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|  | **Document RAG/40-E** |
| **23 February 2022** |
| **Original: English** |
| Chairman of the RAG Correspondence Group 2 (RAG CG-2) |
| REPORT OF THE ACTIVITIES OF THE CORRESPONDENCE GROUP |

Executive Summary

RAG CG-2 has been meeting virtually since RAG-21 to address the tasks assigned in its Terms of Reference. With regard to those tasks, the Chairman reports the following status:

1. “*Possible revision of Resolution ITU-R 1-8 with respect to Section A2.6.2.1.3*”,

It is the view of the CG that the current text in Resolution 1-8 is sufficient and no associated fixes, omissions and/or contradictions were identified. No revision of Section A2.6.2.1.3 is recommended by the CG.

1. “*to consider the possibility of transferring relevant part of Resolution ITU-R 15-6 to Resolution ITU-R 1-8, the appropriateness of establishing maximum term of office for ITU-R Working Party Chairmen, and suggests the deletion of Resolution ITU-R 15-6*”,

The CG is still considering a number of options as to how to transfer parts of Resolution ITU-R 15-6 into Resolution ITU-R 1-8, as reflected in Attachment 1. As a result of having not reached a conclusion on the inclusion of material from Resolution ITU-R 15-6, the CG is not yet in a position to recommend suppression of the Resolution.

RAG-22 is invited to consider the progress to date as reflected in Attachments and determine how best to advance the work.

Background

In accordance with §§ A1.4.1 to A1.4.4 of Resolution ITU-R 1-8, Radiocommunication Assembly 2019 in RA19/84 “invited the RAG to identify possible modifications to Resolution ITU-R 1 with respect to approval procedures when a text is relevant to the topics of multiple SGs” and “to review the maximum term of office for Chairmen of Radiocommunication Working Parties”. Based on proposals from the Member States and Sector Members and in consultation with the Study Group Chairmen, RAG-21 established a Correspondence Group to address the three tasks in its Terms of Reference. (Attachment 2)

RAG CG-2 could only convene virtually due to the on-going exceptional circumstances and global concern about the Coronavirus ([COVID-19](https://www.itu.int/en/Pages/covid-19.aspx)). After some initial difficulties in the operation of the SharePoint site, the CG began its work in June 2021. The CG agreed on a workplan, as reflected in Attachment 3.

The CG proceeded to follow the workplan and to tackle the tasks in order. The details of those discussion follow.

Task 1: *Possible revision of Resolution ITU-R 1-8 with respect to Section A2.6.2.1.3*

The CG participants were invited to provide proposals for the possible revision of A2.6.2.1.3. No initial proposals were forthcoming. The participants were asked to identify the specific problems or concerns that they wished to addressed with regard to the adoption and approval procedures. Again, no problems or concerns were identified.

After several months, and allowing for initial difficulties with the SharePoint site, the Chairman asked if the group’s consensus was that there were no issues with the existing text. No dissents were expressed. The Chairman provided the CG with the following summary of the results of this work item within the workplan:

June – September 2021

1. Identify any issues with existing text in Section A2.6.2.1.3 – *None identified*.
2. Consider the received inputs to address any issues in Section A2.6.2.1.3 – *As no issues were identified, no inputs received.*
3. Develop revised text for Section A2.6.2.1.3, as appropriate based on inputs – *As no issues were identified, and no inputs were received, it was deemed appropriate to propose no revised text.*
4. Modify workplan as necessary. – *Not necessary, as work on this item is complete.*

The Chairman, therefore, concluded this portion of the work and moved the discussion on to the second task.

Task 2: *The possibility of transferring relevant part of Resolution ITU-R 15-6 to Resolution ITU-R 1-8, the appropriateness of establishing maximum term of office for ITU-R Working Party Chairmen, and suggests the deletion of Resolution ITU-R 15-6”, Appropriateness of establishing maximum term of office for ITU-R Working Party Chairmen*

The second task contained three elements. Based on the agreed workplan, the CG focused initially on the topic of establishing maximum terms of office for ITU-R Working Party Chairmen.

Appropriateness of establishing maximum term of office for ITU-R Working Party Chairmen

The discussion regarding the appropriateness of establishing term limits for Working Party (WP) Chairman generated the most contributions to the CG. There was general recognition of the benefit of encouraging rotation of chairmanship positions in order to develop new leaders and to promote diversity and gender balance. There was also concern that, at least in certain working parties, there might be a limited set of individuals qualified, able, available, and willing to assume WP chairmanships. Therefore, some participants favored a method that would *encourage* turnover of chairmanships, while others favored *mandating* turnover. As a result, as reflected in Attachment 1, there are alternative approaches.

The proponents of the approach encouraging turnover proposed to revise one point and to add two points to the revision of Annex 1 of Resolution ITU-R 1-8. Those are the revision to A1.3.2.2, A1.3.2.2bis, and A1.3.2.2ter. There are two versions of each of these proposals, identified as “Email”, and “Simplified Email” in Attachment 1. While the differences appear to be largely linguistic, there was insufficient time to attempt to harmonize the “Email” and “Simplified Email” approaches.

The proponents of the approach mandating term limits proposed to add an Appendix on the “Appointment and maximum term of office for Chairmen of the Radiocommunication Working Parties”. In addition, alternative approaches on the additional points added in A1.3.2.2 were offered, identified as “Reference Appendix” in Attachment 1.

Due to time constraints and the limitations of the virtual exchange of views, it was not yet possible to reconcile these approaches.

Transferring relevant part of Resolution ITU-R 15-6 to Resolution ITU-R 1-8

The content of the proposed Appendix to the revision of Resolution ITU-R 1-8 is largely based on material from Resolution ITU-R 15-6 and PP-18 Resolution 208 (Dubai, 2018). This would appear to be the relevant part of Resolution ITU-R 15-6 that might be appropriate to transfer to Resolution ITU-R 1-8. Questions were raised in the CG on each of the elements in the proposed Appendix, which have not been fully resolved; so the Appendix is in square brackets. As there is not yet agreement on the Appendix, the CG cannot yet make a recommendation on this topic.

Suppression of Resolution ITU-R 15-6

No objection was expressed in the CG to the view that Resolution ITU-R 15-6 could be suppressed if agreement could be reached on the inclusion of the relevant material in revision of Resolution ITU-R 1-8. As there is not yet agreement on the inclusion of the relevant material, the CG cannot make that recommendation at this time.

Next steps

RAG-22 is invited to consider the progress to date in the CG and the working document towards a revision of Resolution ITU-R 1-8, as reflected in Attachment 1. The RAG is invited to consider how best to advance this work.

**List of Attachments**

Attachment 1 – Working document towards a revision of Resolution ITU-R 1-8

Attachment 2 – Terms of Reference of the RAG Correspondence Group 2 on possible revisions of Resolutions ITU-R 1-8 (RAG CG-2)

Attachment 3 – Proposed draft workplan for the RAG Correspondence Group 2 on possible revisions of Resolutions ITU-R 1-8 (RAG CG-2)

Attachment 1

Working document towards a revision of
resolution ITU-R 1-8

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 (RA) 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 (SGs) and the Radiocommunication Advisory Group (RAG) are briefly described in Articles 11, 11A and 20 of the Convention;

*c)* that the RA is authorized to adopt the working methods and procedures for the management of the Sector’s activities in accordance with No. 145A of the Constitution and No. 129A of the Convention;

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

*e)* that Resolution 165 (Rev. Dubai, 2018) of the Plenipotentiary Conference sets firm submission deadlines for proposals from participants in conferences and assemblies of the Union, sets a firm submission deadline for secretariat documents, and applies to the RA;

*f)* that Resolution 208 (Dubai, 2018) of the Plenipotentiary Conference establishes the appointment procedure and the maximum term of office for Chairmen and Vice-Chairmen of Sector Advisory Groups, SGs and other groups;

*g)* that Resolution 191 (Rev. Dubai, 2018) of the Plenipotentiary Conference establishes methods and approaches for the coordination of efforts among the three Sectors of the Union;

*h)* 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 (BR) 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 RA, the SGs, 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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[APPENDIX 1 Appointment and maximum term of office for Chairmen of the Radiocommunication Working Parties]

**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:

*a)* 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

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

A1.1.2 The Radiocommunication Sector works through World Radiocommunication Conferences (WRC) and Regional Radiocommunication Conferences (RRC), the Radio Regulations Board (RRB), RA, SGs, the CPM, the RAG, other groups and the Radiocommunication Bureau (BR), headed by the elected Director. This Resolution deals with the RA, the SGs, the RAG, the CPM and other groups of the Radiocommunication Sector.

## A1.2 The Radiocommunication Assembly

### A1.2.1 Functions

A1.2.1.1 The RA shall:

*a)* consider the reports of the Director of the BR (hereinafter, the Director) and of the Chairmen of the SGs, the Chairman of the CPM, the Chairman of the RAG pursuant to No. 160I of the Convention and the Chairman of the CCV;

*b)* 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-2)1 (see Resolution ITU‑R 5) arising from the review of:

*b*1) existing and new Questions;

*b*2) existing and new ITU‑R Resolutions, and

*b*3) topics to be carried forward to the next study period, as identified in the SG Chairmen Reports to the RA;

*c)* delete any Question that an SG Chairman, at two consecutive Assemblies, reports as having received no study contributions, unless a Member State, Sector Member or Associate[[2]](#footnote-3)2 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;

*d)* decide, in the light of the approved programme of work, on the need to maintain, terminate or establish SGs (see Resolution ITU‑R 4) and, where appropriate, other groups, and allocate to each of them the Questions to be studied;

*e)* appoint SG Chairmen and Vice-Chairmen pursuant to the provisions of Resolution 208 (Dubai, 2018) of the Plenipotentiary Conference and taking into account the proposals of the meeting of Heads of Delegation (see § А1.2.1.2 below);

*f)* 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;

*g)* review and approve revised or new ITU‑R Resolutions;

*h)* consider and approve draft Recommendations proposed by the SGs 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 SGs, as set out elsewhere in this Resolution or in other ITU‑R Resolutions, as appropriate;

*i)* take note of the Recommendations approved since the last RA, paying special attention to the Recommendations incorporated by reference within the Radio Regulations;

*j)* communicate to the next 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:

*a)* consider the proposals regarding the organization of the work and the establishment of relevant committees;

*b)* draw up the proposals concerning the designation of Chairmen and Vice‑Chairmen of the committees, SGs, CPM, the RAG, and the CCV, taking into account Resolution 208 (Dubai, 2018) of the Plenipotentiary Conference.

A1.2.1.3 In accordance with No. 137A of the Convention, and the provisions of Article 11A of the Convention, the RA may assign specific matters within its competence, except those relating to the procedures contained in the Radio Regulations, to the RAG for advice on the action required on those matters (see also Resolution ITU‑R 52).

A1.2.1.4 The RA shall report to the next WRC 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 An RA 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 an RA.

А1.2.1.6 In accordance with Resolution 191 (Rev. Dubai, 2018) of the Plenipotentiary Conference, the RA identifies subjects in common with other ITU Sectors where work is to be done and that require internal coordination within ITU.

A1.2.1.7 The Director shall issue, in electronic form, information that will include preparatory documents for the RA.

**A1.2.2 Structure**

A1.2.2.1 The RA, 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 RA 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 RA 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 RA to texts.

A1.2.2.4 The RA 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 SG shall perform an executive role in carrying out studies and adopting Recommendations and Questions, as well as approving Decisions, Reports, Opinions 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 SG, within the scope defined in Resolution ITU‑R 4, shall be organized by the SG itself on the basis of proposals by its Chairman in consultation with the Vice‑Chairmen. New or revised Questions or Resolutions approved by the RA 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 SG may be undertaken without Questions and the results may be included in draft Recommendations and other documentation, which may also cover topics relating to agenda items of WRC, as appropriate. 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 SG is encouraged to develop an appropriate Question.

A1.3.1.3 Each SG 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 WRCs, RRCs and RAs. The plan may be reviewed at each meeting of the SG.

A1.3.1.4 The SGs may establish subgroups necessary to facilitate the completion of their work. With the exception of Working Parties (WPs), introduced in § A1.3.2.2, the terms of reference and milestones of subgroups established during an SG meeting shall be reviewed and adjusted at each SG meeting as appropriate.

A1.3.1.5 When WPs, Task Groups (TGs) or Joint Task Groups (JTGs) (defined in § A1.3.2) are assigned preparatory studies on matters to be considered by WRCs or RRCs (see Resolution ITU‑R 2), the work should be coordinated by the relevant SGs, WPs and TGs or JTGs.

When preparing ITU-R recommendations and reports to be referenced in the CPM Report, WPs, TGs or JTGs shall plan, to the extent practicable, their works such that these ITU-R recommendations and reports are submitted to the relevant SG in time for adoption and approval in accordance with the relevant section of Annex 2, prior to the WRC.

A1.3.1.5*bis* The final draft CPM texts prepared by the WPs, TGs or JTGs may be submitted directly to the CPM process, normally at the meeting called to consolidate SG texts into the draft CPM Report, or exceptionally via the relevant SG. In some cases, supporting materials that were developed to address WRC agenda items may not be published as ITU‑R recommendations or reports but will be contained in Working Party (WP), Task Group (TG) or Joint Task Group (JTG) documentation.

A1.3.1.6 Electronic means of communication shall be used as far as possible to facilitate the work of SGs, WPs, TGs 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 SG, WP or TG and exceptionally, JRGs if so deemed necessary (see § A1.3.2.8).

A1.3.1.8 Matters of substance, within the scope of an SG, may only be considered within SGs, WPs, JWPs, TGs, JTGs, Rapporteur Groups (RGs), JRGs and Correspondence Groups (defined in § A1.3.2) as well as within Intersector Rapporteur Groups (IRGs) (see § A1.6.1.3).

A1.3.1.9 The SG Chairmen, in consultation with their Vice-Chairmen and with the Director, shall plan the schedule of SG, WP and TG meetings for the forthcoming period, taking account of the budget allocated to SG 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 SGs shall consider at their meetings, the draft Recommendations, Reports, Questions, progress reports and other texts prepared by WPs and TGs, as well as contributions submitted by the membership and Rapporteurs and/or RGs established by the same SG. 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 SGs or their WPs and TGs 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 SGs 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 planning at least one year in advance. This programme should take into account relevant factors, including:

*a)* the expected participation when grouping the meetings of a certain SG, WPs or TGs;

*b)* the desirability of contiguous meetings on related topics;

*c)* the capacity of the ITU resources;

*d)* the requirements for documents to be used in meetings;

*e)* the need for coordination with the other activities of ITU and other organizations;

*f)* any directive issued by the RA concerning the SG meetings.

A1.3.1.13 An SG meeting should, wherever appropriate, be held immediately after WP and TG meetings. The draft agenda of such an SG meeting should contain the following points:

*a)* if some WPs and TGs 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;

*b)* a description of the topics to be addressed by the WP and TG meetings just before the SG meeting for which draft Recommendations may be developed.

A1.3.1.13*bis* SGs will normally meet once or twice a year in conjunction with a normal block of associated WP/TG meetings. An exceptional SG meeting may be required at the beginning of each study cycle for formalizing the structure of work and associated WPs and TGs. The Bureau will take these requirements into account when developing the schedule for the SGs following each WRC in accordance with § A1.3.1.3 within budget limitations.

A1.3.1.14 The draft agenda for WP and TG meetings, which are immediately followed by an SG 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:

*a)* an invitation to participate in the work of the SGs for the next meeting;

*b)* information on electronic access to relevant documentation;

*c)* a schedule of meetings with updates, as appropriate;

*d)* any other information that could be of assistance to the membership.

A1.3.1.16 SGs 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, RRCs and the RRB:

*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 an RA 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 SG 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 an SG should establish a Steering Committee composed of all Vice-Chairmen, WP Chairmen and their Vice-Chairmen, as well as the Chairmen of subgroups to assist in the organization of the work.

[Current: A1.3.2.2 The SGs will normally set up WPs 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. WPs are understood to exist over an undefined period to answer Questions and study the topics put before the SG. Each WP will study Questions and these topics, and will prepare draft Recommendations and other texts for consideration by the SG. To limit the resource impact on the BR, Member States, Sector Members, Associates and Academia[[3]](#footnote-4)3, an SG shall establish by consensus[[4]](#footnote-5)4 and maintain only the minimum number of WPs.]

[**Email**: A1.3.2.2 The SGs, at its first meeting after the RA, shall set up WPs 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. WPs are understood to exist over an undefined period to answer Questions and study the topics put before the SG. Each WP will study Questions and these topics, and will prepare draft Recommendations and other texts for consideration by the SG. To limit the resource impact on the BR, Member States, Sector Members, Associates and Academia[[5]](#footnote-6)3, an SG shall establish by consensus[[6]](#footnote-7)4 and maintain only the minimum number of WPs.]

[**Simplified email**: A1.3.2.2 To limit the resource impact on the BR, Member States, Sector Members, Associates, and Academia, each SG at its first meeting after RA shall set up by consensus a minimum number of WPs to study Questions and topics within their scope in accordance with § A1.3.1.2 above. Hence, each WP shall prepare draft Recommendations and other texts for consideration by the SG.]

[**Email**: A1.3.2.2bis Each SG shall appoint Chairmen and Vice-Chairmen of WPs at the first meeting of that SG after RA taking into account Resolution 208 of the Plenipotentiary conference and the desire to observe fully the principle of equitable geographical distribution among ITU regional organizations, as well as mainstreaming a gender perspective in the policies of all ITU Sectors. The mandate of Vice-Chairmen shall be to assist the WP Chairman in matters related to the management of WP, including substitution for the chairman at official ITU meetings when necessary.]

[**Simplified email**: A1.3.2.2bis       To observe the principle of equitable geographical distribution among ITU regional organizations, as well as mainstreaming gender perspective in  ITU-R, each SG shall appoint Chairmen and Vice-Chairmen of its WPs at its first meeting after RA taking into account Resolution 208 of the Plenipotentiary conference. The mandate of Vice-Chairmen shall be to assist the WP Chairman in matters related to the management of WP, including substitution for the chairman at official ITU meetings when necessary.]

[**Reference Appendix**: A1.3.2.2bis Each SG shall appoint Chairmen of WPs on the basis of the procedure given in Appendix 1.]

[**Email**: A1.3.2.2ter Taking into account the principles expressed for elected officers to advisory groups, study groups, and other groups as expressed in Resolution 208 of the Plenipotentiary Conference, Study Group chairman should periodically review working party chairmen and vice chairmen to assure that there is reasonable stability in the working party leadership to advance the work of the groups, while providing opportunities for different individuals to serve in these appointed capacities. Such renewal will allow for candidates to bring new perspectives and vision to the working parties.]

[**Simplified email**: A1.3.2.2ter to bring new perspectives and vision to the working parties, SG should periodically review the chairmanship of its WPs to assure existence of reasonable stability to advance their work taking into account providing opportunities for different qualified individuals to serve in these appointed capacities specially when the current WP Chairman or Vice-chairman exceed [two][three] intervals between consecutive RAs.]

[**Reference Appendix**: No A1.3.2.2ter]

A1.3.2.3 An SG may also establish a minimum number of TGs, 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 WP; appropriate liaison between the work of a TG and the WPs may be required. Given the urgent nature of the issues that need to be assigned to a TG, deadlines will be established for the completion of the work of a TG, and the TG will be disbanded upon completion of the assigned work.

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

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

*b)* the reporting date;

*c)* the name and address of the Chairman and any Vice‑Chairmen.

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

A1.3.2.5 When necessary, to bring together inputs that cover multiple SGs, or to study Questions or topics requiring the participation of experts from more than one SG, JWPs or JTGs may be established by the SGs as proposed by the relevant SG 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 an SG, WP or TG 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 SGs, 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 an SG, WP or TG to handle urgent or specific issues that require analysis. An RG differs from the Rapporteur in that, in addition to an appointed Rapporteur, the RG has a membership and the results of the RG shall represent the agreed consensus of the Group or reflect the diversity of views of the participants in the Group. An RG must have clearly defined terms of reference. As much work as possible should be performed by correspondence. However, if necessary, an RG may hold a meeting to further its work. The work of the RG 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 JRG consisting of Rapporteur(s) and other experts from more than one SG might be envisaged. A JRG should report to the WPs or TGs of the relevant SGs. The provisions in § A1.3.1.7 concerning JRGs will apply only to those Joint Rapporteur Groups (JRGs) which have been identified as requiring special support by the Director in consultation with the Chairmen of the relevant SGs.

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 RG 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 WP, a TG, an SG, CCV, or RAG.

A1.3.2.10 Participation in the work of the RGs, JRGs and Correspondence Groups of the SGs is open to representatives of Member States, Sector Members, Associates 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 SG 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 RA, except those relating to the procedures contained in the Radio Regulations, may be assigned to the RAG for advice on the action required on those matters.

A1.4.2 The RAG 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 RAG adopts its own working procedures compatible with those adopted by the RA.

A1.4.4 Participation in the work of the RGs 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 an RA to apply to the case of a 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 RA, as well as when the need arises, the Director will call a meeting of the Chairmen and Vice‑Chairmen of SGs and may invite Chairmen and Vice-Chairmen of WPs 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 SGs, in particular regarding studies in response to relevant ITU-R Resolutions, with the view to avoid duplication of work between several SGs. 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 SGs may be ensured by the appointment of SG Liaison Rapporteurs to participate in the work of the other SGs, the CCV 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 SGs 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 WPs or TGs, or by a representative appointed by an SG. 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 BR which may affect the work of SGs 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.

[appendix 1 to Annex 1

Appointment and maximum term of office for Chairmen of the Radiocommunication Working Parties

1 In order to assist the SG to appoint Chairmen of the WPs, Member States and Sector Members have to indicate suitable candidates to the SG Chairman preferably two months, but no later than two weeks, before the meeting of the SG.

2 In nominating suitable candidates, ITU‑R Sector Members should carry out prior consultations with the administration/Member State concerned, in order to avoid any possible disagreement in regard to such nomination.

3 On the basis of proposals received, the SG Chairman will circulate to members the list of candidates. The list of candidates should be accompanied by an indication of the qualifications of each candidate as given in Annex 2 to Resolution 208 (Dubai, 2018) of the Plenipotentiary Conference.

4 On the basis of this document and any relevant comments received, the SG Chairman prepares a consolidated list of nominated WP Chairmen for final decision by the SG.

5 the appointment of WP Chairmen shall be made at the first meeting of the SG following the RA;

6 if, in the interval between two RAs, a WP Chairman is unable to continue carrying out their duties, the SG at its next meeting shall appoint a new WP Chairman;

7 the term of office for WP Chairmen should not [normally] exceed [two][three] intervals between consecutive RAs;

8 the period served by any WP Chairman who was appointed in the interval between RAs and not at the beginning of the Study Cycle does not count towards their term of office;

9 the period in office as a WP Chairman might be extended beyond the maximum term, defined in 7 above, to a following interval between RAs if no other qualified candidates are nominated for the post of WP Chairman;

10 the outgoing WP Chairman might be proposed the post of WP Vice-Chairman for a following interval between RAs to provide some continuity in the management of WP activities;

[11the SG Vice-Chairmen shall assume the role of WP Chairmen if no candidates are nominated for these posts.]

*(no revisions are proposed to Annex 2 of Resolution 1-8)*]

Attachment 2

ANNEX 2 (of CA-256)

Terms of Reference of the RAG Correspondence Group 2 on possible
revisions of Resolution ITU-R 1-8 (RAG CG-2)

**Introduction**

In accordance with §§ A1.4.1 to A1.4.4 of Resolution ITU-R 1-8, Radiocommunication Assembly 2019 in RA19/84 “invited the RAG to identify possible modifications to Resolution ITU-R 1 with respect to approval procedures when a text is relevant to the topics of multiple SGs” and “to review the maximum term of office for Chairmen of Radiocommunication Working Parties”. Based on proposals from the Member States and Sector Members and in consultation with the Study Group Chairmen, the RAG Correspondence Group 2 (RAG CG-2) is invited to provide possible revisions of Resolution ITU-R 1-8 and Resolution ITU-R 15-6 with the following Terms of Reference:

1. Possible revision of Resolution ITU-R 1-8 with respect to Section A2.6.2.1.3:
	1. the adoption and approval procedures when a text is relevant to the topics of multiple SGs and to the circulation of objections received during the approval process;
	2. the need, if any, for revisions to ITU-R working methods for the adoption and approval of recommendations of interest to multiple ITU-R Study Groups;
	3. the need of fixing, if identified, any omissions, and/or contradictions of the existing texts.
2. The Correspondence group is also invited to consider the possibility of transferring relevant part of Resolution ITU-R 15-6 to Resolution ITU-R 1-8, the appropriateness of establishing maximum term of office for ITU-R Working Party Chairmen, and suggests the deletion of Resolution ITU-R 15-6. And report to the next meeting of RAG to decide on this matter. Taking into account discussions held in RAG 28th meeting.

The RAG CG-2 shall commence work at RAG-21 and submit the outcome of its work for consideration by the RAG-22 meeting, taking into account the information provided in Section 3.1.1 of Doc. RAG20/1Rev.1 (Report To The Twenty-Seventh Meeting of The Radiocommunication Advisory Group – Revision 1 - Director, Radiocommunication Bureau), and any other proposals relevant under the above Terms of Reference submitted to RAG Correspondence Group 2.

The work of the RAG CG-2 should be performed, as much as possible, by correspondence in accordance with § A1.3.2.7 of Resolution ITU-R 1-8.

The Chairman of the RAG Correspondence Group 2 on Possible Revisions of Resolutions ITU-R 1-8 (RAG CG-2) is Amy Sanders (E-mail: asanders@ntia.gov).

The Vice-Chairman of the RAG Correspondence Group 2 on Possible Revisions of Resolutions ITU-R 1-8 (RAG CG-2) is Alexandre Vassiliev (E-mail: alexandre.vassiliev@mail.ru).

The group needs to present its report 45 days prior to the next meeting of RAG in 2022.

Other relevant information for the work of this Correspondence Group will be provided on the RAG webpage.

Attachment 3

Proposed draft workplan for the RAG Correspondence Group 2 on possible revisions of Resolution ITU-R 1-8 (RAG CG-2)

*Note: The finalization date is of indicative nature as it will depend on the progress of work and the extent of any possible contributions. This workplan may therefore be adjusted, as necessary.*

|  |  |
| --- | --- |
| **Title** | Possible revisions of Resolution ITU-R 1-8 |
| **Document type** | Report to RAG-22 on possible revisions to Resolution ITU-R 1-8 and possible revision/suppression of Resolution ITU-R 15-6 |
| **CG Chair** | Ms. Amy L. Sanders (asanders@ntia.gov) |
| **CG Vice Chair** | Mr. Alexandre Vassiliev (alexandre.vassiliev@mail.ru)) |
| **Focus for scope and work** | 1. Possible revision of Resolution ITU-R 1-8 with respect to Section A2.6.2.1.3:
	1. the adoption and approval procedures when a text is relevant to the topics of multiple SGs and to the circulation of objections received during the approval process;
	2. the need, if any, for revisions to ITU-R working methods for the adoption and approval of recommendations of interest to multiple ITU-R Study Groups;
	3. the need of fixing, if identified, any omissions, and/or contradictions of the existing texts.
2. The Correspondence group is also invited to consider the possibility of transferring relevant part of Resolution ITU-R 15-6 to Resolution ITU-R 1-8, the appropriateness of establishing maximum term of office for ITU-R Working Party Chairmen, and suggests the deletion of Resolution ITU-R 15-6. And report to the next meeting of RAG to decide on this matter. Taking into account discussions held in RAG 28th meeting.

According to the timeframe from RAG-21, this report must be submitted to RAG-22 no later than 45 days before the start of the meeting. |
| **Related documents** | Resolutions ITU-R 1-8 and 15-6, Administrative Circular CA/256 |
| **Schedule of work** | **June – September 2021**1. Identify any issues with existing text in Section A2.6.2.1.3;
2. Consider the received inputs to address any issues in Section A2.6.2.1.3;
3. Develop revised text for Section A2.6.2.1.3, as appropriate based on inputs;
4. Modify workplan as necessary.

**October – December 2021**1. Consider the appropriateness of establishing maximum term of office for ITU-R Working Party Chairmen;
2. Consider received inputs to address the possible establishment of term of office for ITU-R WP Chairmen;
3. Develop revised text related to the possible establishment of term of office for ITU-R WP Chairmen;
4. Identify possible omissions, and/or contradictions (if any) in the existing texts of Resolution ITU-R 1-8 with respect to Section A2.6.2.1.3.
5. Consider received inputs to address the identified omissions and/or contradictions with respect to Section A2.6.2.1.3.
6. Modify workplan as necessary.

**January – February 2022**1. Consider the possibility of transferring part of Resolution ITU-R 15-6 to Resolution ITU-R 1-8 and possible suppression of Resolution ITU-R 15-6;
2. Consider received inputs to address the possible transfer of material from Resolution ITU-R 15-6 to Resolution ITU-R 1-8;
3. Develop revised text in Resolution 1-8 to include material from Resolution 15-6 and modifications for fixing the identified omissions and/or contradictions with respect to Section A2.6.2.1.3, if appropriate.

**February 2022**1 Consolidate and finalize Report to RAG-22. |

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1. 1 RAG should consider and recommend modifications to the programme of work in accordance with Resolution ITU‑R 52. [↑](#footnote-ref-2)
2. 2 In accordance with Article 19 (No. 241A) of the Convention, the RA may decide to admit an entity or an organization to participate as Associate in the work of a given study group. The provisions governing the participation of Associates are contained in Articles 19, 20 and 33 of the Convention.

In accordance with Resolution 209 (Dubai, 2018) of the Plenipotentiary Conference, small and medium enterprises meeting the requirements in that Resolution may participate in the work of the Sectors of the Union as Associates. [↑](#footnote-ref-3)
3. 3 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. Dubai, 2018) of the Plenipotentiary Conference). [↑](#footnote-ref-4)
4. 4 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-5)
5. 3 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. Dubai, 2018) of the Plenipotentiary Conference). [↑](#footnote-ref-6)
6. 4 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-7)