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| **GUIDELINES FOR THE PREPARATION OF CONTRIBUTIONS TO CPM11-2** |

* ***CPM11-2 TEMPLATES***

All documents should be prepared using the official templates - they may be found on the CPM11‑2 web page at:  
<http://www.itu.int/ITU-R/go/itur-templates>.

* ***USE OF THE DRAFT CPM REPORT***

Contributions should be based on the version of the draft CPM Report to WRC-12 which is published as Document CPM11-2/1 on the following CPM web page:  
 <https://www.itu.int/md/R07-CPM11.02-C>.

* ***USE OF TRACK CHANGES (REVISION MARKS) AND HIGHLIGHTED TEXT***

Since the draft CPM Report already contains examples of regulatory text with revision marks proposing modifications to the 2008 Edition of the RR, the following approach should be applied in preparing contributions to CPM11-2:

* For changes proposed to any part of the draft CPM Report contained in Document CPM11‑2/1 revision marks (under track changes) and "Turquoise" highlights should be used. (See examples given in these guidelines.)
* For proposed additions of new examples of regulatory text not yet included in the draft CPM Report, "Turquoise" highlights shall also be used over the entire proposed new text. (See other examples given in these guidelines.)

This will greatly help us track all changes and hence ease the referencing, translation, typing and timely production of documents. This highlighting will appear in the published version of contributions.

To highlight text click on the Text Highlight Color button which can be found under Font on the Home tab. The colour to be used is Turquoise:

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**Examples of how to propose and show  
modifications to the draft CPM Report [[1]](#footnote-1)\***

**1 - How to modify existing general text (other than RR text) in the draft CPM Report**

**Original text**

**I.4 Presentation and structure of the Report**

The Report is structured to follow the topics of the WRC-07 agenda. Its outline was developed and approved by the first CPM at its meeting in July 2003 (see the results of the first CPM in Administrative Circular CA/128 of 29 July 2003 and its Addenda 1 to 4 of 23 July 2004, 16 December 2004, 25 November 2005 and 16 February 2006 respectively). A cross-reference list between the Chapters of this Report and the WRC-07 agenda items is provided at the beginning of this Report to facilitate the identification of specific topics within the framework of the WRC-07 agenda.

**Original text revised**

**I.4 Presentation and structure of the Report**

The Report is structured according to the topics of the WRC-07 agenda. Its outline was developed and approved by the first CPM at its meeting in July 2003 (see the results of the first CPM in Administrative Circular CA/128 of 29 July 2003 and its Addenda 1 to 4 of 23 July 2004, 16 December 2004, 25 November 2005 and 16 February 2006 respectively). A cross-reference list between the Chapters of this Report and the WRC-07 agenda items is provided at the beginning of this Report.

This is the English version of the Report.

Turn on track changes, make modifications (deleted text should then appear as strikethrough, added texts should then appear as underlined) and highlight result.   
Do not use key words ADD, MOD, SUP and NOC when modifying existing general text.

**2 – How to further modify existing RR text already modified in the draft CPM Report**

**Original text**

**MOD**

**5.543A** In Bhutan, Cameroon, Korea (Rep. of), the Russian Federation, India, Indonesia, Iran (Islamic Republic of), Japan, Kazakhstan, Lesotho, Malaysia, Maldives, Mongolia, Myanmar, Uzbekistan, Pakistan, the Philippines, Kyrgyzstan, the Dem. People’s Rep. of Korea, Sri Lanka, Thailand and Viet Nam, the allocation to the fixed service in the band 31-31.3 GHz may also be used by systems using high altitude platform stations in the ground-to-HAPS direction (HAPS). The use of the band 31-31.3 GHz by systems using HAPS is limited to the territory of the countries listed above and shall not cause harmful interference to, nor claim protection from, other types of fixed-service systems, systems in the mobile service and systems operated under No. **5.545**.     (WRC‑07)

Adding or deleting further:  
Turn on track changes, add text (should then appear as underlined) or delete text (should then appear as strikethrough) and highlight result.

Reinstating text proposed to be deleted:   
Turn on track changes, reject revision mark to the text (should then appear as clean text) and highlight result.

Deleting proposed new text:  
Turn on track changes, delete the text (should then appear as underlined and strikethrough) and highlight result. See also Note 1.

**Original text revised**

**MOD**

**5.543A** In Bhutan, Cameroon, Korea (Rep. of), the Russian Federation, India, Indonesia, Iran (Islamic Republic of), Japan, Kazakhstan, Lesotho, Malaysia, Maldives, Mongolia, Myanmar, Uzbekistan, Pakistan, the Philippines, Kyrgyzstan, the Dem. People’s Rep. of Korea, Sri Lanka, Thailand and Viet Nam, the allocation to the fixed service in the band 31-31.3 GHz may also be used by systems using high altitude platform stations (HAPS) in the ground-to-HAPS direction. The use of the band 31-31.3 GHz by systems using HAPS is limited to the territory of the countries listed above and shall not cause harmful interference to, nor claim protection from, systems in the broadcasting service, systems in the mobile service and systems operated under No. **5.545**. Furthermore, the development of these services shall not be constrained by HAPS. Systems using HAPS in the band 31-31.3 GHz shall not cause harmful interference to the radio astronomy service having a primary allocation in the band 31.3-31.8 GHz, taking into account the protection criterion as given in Recommendation ITU‑R RA.769. In order to ensure the protection of satellite passive services, the level of unwanted power density into a HAPS ground station antenna in the band 31.3-31.8  GHz shall be limited to −106 dB(W/MHz) under clear-sky conditions, and may be increased up to −100 dB(W/MHz) under rainy conditions to mitigate fading due to rain, provided the effective impact on the  passive satellite does not exceed the impact under clear-sky conditions.     (WRC‑07)

**3 – How to add new text to text already proposed to be added to the RR in the draft CPM Report and reinstating original text**

**Original text**

**MOD**

2.5 *Subregional systems:* For the purpose of the application of the provisions of this Appendix, a subregional system is a satellite system created by agreement among countries Member States of the ITU or their authorized telecommunications operating agencies on the basis of their national allotments and intended to provide domestic or subregional services within the geographical areas of the countries concerned. When a service area of a subregional system includes partially or wholly the territories of other administrations (other than the notifying one) the notifying administration shall seek to obtain the clear agreement of that administration.

Reinstating text proposed to be deleted:   
Turn on track changes, reject revision mark to the text (should then appear as clean text) and highlight result.

Adding further to RR text:

Turn on track changes, add text (should appear as underlined) and highlight result.

**Original text revised**

**MOD**

2.5 *Subregional systems:* For the purpose of the application of the provisions of this Appendix, a subregional system is a satellite system created by agreement among neighbouringcountries Member States of the ITU or their authorized telecommunications operating agencies on the basis of their national allotments and intended to provide domestic or subregional services within the geographical areas of the countries concerned. When a service area of a subregional system includes partially or wholly the southern and northern territories of other administrations (other than the notifying one) the notifying administration shall seek to obtain the clear agreement of that administration.

**4 – How to reinstate RR text proposed for suppression (SUP) in the draft CPM Report**

**Original text**

**SUP**

**5.536A**

**Original text revised**

**NOC**

**5.536A**

The SUP part is deleted with the track changes on, while the NOC part is added without the track changes on. Highlight both the NOC and SUP parts.

**5 – How to modify new text proposed to be added to the RR (ADD) in the draft CPM Report**

**Original text**

**ADD**

**6**

*d)* The channelling arrangement specified in the sub-sections A and B does not prejudice the rights of administrations to establish, and to notify assignments to stations in the maritime mobile service other than those using radiotelephony, provided that:

– the occupied bandwidth does not exceed 2 800 Hz and is situated wholly within one frequency channel.

Adding or deleting further to RR text:

Turn on track changes and show revision marks when adding new text to or deleting text from an already existing ‘ADD’ and highlight result.

**Original text revised**

**ADD**

**6**

*d)* The channelling arrangements mentioned above and specified in the sub-section A does not prejudice the rights of administrations to establish, and to notify assignments to stations in the maritime mobile service other than those using radiotelephony, provided that:

– the occupied bandwidth does not exceed 2 800 Hz and is situated wholly within one frequency channel.

**6 – How to delete an entire MOD in the draft CPM Report**

**Original text**

**MOD**

2.6 *Additional use:* For the application of the provisions of this Appendix, additional uses shall be those of an administration

*a)*which has a requirement of the satellite system whose characteristics differ from those used in the preparation of the Plan; any such requirement shall be limited to the national service area, taking into account technical constraints, of the administration concerned, unless otherwise agreed.

*b)*

**Original text revised**

**NOC**

2.6

The entire MOD part is deleted with the track changes on, while the NOC part is added without the track changes on. Highlight both the NOC and MOD parts.

**7 – How to delete or reinstate texts proposed to be added to or deleted from RR Article 5 Table of Frequency Allocations in the draft CPM Report**

**Original text**

**MOD**

**9-110 kHz**

|  |  |  |
| --- | --- | --- |
| **Allocation to services** | | |
| **Region 1** | **Region 2** | **Region 3** |
| **20.05-70**  FIXED  MARITIME MOBILE 5.57 ADD 5.XYZ  MOBILE ADD 5.XYZ  5.56 MOD 5.59 | | |
| **…** | | |
| **90-110**  RADIONAVIGATION 5.62  Fixed  5.64 MOD 5.58 | | |

Deleting proposed new text:  
Turn on track changes, delete the text (should then appear as underlined and strikethrough), and highlight result. See also Note 1.

Reinstating text proposed to be deleted: Turn on track changes, reject revision mark to the text (should then appear as clean text) and highlight result.

**Original text revised**

**MOD**

**9-110 kHz**

|  |  |  |
| --- | --- | --- |
| **Allocation to services** | | |
| **Region 1** | **Region 2** | **Region 3** |
| **20.05-70**  FIXED  MARITIME MOBILE 5.57 ADD 5.XYZ  5.56 5.58 MOD 5.59 | | |
| **…** | | |
| **90-110**  RADIONAVIGATION 5.62  Fixed  5.64 MOD 5.58 | | |

**8 – How to further split a band and add a new row to the RR Article 5 Table of Frequency Allocations in the draft CPM Report**

**Original text**

**MOD**

**3 230-5 003 kHz**

|  |  |  |
| --- | --- | --- |
| **Allocation to services** | | |
| **Region 1** | **Region 2** | **Region 3** |
| **4 063-4 271** MARITIME MOBILE 5.79A 5.109 5.110 5.130 5.131 5.132  5.128 5.129 | | |
| **4 271-4 438**  FIXED  MOBILE except aeronautical mobile (R)  5.129  ADD 5.MM1 | | |

Creating another row: Turn off track changes, copy the original row from the Radio Regulations (bands   
4 063-4 438), turn on track changes, make modifications (deletions and additions) and highlight results.

Adding or deleting further:  
Turn on track changes, add text (should then appear as underlined) or delete text (should then appear as strikethrough) and highlight result.

**Original text revised**

**MOD**

**3 230-5 003 kHz**

|  |  |  |
| --- | --- | --- |
| **Allocation to services** | | |
| **Region 1** | **Region 2** | **Region 3** |
| **4 063-4 271** MARITIME MOBILE 5.79A 5.109 5.110 5.130 5.131 5.132  5.128 5.129 | | |
| **4 271-4 351**  FIXED  MOBILE except aeronautical mobile (R)  5.129  ADD 5.MM1 | | |
| **4 351-4 438**  MOBILE except aeronautical mobile (R)  5.129  ADD 5.MM1 | | |

NOTE 1: When deleting proposed new texts already marked up with track changes, the text would disappear if it is deleted by the same MS Word user who added this original next text in.   
To alleviate this problem and obtain underlined and strikethrough text as shown in examples 2 and 7 above, the MS Word user name has to be changed before making the deletion.   
To change that user name in MS Word 2003, go to “Options” in the MS Word “Tool” menu, select “User information” and enter a different name. In MS Word 2007, select the “Review” tab, open the “Track Changes” menu and select the “Change User Name” and enter a different user name.

NOTE 2: In case of any further queries regarding the presentation of a split of a row of the Table of Frequency Allocations, the BR Secretariat will welcome any draft modifications for checking purposes before formal submission (send to: [philippe.aubineau@itu.int](mailto:philippe.aubineau@itu.int) or [linda.kocher@itu.int](mailto:linda.kocher@itu.int)).

1. \* The examples provided in this document are purely illustrative on how to use revision marks with track changes and "Turquoise" highlights. They were not taken from the draft CPM Report to WRC-12 and thus do not represent any formal proposed modifications to the Report. [↑](#footnote-ref-1)