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| **Radiocommunication Assembly (RA-19) Sharm el-Sheikh, 21-25 October 2019** |  |
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| **PLENARY MEETING** | **Addendum 1 to Document RA19/PLEN/28-E** |
| **30 September 2019** |
| **Original: English** |
| European Common Proposal | |
| PROPOSAL FOR THE WORK OF THE ASSEMBLY | |
|  | |
| DRAFT REVISION OF RESOLUTION ITU-R 2-7 | |

Introduction

The analysis of the amount of issues considered at the last WRC under agenda item 7:

“to consider possible changes, and other options, in response to Resolution 86 (Rev. Marrakesh, 2002) of the Plenipotentiary Conference, an advance publication, coordination, notification and recording procedures for frequency assignments pertaining to satellite networks, in accordance with Resolution **86 (Rev.WRC-07)**, in order to facilitate rational, efficient and economical use of radio frequencies and any associated orbits, including the geostationary-satellite orbit”

has shown that their amount is permanently high. For example, WRC-12 considered more than 20 issues under agenda item 7; WRC-15 considered more than 14 issues, not taking into account the issues raised directly at the Conference. The situation with the amount of issues under WRC-19 agenda item 7 looks alike, and now 11 issues have already been identified.

Issues are normally added according to the proposals which are based on practical experience and reflect most important problems in the process of coordination, notification and recording of frequency assignments to satellite networks and require relevant modification of the RR provisions. Thorough consideration of each proposal and finding agreement between all parties are therefore required.

Indeed, a large amount of issues being considered under the standing agenda item 7 requires spending significant resources of administrations, both in terms of time and human resources. At the same time, if such issues had timely been studied and if there had been sufficient time for their study, such a large amount of issues would not cause difficulties for administrations.

In this regard, CEPT proposes to consider the possibility of establishing a time limit within ITU-R Working Parties for opening of new issues under agenda item 7, for example, by limiting this period to the second session of the CPM.

Obviously, administrations have the right to submit contributions to the Conference with new issues under agenda item 7 or any other agenda item, and the Conference will have to consider them and take an appropriate decision. However, it is often difficult for administrations to find solutions on such issues because of the lack of relevant studies and the lack of a position agreed at the national or regional levels. For such issues, the experience of the past Conferences shows that, due to time limitations and complexity of resolving such issues during the WRC, those issues are further discussed during the following study period.

Furthermore, in view of the discussion held at the CPM19-2, CEPT proposes the revisions to avoid ambiguity regarding the interpretation of *resolves* 1 of Resolution ITU-R 2-7. Some clarifications are also made in order to streamline the work of the Conference Preparatory Meeting and responsible ITU-R Study Groups. Finally, in order to allow for more time for the studies towards a World Radiocommunication Conference, some adjustment to the schedule of the second session of the Conference Preparatory Meeting and availability of draft and final CPM Reports is also proposed.

Therefore, it is proposed to modify Resolution ITU-R 2-7 “Conference Preparatory Meeting”.

Proposals

**MOD EUR/XX/1**

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

*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;

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

i) contributions from administrations and other sources (see Article 19 of the Convention) concerning the regulatory, technical, operational and procedural matters to be considered by WRC;

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

iii) contributions concerning the preliminary agenda for the subsequent WRC submitted by Member States and/or the regional groups 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;

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 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 straight after the end of the preceding WRC). The Study Group Chairmen and Vice-Chairmen will 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 from the next WRC agenda and the subsequent WRC preliminary agenda. The issues should, as far as possible, be self-contained and independent. For each issue a single ITU‑R group (which could be a Study Group, Task 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[[2]](#footnote-2)\* ITU‑R groups as necessary. As far as possible, existing groups should be used for this purpose, with new groups being established by the CPM 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 be of adequate duration to accomplish the necessary work (at least one week but not exceeding two weeks). It shall be scheduled six months at the earliest before the next WRC. The Final CPM Report in the six official languages of the Union should be published at least five months before the next WRC. The deadline for submission of contributions *where translation is required* is one month 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.

A1.2.5 Meetings of the ITU‑R groups identified (i.e. the responsible 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, on time for consideration by the CPM Management Team meeting, or exceptionally via the relevant Study Group.

A1.2.6 Responsible groups shall identify any new issues for study to be considered under a standing agenda item in accordance with Resolution **86 (Rev.WRC-07)** not later than their penultimate meeting prior to the second session 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, an executive summary for each issue (see § A1.2.3 above) shall be developed by the responsible group and used by BR for informing the regional groups throughout that WRC study cycle, with the final summary being prepared for the final draft CPM text by the responsible group and included in the CPM Report.

A1.2.8 Responsible groups shall complete studies on WRC agenda items 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 and Vice‑Chairmen. The Chairman is responsible for preparing the CPM Report to the next WRC. 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.

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 implement his/her duties a new one is appointed by the CPM Steering Committee (see A1.5 below).

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 a minimum of two 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

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.

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

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

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

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

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

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

– the number of proposed methods to satisfy each agenda item is to be kept to a minimum;

– 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;

– quoting texts which are already contained in other official ITU‑R documents should be avoided by using relevant references.

# A2.4 Methods to satisfy the WRC agenda items

The number of proposed methods to satisfy each agenda item should be kept to a minimum, and the description of each method should be as concise as possible.

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

In order to reduce the number of methods, options for a method may be included in the Report and should be kept to a minimum.

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 an administration together with (an) accompanying reason(s).

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.

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

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.

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.

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

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.

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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, e.g. WRC-19 after CPM19-2. The subsequent WRC is the WRC to be held three or four years after the next WRC, i.e. WRC-23 in the case of CPM-19. [↑](#footnote-ref-1)
2. \* A concerned ITU‑R group may be either a contributing group on a specific item (a contribution from which is expected on this specific item), or an interested group that will follow the work on a specific issue and act as appropriate. [↑](#footnote-ref-2)