocommunication Assembly on topics referred to it by the Plenipotentiary Conference, any other conference, the Council or the Radio Regulations Board, pursuant to No. 129 of the Convention, shall be studied. In accordance with Nos. 149 and 149A of the Convention and Resolution ITU‑R 5, studies on topics within the scope of the Study Group may be undertaken without Questions and may be reflected in draft Recommendations and other texts. The topics of such studies, especially the scope of work, should be posted on the ITU website. Where a study initiated without a Question is expected to last more than four years, the Study Group is encouraged to develop an appropriate Question.

A1.3.1.3 Each Study Group shall maintain a plan for its work that considers a period of at least four years ahead, taking due account of the related schedule of World Radiocommunication Conferences, Regional Radiocommunication Conferences and Radiocommunication Assemblies. The plan may be reviewed at each meeting of the Study Group.

A1.3.1.4 The Study Groups may establish subgroups necessary to facilitate the completion of their work. With the exception of Working Parties, introduced in § A1.3.2.2, the terms of reference and milestones of subgroups established during a Study Group meeting shall be reviewed and adjusted at each Study Group meeting as appropriate.

A1.3.1.5 When Working Parties, Task Groups or Joint Task Groups (defined in § A1.3.2) are assigned preparatory studies on matters to be considered by World or Regional Radiocommunication Conferences (see Resolution ITU‑R 2), the work should be coordinated by the relevant Study Groups, Working Parties and Task Groups or Joint Task Groups.

A1.3.1.5*bis* The final texts of the Working Parties, Task Groups or Joint Task Groups in preparation for a Conference may be submitted directly to the Conference Preparatory Meeting process, normally at the meeting called to consolidate the final texts into the draft CPM Report, or exceptionally via the relevant Study Group. Technical documents that were developed as part of the above-mentioned preparatory work may also be held, as appropriate, at the Working Party, Task Group or Joint Task Group level for future reference.

A1.3.1.6 Electronic means of communication shall be used as far as possible to facilitate the work of Study Groups, Working Parties, Task Groups and other subordinate groups, both during and between their respective meetings.

A1.3.1.7 The Director will maintain a list of Member States, Sector Members, Associates and Academia participating in each Study Group, Working Party or Task Group and exceptionally, Joint Rapporteur Groups if so deemed necessary (see § A1.3.2.8).

A1.3.1.8 Matters of substance, within the scope of a Study Group, may only be considered within Study Groups, Working Parties, Joint Working Parties, Task Groups, Joint Task Groups, Rapporteur Groups, Joint Rapporteur Groups and Correspondence Groups (defined in § A1.3.2) as well as within Intersector Rapporteur Groups (see § A1.6.1.3).

A1.3.1.9 The Study Group Chairmen, in consultation with their Vice-Chairmen and with the Director, shall plan the schedule of Study Group, Working Party and Task Group meetings for the forthcoming period, taking account of the budget allocated to Study Group activities. The Chairmen shall consult with the Director to ensure that the provisions of §§ A1.3.1.11 and A1.3.1.12 below are appropriately considered especially as they apply to available resources.

A1.3.1.10 Study Groups shall consider at their meetings, the draft Recommendations, Reports, Questions, progress reports and other texts prepared by Working Parties and Task Groups, as well as contributions submitted by the membership and Rapporteurs and/or Rapporteur Groups established by the same Study Group. To facilitate participation, a draft agenda shall be published in the Administrative Circular announcing the meeting, at latest, three months in advance of each meeting, indicating, to the extent possible, specific days for consideration of different topics.

A1.3.1.11 For meetings held outside Geneva, the provisions of Resolution 5 (Kyoto, 1994) of the Plenipotentiary Conference shall apply. Invitations to hold meetings of the Study Groups or their Working Parties and Task Groups away from Geneva should be accompanied by a statement indicating the host’s agreement to defray the additional expenditure involved and the host’s acceptance of *resolves* 2 of Resolution 5 (Kyoto, 1994) which states “that invitations to hold development conferences and meetings of the Study Groups of the Sectors away from Geneva should not be accepted unless the host government provides at least adequate premises and the necessary furniture and equipment free of charge, except that in the case of developing countries equipment need not necessarily be provided free of charge by the host government, if the government so requests”.

A1.3.1.12 To ensure the efficient use of the resources of the Radiocommunication Sector and of the participants in its work and to reduce the amount of travel involved, the Director, in consultation with the Chairmen, shall establish and publish a programme of meetings in a timely manner, normally projecting at least one year in advance. This programme should take into account relevant factors, including:

– the expected participation when grouping the meetings of a certain Study Group, Working Parties or Task Groups;

– the desirability of contiguous meetings on related topics;

– the capacity of the ITU‑Resources;

– the requirements for documents to be used in meetings;

– the need for coordination with the other activities of ITU and other organizations;

– any directive issued by the Radiocommunication Assembly concerning the Study Group meetings.

A1.3.1.13 A Study Group meeting should, wherever appropriate, be held immediately after Working Party and Task Group meetings. The draft agenda of such a Study Group meeting should contain the following points:

– if some Working Parties and Task Groups have met earlier and have prepared draft Recommendations, for which the approval process in accordance with § A2.6 of Annex 2 is to be applied, a list of such draft Recommendations, each accompanied by a summary of the new or revised Recommendation;

– a description of the topics to be addressed by the Working Party and Task Group meetings just before the Study Group meeting for which draft Recommendations may be developed.

A1.3.1.13*bis* Study Groups will normally meet once or twice a year in conjunction with a normal block of associated working party/task group meetings. An exceptional Study Group meeting is normally required at the beginning of each World Radiocommunication Conference study cycle for formalizing the structure of work and associated Working Parties and Task Groups. The Bureau will take these requirements into account when developing the schedule for the Study Groups following each World Radiocommunication Conference in accordance with A1.3.1.3.

A1.3.1.14 The draft agenda for Working Party and Task Group meetings, which are immediately followed by a Study Group meeting, should indicate as specifically as possible the topics to be addressed, and should indicate where it is anticipated that draft Recommendations are to be considered.

A1.3.1.15 The Director shall issue, in electronic form, at regular intervals, information that will include:

– an invitation to participate in the work of the Study Groups for the next meeting;

– information on electronic access to relevant documentation;

– a schedule of meetings with updates, as appropriate;

– any other information that could be of assistance to the membership.

A1.3.1.16 Study Groups will grant high priority, for the continuation of their work, to the Questions meeting guidelines defined in *a)* and *b)* below, with an intent to manage as efficiently as possible the scarce resources of ITU, taking into account the need to give appropriate priority to topics addressed to them by relevant ITU bodies, such as Plenipotentiary Conferences, WRCs, Regional Radiocommunication Conferences and the Radio Regulations Board:

*a)* Questions which are within the mandate of ITU‑R:

 This guideline ensures that Questions and their associated studies are related to the conduct of radiocommunication matters, in line with Nos. 150-154 and 159 of the Convention, “a) use of the radio-frequency spectrum in terrestrial and space radiocommunication and of the geostationary-satellite and other satellite orbits; b) characteristics and performance of radio systems; c) operation of radio stations; and d) radiocommunication aspects of distress and safety matters”. However, new or revised Questions, when adopted, shall not include any reference to spectrum matters covering proposals on allocation unless requested under a Radiocommunication Assembly agenda item relating to the Question, or in a WRC Resolution seeking studies by ITU‑R;

*b)* Questions that relate to work being conducted by other international entities:

 If such work is being conducted elsewhere, the Study Group should liaise with such other entities, in accordance with § A1.6.1.4 of this Resolution and Resolution ITU‑R 9, to determine the most appropriate way to conduct the studies, with a view to taking advantage of external expertise.

**A1.3.2 Structure**

A1.3.2.1 The Chairman of a Study Group should establish a Steering Committee composed of all Vice-Chairmen, Working Party Chairmen and their Vice-Chairmen, as well as the Chairmen of subgroups to assist in the organization of the work.

A1.3.2.2 The Study Groups will normally set up Working Parties to study topics within their scope, and topics based on the Questions assigned to them, as well as topics in accordance with § A1.3.1.2 above. Working Parties are understood to exist over an undefined period to answer Questions and study the topics put before the Study Group. Each Working Party will study Questions and these topics, and will prepare draft Recommendations and other texts for consideration by the Study Group. To limit the resource impact on the Radiocommunication Bureau, Member States, Sector Members, Associates and Academia[[2]](#footnote-2), a Study Group shall establish by consensus[[3]](#footnote-3) and maintain only the minimum number of Working Parties.

A1.3.2.3 A Study Group may also establish a minimum number of Task Groups, as necessary, to which it may assign the studies of those urgent issues and the preparation of those urgent Recommendations that cannot reasonably be carried out by a Working Party; appropriate liaison between the work of a Task Group and the Working Parties may be required. Given the urgent nature of the issues that need to be assigned to a Task Group, deadlines will be established for the completion of the work of a Task Group, and the Task Group will be disbanded upon completion of the assigned work.

A1.3.2.4 Establishment of a Task Group shall be an action taken by a Study Group during its meeting and shall be the subject of a Decision. For each Task Group, the Study Group shall prepare a text listing:

– the specific matters to be studied within the Question or topic assigned and the subject of the documentation to be prepared;

– the reporting date;

– the name and address of the Chairman and any Vice‑Chairmen.

In addition, for the case of an urgent Question or topic arising between Study Group meetings, such that it cannot reasonably be considered at a scheduled Study Group meeting, the Chairman, in consultation with the Vice‑Chairmen and the Director, may take action to establish a Task Group, in a Decision indicating the urgent Question or topic to be studied. Such action shall be confirmed by the following Study Group meeting.

A1.3.2.5 When necessary, to bring together inputs that cover multiple Study Groups, or to study Questions or topics requiring the participation of experts from more than one Study Group, Joint Working Parties (JWP) or Joint Task Groups (JTG) may be established by the Study Groups as proposed by the relevant Study Group Chairmen, or by decision of the first session of CPM to carry out studies in preparation for the next WRC, as specified in Resolution ITU‑R 2. In either case, the work of the JWP or JTG should be specified as for a Task Group (see § A1.3.2.4). If ITU‑R documentation, as referred to in Annex 2, is developed by a JWP or JTG, it should be jointly approved by the relevant involved Study Groups and any revisions should similarly be jointly approved.

A1.3.2.6 In some cases, when urgent or specific issues arise that require analysis, it might be suitable for a Study Group, Working Party or Task Group to appoint a Rapporteur, with clearly defined terms of reference, who, being an expert, can carry out preliminary studies or conduct a survey among Member States, Sector Members, Associates and Academia participating in the work of the Study Groups, mainly by correspondence. The method used by the Rapporteur, be it via personal study or survey, is not guided by working methods but is the choice of the individual Rapporteur. Therefore, the results of that work are assumed to represent the views of the Rapporteur. It might also be useful to appoint a Rapporteur to prepare draft Recommendation(s) or other ITU‑R texts. In this case, the preparation of draft Recommendation(s) or other ITU‑R texts should be clearly mentioned in the terms of reference and the Rapporteur should submit the drafts as a contribution to the parent group in sufficient time before the meeting to allow for comments.

A1.3.2.7 A Rapporteur Group may also be established by a Study Group, Working Party or Task Group to handle urgent or specific issues that require analysis. A Rapporteur Group, differs from the Rapporteur in that, in addition to an appointed Rapporteur, the Rapporteur Group has a membership and the results of the Rapporteur Group shall represent the agreed consensus of the Group or reflect the diversity of views of the participants in the Group. A Rapporteur Group must have clearly defined terms of reference. As much work as possible should be performed by correspondence. However, if necessary, a Rapporteur Group may hold a meeting to further its work. The work of the Rapporteur Group shall be conducted with limited support provided by BR.

A1.3.2.8In addition to the above, in some special cases, the establishment of a Joint Rapporteur Group (JRG) consisting of Rapporteur(s) and other experts from more than one Study Group might be envisaged. A Joint Rapporteur Group should report to the Working Parties or Task Groups of the relevant Study Groups. The provisions in § A1.3.1.7 concerning Joint Rapporteur Groups will apply only to those Joint Rapporteur Groups which have been identified as requiring special support by the Director in consultation with the Chairmen of the relevant Study Groups.

A1.3.2.9 Correspondence Groups may also be established under the leadership of an appointed Correspondence Group Chairman. The Correspondence Group differs from the Rapporteur Group in that the Correspondence Group performs its work only via electronic correspondence and no meetings are required. A Correspondence Group must have clearly defined Terms of Reference and may be established and its Chairman appointed by a Working Party, a Task Group, a Study Group, CCV, or RAG.

A1.3.2.10 Participation in the work of the Rapporteur Groups, Joint Rapporteur Groups and Correspondence Groups of the Study Groups is open to representatives of Member States, Sector Members, Associates[[4]](#footnote-4) and Academia. Any views expressed and documentation submitted to these groups should indicate the Member State, Sector Member, Associate or Academia, as the case may be, making the submission.

A1.3.2.11 Each Study Group may nominate liaison Rapporteur(s) to the CCV to ensure that the technical vocabulary and the grammar in the approved texts are correct. In that case, the Rapporteur(s) would also ensure that the approved texts are aligned and have the same meaning in the six languages of ITU and are easily comprehensible to all users. The agreed texts are provided by BR to the designated Rapporteur(s) as and when they become available in the official languages.

# A1.4 The Radiocommunication Advisory Group

A1.4.1 As stipulated in § A1.2.1.3, specific matters within the competence of the Radiocommunication Assembly, except those relating to the procedures contained in the Radio Regulations, may be assigned to the Radiocommunication Advisory Group for advice on the action required on those matters.

A1.4.2 The Radiocommunication Advisory Group is authorized in accordance with Resolution ITU‑R 52 to act on behalf of the Assembly in the period between Assemblies.

A1.4.3 In accordance with No. 160G of the Convention, the Radiocommunication Advisory Group adopts its own working procedures compatible with those adopted by the Radiocommunication Assembly.

A1.4.4 Participation in the work of the Rapporteur Groups and Correspondence Groups of RAG is open to representatives of Member States and Sector Members, and to Chairmen of the Study Groups. Any views expressed and documentation submitted to these groups should indicate the Member State or Sector Member, as the case may be, making the submission.

# A1.5 Preparations for World and Regional Radiocommunication Conferences

A1.5.1 The procedures outlined in Resolution ITU‑R 2 apply to the preparation for WRCs. As appropriate, they may be adapted by a Radiocommunication Assembly to apply to the case of a Regional Radiocommunication Conference (RRC).

A1.5.2 Preparations for WRCs will be carried out by CPM (see Resolution ITU‑R 2).

A1.5.3 In preparation for a WRC or RRC, there may be a need to obtain additional information through a Questionnaire. Questionnaires issued by the Bureau should be limited to the required technical and operational characteristics to perform the necessary studies, unless such questionnaires stem from a decision of a WRC or RRC.

A1.5.4 The Director shall issue, in electronic form, information that will include CPM preparatory documents and final Reports.

# A1.6 Other considerations

### A1.6.1 Coordination among Study Groups, Sectors and with other international organizations

#### A1.6.1.1 Meetings of Study Group Chairmen and Vice-Chairmen

As soon as practical after each Radiocommunication Assembly, as well as when the need arises, the Director will call a meeting of the Chairmen and Vice‑Chairmen of Study Groups and may invite Chairmen and Vice-Chairmen of Working Parties and other subordinate groups. At the discretion of the Director, other experts may be invited on an *ex-officio* basis. The purpose of the meeting is to ensure the most effective conduct and coordination of the work of the Study Groups, in particular regarding studies in response to relevant ITU-R Resolutions, with the view to avoid duplication of work between several Study Groups. The Director shall serve as Chairman of this meeting. If appropriate, such meetings could be held by electronic means, such as telephone or video conferences or using the Internet.

#### A1.6.1.2 Liaison Rapporteurs

Coordination between Study Groups may be ensured by the appointment of Study Group Liaison Rapporteurs to participate in the work of the other Study Groups, the Coordination Committee for Vocabulary or relevant groups of the other two Sectors.

#### A1.6.1.3 Intersector Groups

In specific instances, complementary work on certain topics may be conducted by Study Groups in the Radiocommunication Sector, as well as in the Telecommunication Standardization Sector, and the Telecommunication Development Sector. In such circumstances, it may be agreed between the two Sectors or among the three Sectors to establish an Intersector Coordination Group (ICG) or an Intersector Rapporteur Group (IRG). For details on these groups, see Resolutions ITU‑R 6 and ITU‑R 7.

#### A1.6.1.4 Other international organizations

When cooperation and coordination with other international organizations is necessary, the interface shall be provided by the Director. Liaison on specific technical matters, following consultation with the Director, may be carried out by Working Parties or Task Groups, or by a representative appointed by a Study Group. For details on this process, see Resolution ITU‑R 9.

### A1.6.2 Director’s Guidelines

A1.6.2.1 As a complement to this Resolution, it is the duty of the Director to periodically issue updated versions of guidelines on the working methods and procedures within the Radiocommunication Bureau (BR) which may affect the work of Study Groups and their subordinate groups (see *noting*). The guidelines need also to include matters relating to the provision of meetings and correspondence groups, as well as aspects concerning documentation.

A1.6.2.2 The guidelines issued by the Director shall contain guidance on preparation of contributions, the deadlines for their submission and details of the various types of documents, including reports and documents prepared by Chairmen, and liaison statements. The guidelines should also address practical matters concerning the effective distribution of documents by electronic means. The guidelines contain the mandatory common format for new and revised ITU‑R Recommendations.

Annex 2

Documentation of ITU‑R

No proposed revisions to Annex 2

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1. RAG should consider and recommend modifications to the programme of work in accordance with Resolution ITU‑R 52. [↑](#footnote-ref-1)
2. The term Academia includes colleges, institutes, universities and their associated research establishments concerned with the development of telecommunications/ICT which are admitted to participate in the work of ITU‑R (see Resolution 169 (Rev. Busan, 2014) of the Plenipotentiary Conference). [↑](#footnote-ref-2)
3. Consistent with the United Nations practice, consensus is understood to mean the practice of adopting decisions by general agreement in the absence of any formal objection and without a vote. [↑](#footnote-ref-3)
4. For the rights of Associates, see Resolution ITU-R 43. [↑](#footnote-ref-4)