

RESOLUTION ITU-R 1-5

Working methods for the Radiocommunication Assembly, the Radiocommunication Study Groups, and the Radiocommunication Advisory Group

(1993-1995-1997-2000-2003-2007)

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) 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 the 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 of the Radiocommunication Assembly, the Radiocommunication Study Groups, and the Radiocommunication Advisory Group shall be as follows¹.

PART 1

Working methods

1 The Radiocommunication Assembly

1.1 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.

¹ In accordance with No. 160G of the Convention, the Radiocommunication Advisory Group also adopts its own working procedures compatible with those adopted by the Radiocommunication Assembly.

1.2 There shall also be established 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.

1.3 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 (SGs), Special Committee on Regulatory/Procedural Matters (SC), Conference Preparatory Meeting (CPM), the Radiocommunication Advisory Group (RAG), and the Coordination Committee for Vocabulary (CCV).

1.4 All committees referred to in § 1.1 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.

1.5 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.

1.6 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 CPM, the Chairman of the SC, and the Chairman of the Coordination Committee for Vocabulary (CCV);
- approve the programme of work arising from the review of existing Questions and new Questions, determining the priority, urgency and time-scale for the completion of their study, taking into account the financial implications (see Resolution ITU-R 5);
- 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;
- approve draft Recommendations, 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.

1.7 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.

1.8 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.

1.9 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.

1.10 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.

2 Radiocommunication Study Groups

2.1 Each Study Group shall perform an executive role, including the planning, scheduling, supervision, delegation and approval of the work and other related matters.

2.2 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.

2.3 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 and Radiocommunication Assemblies. The plan may be reviewed at each meeting of the Study Group.

2.4 The Study Groups may establish subgroups necessary to facilitate the completion of their work. With the exception of Working Parties, introduced in § 2.5, 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.

2.5 The Study Groups will normally set up Working Parties to study the Questions assigned to the Study Group. Working Parties are understood to exist over an undefined period to answer Questions put before the Study Group. Each Working Party will study Questions 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 and Associates, a Study Group shall establish by consensus and maintain only the minimum number of Working Parties, normally three or four Working Parties.

2.6 A Study Group may also establish one or more Task Groups 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.

2.7 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 assigned and the subject of the draft Recommendation(s) and/or draft Report(s) 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.

2.8 When necessary, to bring together inputs that cover multiple Study Groups, or to study Questions 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.

2.9 When Working Parties or Task Groups 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. The final reports of the Working Parties or Task Groups may be submitted directly to the Conference Preparatory Meeting (CPM) process, normally at the meeting called to consolidate Study Group texts into the draft CPM Report, or exceptionally via the relevant Study Group.

2.10 Study Groups, Working Parties and Task Groups shall conduct their work as far as possible by correspondence, using electronic means of communication.

2.11 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 (see Section 8).

2.12 The Director will maintain a list of Member States, Sector Members and Associates participating in each Study Group, Working Party or Task Group and exceptionally, Joint Rapporteur Groups if so deemed necessary (see § 2.15).

2.13 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 and Associates 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 Rapporteur should submit the drafts as a contribution to the parent group in sufficient time before the meeting to allow for comments.

2.14 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.

2.15 In 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 § 2.12 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.

2.16 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, the CCV, or the RAG.

2.17 Participation in the work of the Rapporteur and Correspondence Groups of the Study Groups is open to representatives of Member States, Sector Members and Associates. Participation in the work of the Rapporteur and Correspondence Groups of the RAG is open to representatives of Member States, representatives of Sector Members, and to Chairmen of the Study Groups. Any views expressed and documentation submitted to these groups should indicate the Member State, Sector Member or Associate, as appropriate for the group, making the submission.

2.18 Matters of substance, within the mandate 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.

2.19 Each Study Group may set up an Editorial Group to ensure that the technical vocabulary used is correct. In that case, it 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 work of an Editorial Group is conducted by correspondence. The agreed texts are provided by BR to the designated members of the Editorial Group as and when they become available in the official languages.

2.20 The Chairman of a Study Group may 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.

2.21 The Study Group Chairmen, in consultation with their Vice-Chairmen and with the Director, shall plan the schedule of Study Group, Task Group and Working Party 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 §§ 2.23 and 2.24 below are appropriately considered especially as they apply to available resources.

2.22 Study Groups shall consider at their meetings, the draft Recommendations, Reports, progress reports and other texts prepared by Task Groups and Working Parties. To facilitate participation, a draft agenda shall be published, at latest, six weeks in advance of each meeting, indicating, to the extent possible, specific days for consideration of different topics.

2.23 For meetings held outside Geneva, the provisions of Resolution 5 of the Plenipotentiary Conference (Kyoto, 1994) shall apply. Invitations to hold meetings of the Study Groups or their Task Groups and Working Parties 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".

2.24 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. 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 the ITU and other organizations;
- any directive issued by the Radiocommunication Assembly concerning the Study Group meetings.

2.25 A Study Group meeting should, wherever appropriate, be held immediately after Working Party and Task Group meetings. The 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 § 10 is to be applied, a list of such draft Recommendations, each accompanied by a summary of the proposal (i.e. 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.

2.26 The 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.

2.27 Each Study Group may adopt draft Recommendations. The draft Recommendations shall be approved according to the provisions of § 10. Additionally, each Study Group is encouraged to update, and should continue to review the maintained Recommendations with proper justification for old ones and, if they are found no longer necessary, should propose their deletion. (See § 11.)

2.28 Each Study Group may adopt draft Questions for approval in accordance with the provisions of § 3.

2.29 Each Study Group may also adopt draft Resolutions for approval by the Radiocommunication Assembly.

2.30 Each Study Group may approve Decisions, Opinions, Handbooks, Reports, and editorially updated Recommendations. The Study Group may authorize the approval of Handbooks, e.g. by the Working Party concerned.

3 Questions to be studied by the Study Groups

3.1 In accordance with No. 129 of the Convention new or revised Questions referred to the Radiocommunication Assembly by the Plenipotentiary Conference, any other conference, the Council or the Radio Regulations Board shall be studied.

3.2 Concerning Questions submitted in accordance with § 3.1, the Director shall, as soon as possible, consult with the Study Group Chairmen and Vice-Chairmen and shall determine the appropriate Study Group to which the Question shall be assigned, and the urgency for the studies.

3.3 In accordance with Article 11, Nos. 149 and 149A of the ITU Convention and Resolution ITU-R 5, studies may also be undertaken without Questions, on matters within the scope of the Study Group.

3.4 Other new or revised Questions, proposed within Study Groups, may be adopted by a Study Group and approved:

- by the Radiocommunication Assembly (see Resolution ITU-R 5);
- by consultation in the interval between Radiocommunication Assemblies, after adoption by a Study Group.

The process for approval by consultation shall be the same as that used for Recommendations in § 10.4.

3.5 Each Question shall be assigned to only one Study Group.

3.6 The Study Group Chairman, in consultation with the Vice-Chairmen, shall, to the extent possible, assign the Question to a single Working Party or Task Group or, dependent upon the urgency of a new Question, shall propose the establishment of a new Task Group, (see § 2.7), or shall decide to refer the Question to the next Study Group meeting. In order to avoid duplication of effort, in cases where a Question is relevant to more than one Working Party, a specific Working Party responsible for consolidating and coordinating the texts shall be identified.

3.7 Each Study Group shall identify, to the Director, Questions that may be suppressed because studies have been completed, may no longer be necessary or have been superseded. The Director shall consult Member States for approval of their suppression under the same procedure given in § 3.4 above or shall forward relevant proposals to the next Radiocommunication Assembly, with justification for the action.

4 Preparations for World (and Regional) Radiocommunication Conferences

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

4.2 Preparations for WRCs will be carried out by the CPM (see Resolution ITU-R 2).

4.3 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.

5 Coordination among Study Groups, Sectors and with other international organizations

5.1 Meetings of Study Group Chairmen and Vice-Chairmen

When the need arises, the Director will call a meeting of the Chairmen and Vice-Chairmen. The purpose of the meeting is to ensure the most effective coordination of the work of the Study Groups. The Director shall serve as Chairman of this meeting. The meeting shall also consider the status of work in the Study Groups regarding agendas for the next two WRCs and make recommendations accordingly. If appropriate, such meetings could be by electronic means, such as telephone or video conferences or using the Internet. However, a one-day face-to-face meeting every two years shall be organized preceding a RAG meeting.

5.2 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 or with Study Groups of the other two Sectors.

5.3 Intersector Coordination 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). For details on this process see Resolutions ITU-R 6 and ITU-R 7.

5.4 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.

PART 2

Documentation

6 Radiocommunication Assembly and Radiocommunication Study Group texts

6.1 Definitions

The Radiocommunication Assembly and Radiocommunication Study Group texts are defined as follows:

6.1.1 Question

A statement of a technical, operational or procedural problem, generally seeking a Recommendation, Handbook or Report (see Resolution ITU-R 5).

6.1.2 Recommendation

An answer to a Question or part(s) of a Question which, within the scope of existing knowledge and studies or the results of studies referred to in § 3.3, recommends specifications, data or guidance provides a recommended way or ways of undertaking a specified task; or a recommended procedure or procedures for a specified application and which is considered to be sufficient to serve as a basis for international cooperation in a given context in the field of radiocommunications.

As a result of further studies, taking into account developments and new knowledge in the field of radiocommunications, Recommendations may be expected to be revised and updated (see § 11). However, in the interests of stability, Recommendations should not normally be revised more frequently than every two years, unless the proposed revision, which complements rather than changes the agreement reached in the previous version, urgently needs to be included, or unless significant errors or omissions are identified (see § 10.1.5).

Each Recommendation should include a brief “scope” text clarifying the objective of the Recommendation. The scope should remain in the text of the Recommendation after its approval.

NOTE 1 – When Recommendations provide information on various systems relating to one particular radio application, they should be based on criteria relevant to the application, and should include, where possible, an evaluation of the recommended systems, using those criteria. In such cases, the relevant criteria and other pertinent information are to be determined, as appropriate, within the Study Group.

NOTE 2 – Recommendations should be drafted taking account of the Common Patent Policy for ITU-T/ITU-R/ISO/IEC on intellectual property rights, as given in Annex 1.

6.1.3 Resolution

A text giving instructions on the organization, methods or programmes of Radiocommunication Assembly or Study Group work.

6.1.4 Opinion

A text containing a proposal or a request destined for another organization (such as other Sectors of the ITU, international organizations, etc.) and not necessarily relating to a technical subject.

6.1.5 Decision

A text giving instructions on the organization of the work of a Study Group.

6.1.6 Report

6.1.6.1 A technical, operational or procedural statement, prepared by a Study Group on a given subject related to a current Question or the results of studies referred to in § 3.3;

6.1.6.2 A technical, operational or procedural statement prepared by the CPM for Radiocommunication Conferences.

6.1.7 Handbook

A text which provides a statement of the current knowledge, the present position of studies, or of good operating or technical practice, in certain aspects of radiocommunications, which should be addressed to a radio engineer, system planner or operating official who plans, designs or uses radio services or systems, paying particular attention to the requirements of developing countries. It should be self-contained, require no familiarity with other ITU Radiocommunication texts or procedures, but should not duplicate the scope and content of publications readily available outside the ITU.

6.2 Presentation of texts

6.2.1 Texts should be as brief as possible, taking account of the necessary content, and should relate directly to the Question or part of the Question being studied.

6.2.2 Each text should include a reference to related texts and, where appropriate, to pertinent items of the Radio Regulations.

6.2.3 Texts shall be presented showing their number, their title and an indication of the year of their initial approval, and, where appropriate, the year of approval of any revisions.

6.3 Publications

Publication of approved texts shall be according to the following scheme:

- all Recommendations in force shall, after approval, be published as soon as possible using electronic media;
- all Recommendations in force may also be made available in paper form subject to the publication policy of ITU;
- all Resolutions and Opinions shall be published in both electronic and paper form following each Radiocommunication Assembly;
- Reports and Handbooks shall be produced and made available in the most economical and practical form in both electronic and paper form following their approval.

7 Preparatory documentation

7.1 Radiocommunication Assemblies

Preparatory documentation shall include:

- draft texts, prepared by Study Groups, for approval;
- a Report from the Chairman of each Study Group, the SC, the CCV and the CPM, reviewing activities since the preceding Radiocommunication Assembly, including from each Study Group Chairman a list of Questions for which no input documentation has been received for the period mentioned in § 1.6. Should a Chairman believe that a certain Question should continue an explanation must be given;
- a Report by the Director which should include proposals for the future work programme;
- a list of Recommendations approved since the previous Radiocommunication Assembly;
- contributions submitted from Member States and Sector Members addressed to the Radiocommunication Assembly.

7.2 Radiocommunication Study Groups

Preparatory documentation shall include:

- any directives issued by the Radiocommunication Assembly with respect to the Study Group, including this Resolution;
- draft Recommendations and other texts prepared by Task Groups or Working Parties;
- proposals for approval of draft Recommendations between Radiocommunication Assemblies (see § 10);
- progress reports from each Task Group, Working Party and Rapporteur;
- the contributions to be considered at the meeting;
- documentation prepared by the Bureau, particularly of an organizational or procedural nature, for clarification purposes or in response to Study Group requests;
- the Chairman's Report, summarizing the conclusions of any work carried out by correspondence and preparing the work to be accomplished at the meeting;
- the conclusions of the preceding meeting, in so far as they have not been included in the official texts referred to above;
- an outline agenda indicating: draft Recommendations to be considered, draft Questions to be considered, reports from Task Groups and Working Parties to be received, and draft Decisions, draft Opinions, draft Handbooks and draft Reports to be approved.

8 Contributions to Radiocommunication Study Group studies

8.1 The guidelines issued by the Director (see *noting* and § 2.11) 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.

8.2 In particular:

- Contributions shall be provided to the Director electronically, with some exceptions for developing countries unable to do so.
- The Director may return a document that does not comply with the guidelines, for it to be brought into line.
- Each contribution should clearly indicate the Question or topic, the group (e.g. Study Group, Task Group, Working Party) for which it is intended and full details of the contact person (including e-mail address, postal address, telephone number, facsimile number, etc.), as may be needed to clarify the contribution.
- Contributions should be sent to the Chairman of the group concerned as well as to the Chairman and Vice-Chairmen of the Study Group.
- Contributions should be limited in length (if possible, less than ten pages) and be prepared using standard word-processing software, without using any auto-formatting facility; modifications to existing text should be indicated by means of revision marks (using "Track Changes").

8.3 For meetings of all groups (Study Groups, Working Parties, Task Groups, etc.), the following deadlines apply for the submission of contributions:

- *where translation is required*, contributions should be received at least three months prior to the meeting, and will be made available not later than four weeks before the meeting. For later contributions, no commitment can be made by the Secretariat to ensure the document will be available at the opening of the meeting in all the required languages;
- otherwise, for documents *not requiring translation*, contributions (including Revisions, Addenda and Corrigenda to contributions) received by 1600 hours UTC, seven calendar days prior to the start of the meeting are made available for the opening of the meeting. The deadline applies only to contributions from Member States, Sector Members and Associates.

The secretariat cannot accept submissions later than the aforementioned deadline. Documents not available at the opening of a meeting cannot be discussed at the meeting.

8.4 Following the meetings of Task Groups or Working Parties, the Chairmen of the groups concerned shall prepare a report for their future meetings giving information regarding progress made and work in progress. These Reports should be prepared within one month of the end of the meeting concerned. In addition, annexes to a Chairman's Report, which contain draft texts for which further study is needed, should be issued by BR within two weeks of the end of the meeting.

8.5 When articles are referred to in documents submitted to the Radiocommunication Bureau, such references or bibliography should be to published works which are readily available through library services.

9 Circulation of information

9.1 The Director shall issue, at regular intervals, information that will include:

- an invitation to participate in the work of the Study Groups for the next study period;
- a request form to be completed for the receipt of the documentation;
- a schedule of meetings for at least the next 12 months with updates, as appropriate;
- all Study Group meeting invitations;
- CPM preparatory documents and final Reports;
- preparatory documents for the Radiocommunication Assembly.

The following information will be provided based on responses to requests for documentation as outlined above:

- Study Group circulars that will include invitations to all Working Party, Task Group and Joint Rapporteur Group meetings with a form for individual participation and draft agenda;
- Study Group, Working Party, Task Group and Joint Rapporteur Group documents;
- other information that will assist Member States and Sector Members.

9.2 Information on Study Group activities will also be available in electronic form, as appropriate.

PART 3

Adoption and approval

10 Adoption and approval of Recommendations

10.1 Introduction

10.1.1 When a study has reached a mature state, based on a consideration of existing ITU-R documentation and of contributions from Member States, Sector Members or Associates, which has resulted in a draft new or revised Recommendation, the approval process to be followed is in two stages:

- adoption by the Study Group concerned; dependent on circumstances, the adoption may take place at a Study Group meeting or by correspondence following the Study Group meeting (see § 10.2);
- following adoption, approval by the Member States, either by consultation between Radiocommunication Assemblies or at a Radiocommunication Assembly (see § 10.4);

if justified, in some cases these processes may be undertaken simultaneously based on a decision by the Study Group (see § 10.3).

10.1.2 There may be exceptional circumstances where no Study Group meeting has been scheduled at a suitable time prior to a Radiocommunication Assembly, and where a Task Group or Working Party has prepared draft proposals for new or revised Recommendations which require urgent action. In these cases, if at its previous meeting the Study Group decides, the Study Group Chairman may submit such proposals directly to the Radiocommunication Assembly with justification, and should outline the reasons for such urgent action.

10.1.3 Approval may only be sought for a draft new or revised Recommendation within the Study Group's mandate as defined by the Questions allocated to it in accordance with Nos. 129 and 149 of the Convention. Approval may however also be sought for revision of an existing Recommendation within the Study Group's mandate for which no current Question exists.

10.1.4 Where a draft Recommendation (or revision) falls, exceptionally, within the mandate of more than one Study Group, the Chairman of the Study Group proposing the approval should consult and take into account the views of all the other Study Group Chairmen concerned before proceeding with the procedures below.

10.2 Adoption of Recommendations

10.2.1 Principles for the adoption of a new or revised Recommendation by a Study Group both at a meeting of the Study Group and by correspondence

10.2.1.1 A draft Recommendation (new or revised) shall be considered to be adopted by the Study Group if not opposed by any delegation representing a Member State attending the meeting or responding to the correspondence. If a delegation of a Member State opposes the adoption, the Chairman of the Study Group should consult with the delegation concerned in order for the objection to be resolved.

10.2.1.2 If there is an objection to the text that cannot be resolved, any or a combination of the following procedures and subject to c) below, shall be followed:

- a) if this text is in response to Questions of Category C1 (see Resolution ITU-R 5) or to other matters relating to a WRC, the text shall be forwarded to the Radiocommunication Assembly;
- b) in other cases, the Study Group Chairman should seek the agreement of the objecting administration to forward the text with the objection to the Radiocommunication Assembly and, if this agreement is not obtained, should refer the text back to the Working Party or Task Group, as appropriate, giving the reasons for such objection so that the matter may be considered and resolved in the meeting of such group;
- c) however, if the matter cannot be resolved in the Working Party or Task Group and, if consensus is reached in the Study Group meeting that there is sufficient evidence that the technical objection has already been adequately addressed, and taking account of the urgency of the matter and the timing of the next Assembly, the Study Group Chairman, after consulting the Director, may forward the text, with a detailed justification, to the Radiocommunication Assembly, indicating that the text has not been adopted within the Study Group; the administration concerned should be notified of this action.

In all cases, the Radiocommunication Bureau shall send, as soon as possible, to the Radiocommunication Assembly, Task Group or Working Party, as appropriate, the reasons given by the Study Group Chairman, in consultation with the Director, for the decision and the detailed objection from the administration that objected to the draft new or revised Recommendation.

10.2.2 Procedure for adoption at a Study Group meeting

10.2.2.1 A Study Group may consider and adopt draft new or revised Recommendations, when the draft texts have been prepared sufficiently far in advance of the Study Group meeting so that the draft texts will have been available in either paper and/or electronic forms at least four weeks prior to the start of the Study Group meeting.

10.2.2.2 Upon request of the Study Group Chairman, the Director shall explicitly indicate the intention to seek adoption of new or revised Recommendations at a Study Group meeting when announcing the convening of the relevant Study Group meeting. The announcement shall include summaries of the proposals (i.e. summaries of the new or revised Recommendations). Reference shall be provided to the document where the text of the draft of the new or revised Recommendation may be found.

This information shall be distributed to all Member States and Sector Members and should be sent by the Director so that it shall be received, so far as practicable, at least three months before the meeting.

10.2.2.3 The Study Group should agree summaries of draft new Recommendations and summaries of draft revisions to Recommendations, these summaries being included in subsequent Administrative Circulars relating to the approval process.

10.2.3 Procedure for adoption by a Study Group by correspondence

10.2.3.1 When a draft new or revised Recommendation has not been anticipated for specific inclusion in the agenda of a Study Group meeting, the participants at the Study Group meeting may decide, after due consideration, to seek adoption of the draft new or revised Recommendation by the Study Group by correspondence (see also § 2.10).

10.2.3.2 The Study Group should agree summaries of draft new Recommendations and summaries of draft revisions to Recommendations.

10.2.3.3 Immediately following the Study Group meeting, the Director should circulate these draft new or revised Recommendations to all Member States and Sector Members participating in the work of the Study Group for full Study Group consideration by correspondence.

10.2.3.4 The period for Study Group consideration shall be two months following the circulation of the draft new or revised Recommendations.

10.2.3.5 If, within this period for Study Group consideration, no objections are received from Member States, the draft new or revised Recommendation shall be considered to be adopted by the Study Group.

10.3 Procedure for the simultaneous adoption and approval by correspondence

10.3.1 When a Study Group meeting decides to send the draft new or revised Recommendation for adoption by correspondence, according to the provisions of §§ 10.2.3.1 and 10.2.3.2, the Study Group may also decide to make use of this procedure for simultaneous adoption and approval (PSAA), if there is no objection by any Member State attending the meeting.

10.3.2 In this case, immediately following the Study Group meeting, the Director should circulate these draft new or revised Recommendations to all Member States and to Sector Members.

10.3.3 The period for consideration shall be three months following the circulation of the draft new or revised Recommendations.

10.3.4 If, within this period for consideration, no objection is received from a Member State, the draft new or revised Recommendation shall be considered to be adopted by the Study Group. Since the PSAA procedure has been followed, such adoption is considered to constitute approval and the procedure for approval in § 10.4 is unnecessary.

10.3.5 If, within this period for consideration, an objection is received from a Member State, the draft new or revised Recommendation shall be considered as not adopted, and the procedure described in § 10.2.1.2 shall apply.

10.3.6 The Director shall promptly notify, by circular letter, the results of the above procedure, indicating the date of entry into force, as appropriate.

10.3.7 Should minor, purely editorial amendments or correction of evident oversights or inconsistencies in the text be necessary, the Director may correct these with the agreement of the Chairman of the relevant Study Group.

10.3.8 The ITU will publish the approved new or revised Recommendations in the official languages of the Union as soon as practicable.

10.3.9 Any Member State or Sector Member considering itself to be adversely affected by a Recommendation approved in the course of a study period may refer its case to the Director who shall submit it to the relevant Study Group for prompt attention.

10.3.10 The Director shall inform the next Radiocommunication Assembly of all cases notified in conformity with § 10.3.9.

10.4 The traditional procedure for the approval of new or revised Recommendations

10.4.1 When a draft new or revised Recommendation has been adopted by a Study Group, by either of the procedures given in § 10.2, then the text shall be submitted for approval by Member States.

10.4.2 Approval of new or revised Recommendations may be sought:

- by consultation of the Member States as soon as the relevant Study Group has adopted the text;
- if justified, at a Radiocommunication Assembly.

10.4.3 At the Study Group meeting where a draft is adopted or where it is decided to seek adoption by Study Group correspondence, the Study Group shall decide to submit the draft new or revised Recommendation for approval either at the next Radiocommunication Assembly or by consultation of the Member States, unless the Study Group has decided to use the PSAA procedure as described in § 10.3.

10.4.4 When it is decided to submit a draft for approval, with detailed justification, to the Radiocommunication Assembly, the Study Group Chairman shall inform the Director and request that he takes the necessary action to ensure that it is included in the agenda for the Assembly.

10.4.5 When it is decided to submit a draft for approval by consultation, the following conditions and procedures apply.

10.4.5.1 At the Study Group's meeting the decision of the delegations representing Member States to apply this approval procedure must be unopposed. A delegation may advise at the Study Group meeting that it is abstaining from the decision to apply the procedure. This delegation's presence shall then be ignored for the purposes of this decision. Such an abstention may subsequently be revoked, but only during the course of the Study Group meeting.

Exceptionally, but only during the Study Group meeting, delegations may request more time to consider their positions. Unless advised of formal opposition from any of these delegations within a period of two months after the last day of the meeting, the approval process by consultation shall continue.

10.4.5.2 For the application of the approval procedure by consultation, within one month of a Study Group's adoption of a draft new or revised Recommendation, according to one of the methods in § 10.2, the Director shall request Member States to indicate within three months whether they approve or do not approve the proposal. This request shall be accompanied by the complete final text of the draft new Recommendation, or the complete final text, or modified parts of, the revised Recommendation.

10.4.5.3 The Director shall also advise Sector Members participating in the work of the relevant Study Group under the provisions of Article 19 of the Convention, that Member States are being asked to respond to a consultation on a proposed new or revised Recommendation. This advice should be accompanied by the complete final texts, or revised parts of the texts, for information only.

10.4.5.4 If 70% or more of the replies from Member States indicate approval, the proposal shall be accepted. If the proposal is not accepted, it shall be referred back to the Study Group.

Any comments received along with responses to the consultation shall be collected by the Director and submitted to the Study Group for consideration.

10.4.5.5 Those Member States who indicate that they do not approve are encouraged to advise their reasons and to participate in the future consideration by the Study Group and its Working Parties and Task Groups.

10.4.5.6 The Director shall promptly notify, by circular letter, the results of the above procedure for approval by consultation, indicating the date of entry into force, as appropriate.

10.4.6 Should minor, purely editorial amendments or correction of evident oversights or inconsistencies in the text as presented for approval be necessary, the Director may correct these with the agreement of the Chairman of the relevant Study Group.

10.4.7 The ITU will publish the approved new or revised Recommendations in the official languages of the Union as soon as practicable.

10.4.8 Any Member State or Sector Member considering itself to be adversely affected by a Recommendation approved in the course of a study period may refer its case to the Director who shall submit it to the relevant Study Group for prompt attention.

10.4.9 The Director shall inform the next Radiocommunication Assembly of all cases notified in conformity with § 10.4.8.

11 Updating or deletion of ITU-R Recommendations

11.1 In view of translation and production costs, any updating of ITU-R Recommendations for which substantial revision has not been made within the last 10-15 years should, as far as possible, be avoided.

11.2 Radiocommunication Study Groups (including CCV) should continue to review maintained Recommendations, particularly older Recommendations, and, if they are found to be no longer necessary or obsolete, should propose their revision or deletion. In this process, the following factors should be taken into account:

- if the content of the Recommendations still has validity, are they really so useful as to be continuously recommended by ITU-R?
- is there another Recommendation developed later which handles the same (or quite similar) topic(s) and could cover the points included in the old Recommendation?
- in the case that only a part of the Recommendation is regarded as still useful, the possibility to transfer the relevant part to another Recommendation developed later.

11.3 To facilitate the review work, the Director shall endeavour before each Radiocommunication Assembly, in consultation with the Chairmen of the Study Groups, to prepare lists of ITU-R Recommendations that may be identified in § 11.1. After the review by the relevant Study Groups, the results should be reported to the next Radiocommunication Assembly through the Chairmen of the Study Groups.

11.4 Radiocommunication Study Groups (including CCV) are encouraged, where appropriate, to editorially update maintained Recommendations in order to reflect recent changes, such as:

- ITU structural changes;
- renumbering of Radio Regulation provisions² resulting from the simplification of the Radio Regulations, provided the Radio Regulation provision text is not changed, e.g. removal of “S” from referenced Radio Regulation Article provisions;
- updating of cross-references between ITU-R Recommendations;
- need to delete references to Questions that are no longer in force.

² The Radiocommunication Bureau should be consulted in this respect.

11.5 Editorial revisions should not be regarded as draft revisions of Recommendations as specified in § 10, but each editorially updated Recommendation should be accompanied, until the next revision, by a footnote stating “Radiocommunication Study Group (*nomenclature of Study Group to be inserted as appropriate*) made editorial amendments to this Recommendation in the year (*insert year in which amendments have been made*) in accordance with Resolution ITU-R 1”.

11.6 Furthermore, editorial updating shall not be applied to the updating of ITU-R Recommendations incorporated by reference in the Radio Regulations. Such updating of ITU-R Recommendations shall be made through the normal procedure specified in § 10.4 of this Resolution.

11.7 Decisions to delete Recommendations should take into account the status of telecommunication technology, which may differ from country to country and between Regions. Therefore, even if some administrations are in favour of suppressing an old Recommendation, technical/operational requirements addressed in that Recommendation may still be important for some other administrations.

11.8 The deletion of existing Recommendations shall follow a two-stage process:

- agreement to the deletion by a Study Group;
- following this agreement to delete, approval by Member States, by consultation.

Approval of the deletion of Recommendations by consultation may be undertaken when using either of the procedures described in § 10.3 or § 10.4. The Recommendations proposed for deletion may be listed in the same Administrative Circular treating draft Recommendations under either of these two procedures.

Annex 1

Common Patent Policy for ITU-T/ITU-R/ISO/IEC

The Common Patent Policy is available at <http://www.itu.int/ITU-T/dbase/patent/patent-policy.html>