Conference Proposals Interface (CPI) for the next WRC User Guide

Version: June 2023

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1.   Overview

The work of the World Radiocommunication Conferences (WRCs) is based on proposals from ITU Member States, either as common proposals from the main six (6) regional organizations, multi-countries proposals or individual country proposal, to amend the most recent edition of the Radio Regulations (RR)[*].

The Conference Proposals Interface (CPI) for the next WRC contains the Articles, Appendices, Resolutions and Recommendation of the RR in the MS Word format consistent with the ITU templates. It is a web-based tool that assists in the preparation of proposals by creating a clean baseline document (a "skeleton") upon which modifications to the selected texts from the RR can be indicated.

CPI will be familiar to those who have submitted proposals to the previous ITU Plenipotentiary Conferences (PPs), WRCs, World Telecommunication Standardization Assemblies (WTSAs), or World Telecommunication Development Conferences (WTDCs).

Key terms:

- **Skeleton:** Texts from the RR that have been selected by a submitter as a baseline for the preparation of proposals. Once a skeleton has been created using CPI, the system generates a corresponding MS Word file in the correct format.

- **Proposal:** An input document to WRC suggesting an action (e.g. NOC, ADD, MOD, SUP, etc. (see Section 6.1 below)) to the RR in response to an item on the WRC agenda. Proposals should be based on the MS World file created by CPI, updated to indicate the desired modifications (using "revision marks with track changes" where needed).

Useful addresses and contact details:

- WRC website: www.itu.int/en/ITU-R/conferences/wrc

- Conference Proposals Interface (CPI) for WRC-[xx]* access link:
    www.itu.int/net4/Proposals/CPI/WRC[xx]

- WRC-[xx]* Secretariat email address: wrc[xx]@itu.int

* "[xx]" has to be replaced by the year of the WRC, e.g. 19 for WRC-19, 23 for WRC-23, etc.

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[*] The published version of the RR in 4 volumes can be found at: http://www.itu.int/pub/R-REG-RR.
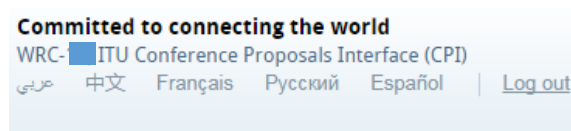
2.   Logging on

To log on, navigate to the CPI access link (see section 1), and enter your username (TIES) and password, then click "Sign in". To create/update an ITU user account and TIES access, go to www.itu.int/ties.
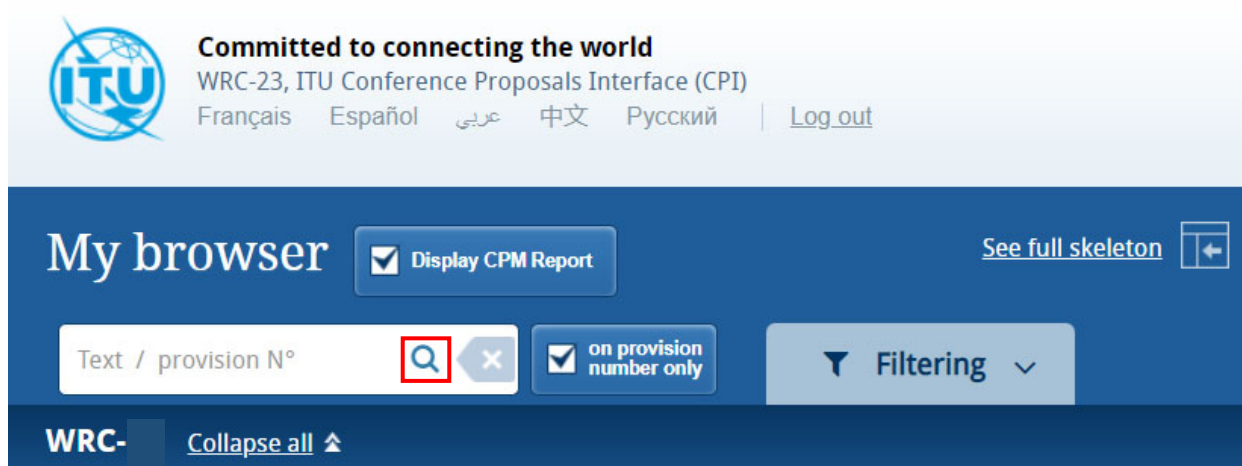
3.   Languages

Your default TIES language will be used unless you select a different one from the options at the top of the screen.

4.   Searching the regulatory texts

You may search for key words/strings of words using "My browser": click on the magnifier Q to start the search..

Searches will be performed on the entire collection of texts on RR Volumes 1, 2 and 3:

- the "ARTICLES" in RR Vol.1,
- the "APPENDICES" in RR Vol.2,
- the WRC "RESOLUTIONS" in RR Vol.3, and
- the WRC "RECOMMENDATIONS" also in RR Vol.3.

Another container, i.e. "GENERAL MATTERS", is available for other types of proposals not including specific proposed changes to texts in RR Volumes 1, 2 and 3.

RR Volume 4 contains the list of the ITU-R Recommendations incorporated by reference in the RR, and since these ITU-R Recommendations are maintained by the relevant ITU-R Study Groups, RR Volume 4 has not been made available in the CPI for WRC.
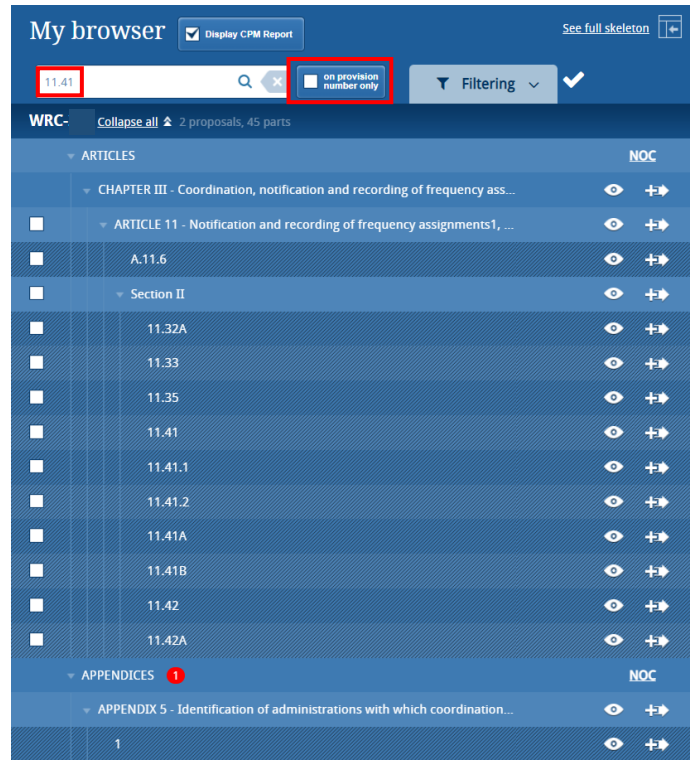
You may search either only within the titles of the provisions/Articles/sub-sections/Appendices/Resolutions/Recommendations when **"On provision number only"** is ticked (e.g. "4.2", "5.259", "11.41", "Article 18", "Appendix 30", "Resolution 217", etc.), or within the content of the entire selected volume(s) when it is unticked.

"11.41" on provision number only   **"11.41"**
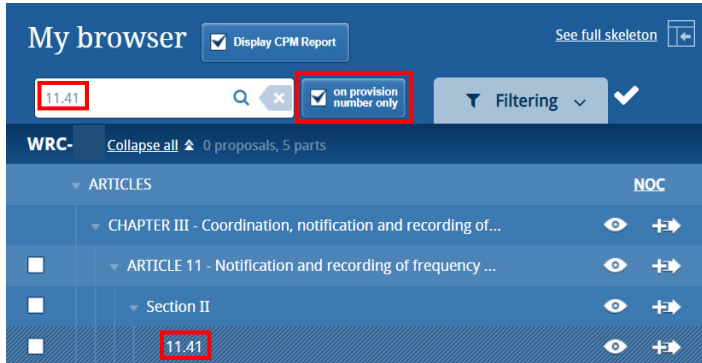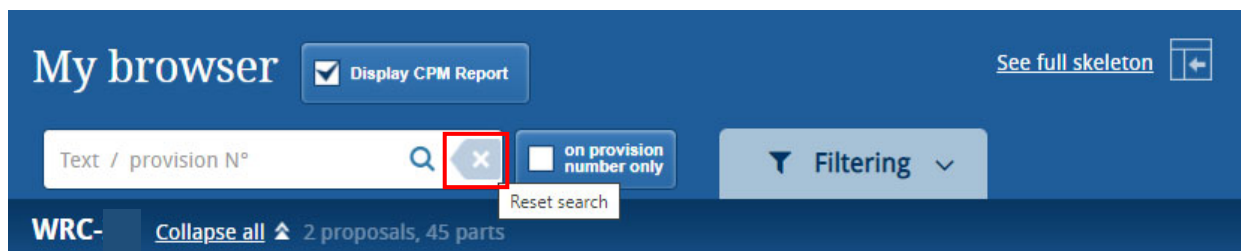

Or you may decide to use the [wild card ("*")](#) for your search, either at the start of the search sentence, in the middle or at the end.

To reset the filters and do a new search, click "Reset search" as shown below.

By clicking on the small arrows ▶ before the titles, you can expand the sub-sections and further browse the list. You may display the content of a provision by clicking on the "eye" icon, and also see the content of the provision in an MS Word file as indicated below.

You may also create an MS Word file from any displayed provision.
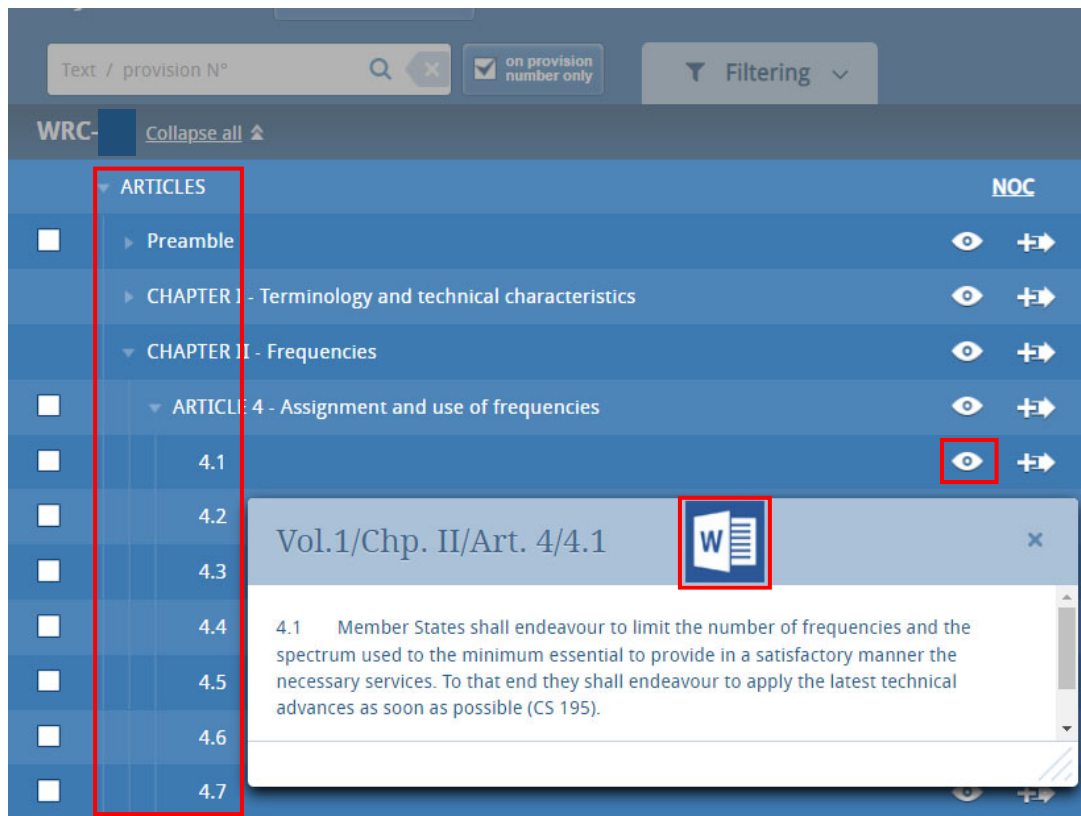
Once documents containing the WRC proposals will be published on the conference website, the proposals contained in these documents will also appear in CPI under the relevant sections (see section 6.8 for further information).

5. Using CPI to search existing proposals and CPM regulatory examples

5.1 Using the filter options to search/re-use existing proposals

CPI for WRC has a "Filtering" option that allows users, once documents containing WRC proposals are published on the conference website, to search these proposals via CPI.

Filters available in CPI to search for proposals
- Document Type (proposals, temporary document, etc.)
- Subject (e.g. RR volumes)
- Action (MOD, etc.)
- Agenda item or topic
- Methods (only available once an agenda item filter is selected; applicable to CRM Report regulatory examples only)
- Source (CPM, member state, regional group, WRC committee, etc.)
- Doc. Number (including addendum number)
- Mapping in the RR-20

5.2   Selecting regulatory examples in the CPM Report and/or re-use existing proposals

While all proposals for the work of the conference will also appear in CPI, it is also possible to display (or not) the regulatory examples included in the Report of the CPM to the WRC.

The number of proposals per RR volume is shown using red bubbles, while the number of proposals per RR provision is shown using a document icon.

Click on the document icon to see associated proposals.

- Click to see an MS Word version of a proposal/CPM regulatory example.

- In case of the CPM regulatory examples, pass your mouse pointer over the wheel icon next to the agenda item to view the CPM method associated to the example, e.g.:
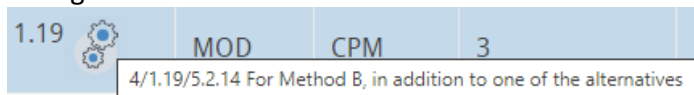
- Use the "eye" icon to obtain a preview of each proposal/CPM regulatory example.

- Click to re-use a proposal/CPM regulatory example to build your document skeleton (see also section 6.8 below).

6.   Preparing a baseline document ("skeleton")

6.1   Proposal types

Each individual proposal will use one of the proposed "Actions" (SUP, MOD, etc.). If you have a small screen it may appear only as a question mark). Click on the "Actions" button to see their definitions.

6.2   Selecting and stacking your proposals

To create a skeleton, identify the first provision that you wish to modify, then click on the icon to select it and apply the associated Action to make a proposal.
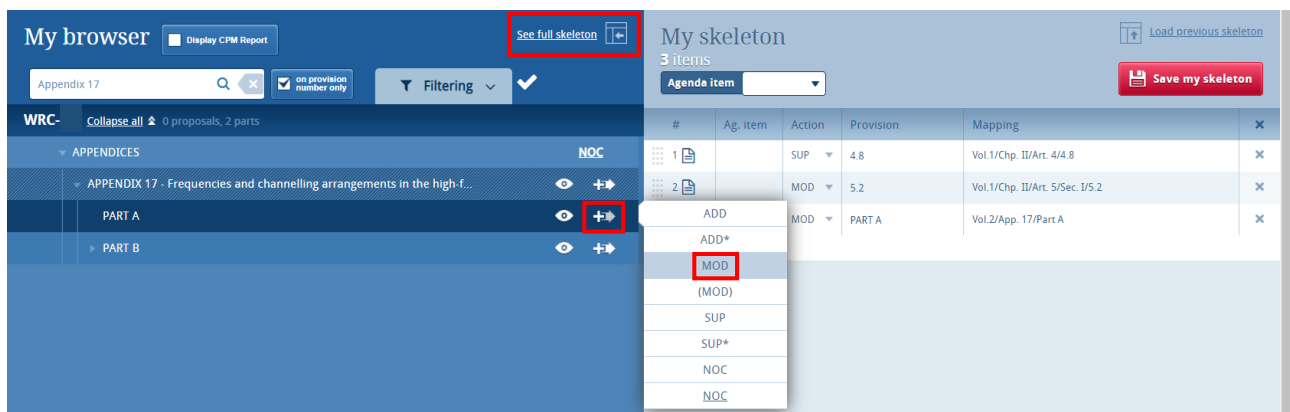
The selected provision and the associated Action will then appear under "My skeleton". Repeat this process until all provisions have been added to your skeleton.

By default, a "reduced" skeleton is displayed. Click on "See full skeleton" to see all the information available. Also by default the proposals are stack following the order in which they appear on the RR.

In the full skeleton, a "Reasons" clause will be added automatically immediately after each proposal by default. To remove the "Reasons" clause, unclick "Display reasons" from the full skeleton mode:
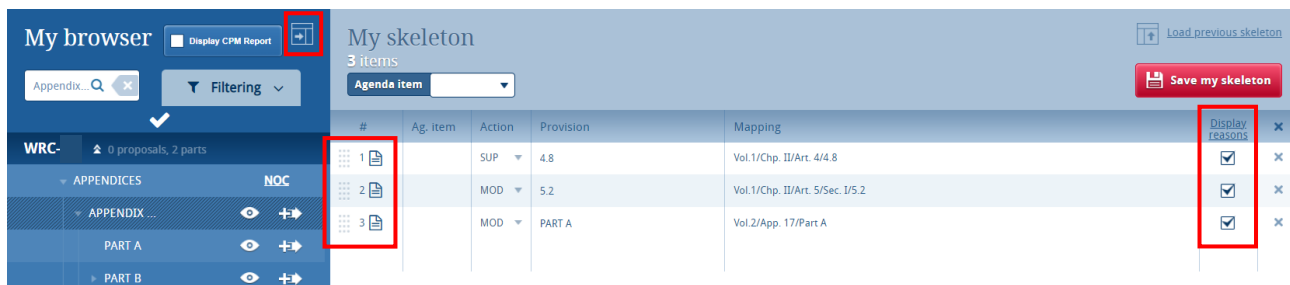
To propose modifications to a Resolution or a Recommendation, simply apply the action "MOD" to the title of the related Resolution or Recommendation. The entire content of this Resolution or Recommendation will be copied to your skeleton.

6.3   Selecting the Agenda Item

Use the dropdown list to select the agenda item associated to the proposal(s) you wish to create.

You may also click on the **"Agenda items"** button to see the conference agenda item descriptions (also see Annex 1 to this document).

It is mandatory to select an agenda item (and only one) per document containing proposal(s).

Your skeleton is now ready to be generated in any of the six languages by clicking:
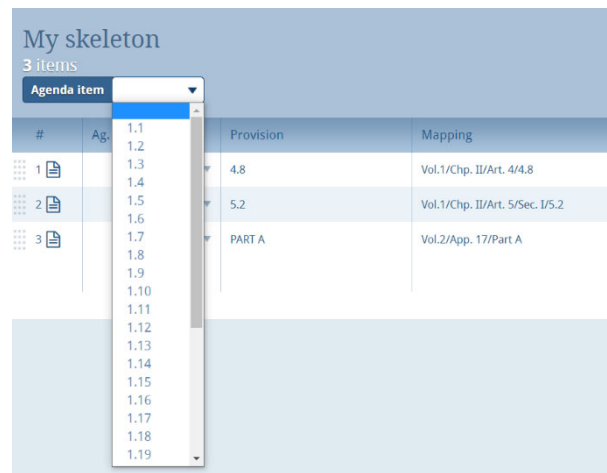
6.4   Re-ordering and removing proposals

Should you wish to re-order selected provisions, click on the grey squares and drag-and-drop the selected provisions.

To remove a proposal from your skeleton, click on the icon ✖ located on the same row as the proposal to be removed; to remove all proposals from your skeleton, click on the icon ✖ in the header of the table.
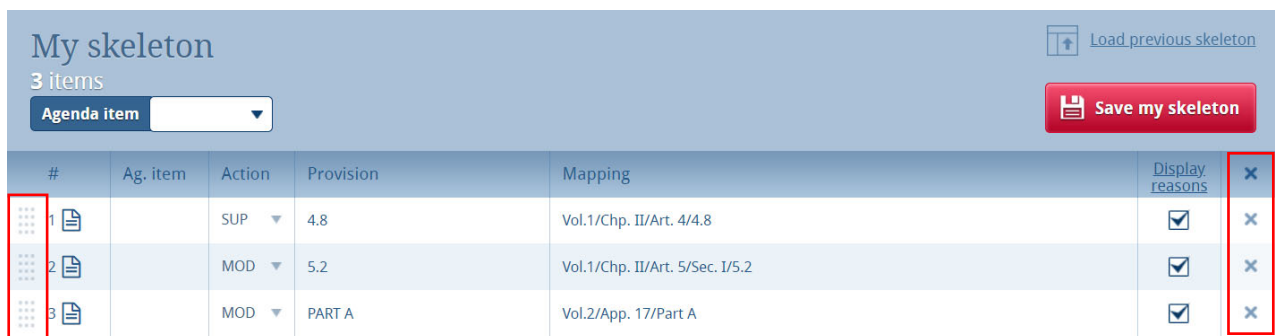
6.5   Selecting multiple provisions
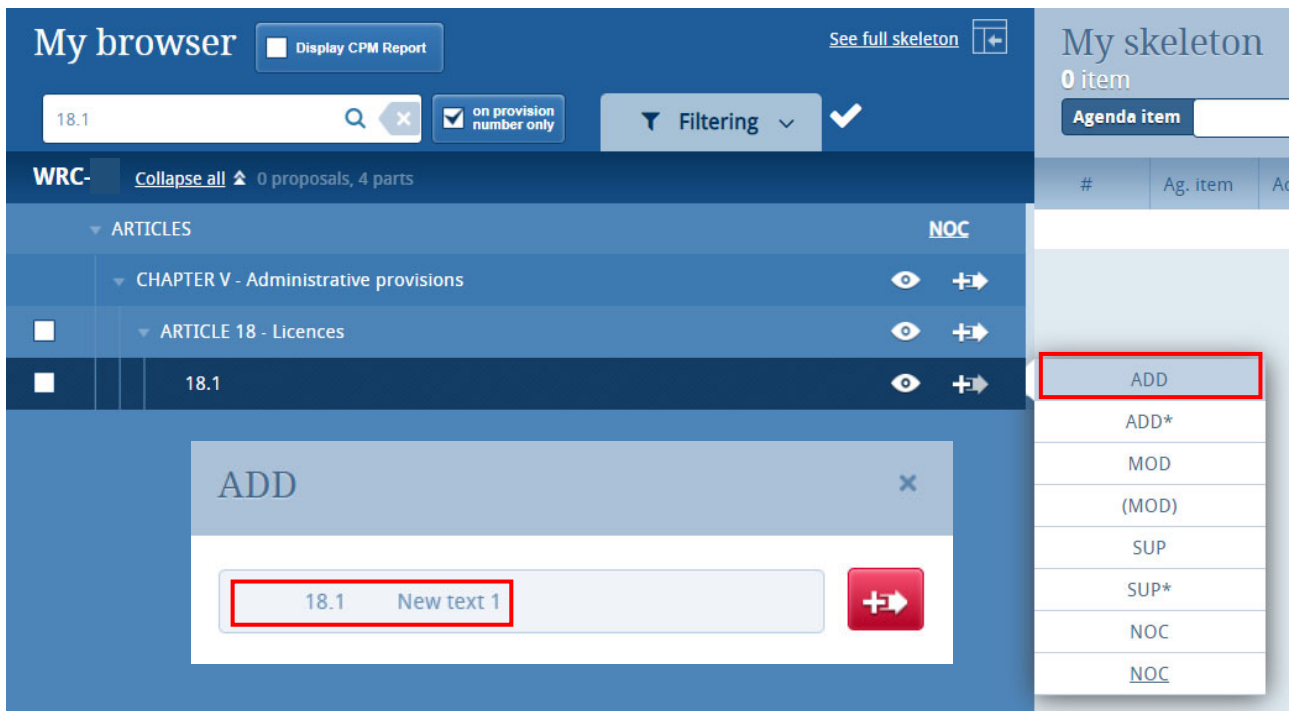
When a checkbox is shown on the left-hand side of a provision, you have the possibility to select all provisions below that provision and/or select many provisions at the same time. **The same action will be applied to all selected proposals. Note that the action can then be modified under the "My Skeleton" section.**

6.6   Action "ADD"

When you choose to create a new provision, the system automatically proposes a temporary provision letter or number. You may modify the title at this stage or later, once the proposal has been stacked by clicking on the [✎] icon.

The newly added provision will be mapped to the existing provision from where the ADD action has been initiated (see the "Mapping" column of the skeleton). In the example below, applying the action ADD to the provision 18.1 will map this new provision just after provision 18.1, Chapter V, Article 18.

New text inserted in an ADD has to be formatted according to the guidelines so it is read by the system and your proposals are stored in the database. In order to do so, please check the Guidelines for the preparation of proposals for WRC-23.

6.7   No Change Proposals to RR Volumes 1, 2 and/or 3

For the preparation of proposals on a <u>NOC</u> to Volumes 1, 2 and/or 3 of the RR, as shown in the screen capture below, please select:

-    <u>NOC</u> next to Articles (for a no change proposal to the entire RR Volume 1);

-    <u>NOC</u> next to Appendices (for a no change proposal to the entire RR Volume 2);

-    <u>NOC</u> next to Resolutions and <u>NOC</u> next to Recommendations (for a no change proposal to the entire RR Volume 3),

6.8 Creating a skeleton from an existing proposal

After the publication, on the conference website, of proposals submitted to the next WRC, those same proposals will also appear in CPI under the relevant sections (see below an example related to the WRC-15 conference).
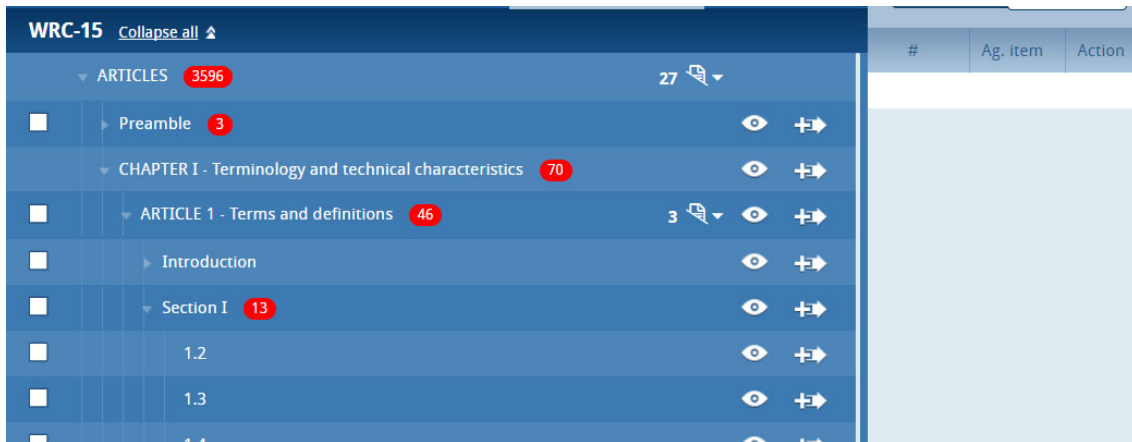
Users will then be able to see the proposals submitted on every part of the RR, along with information on each of this proposal (e.g. agenda item, action, document number, etc.). It is also possible to see, in MS Word format, the content of these proposals already published.

When preparing a new proposal, it will then be possible to select, from CPI, a proposal already published on the conference website. In such case, the action applied to this new proposal should be the same as the one applicable to the original proposal.
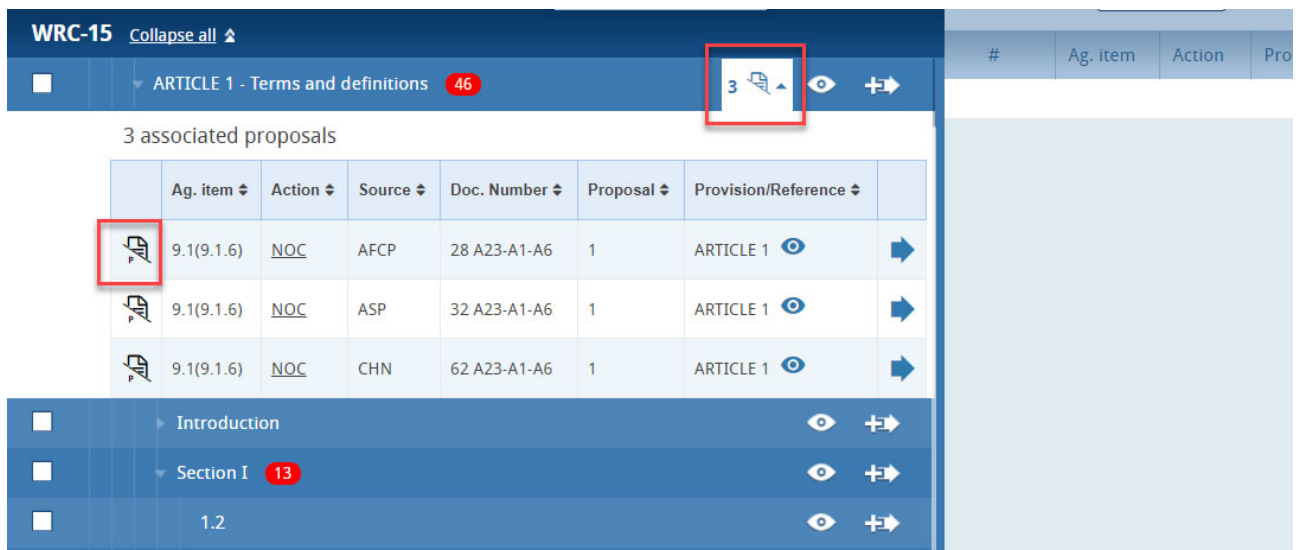
7   Saving your skeleton and producing a baseline MS Word file

Important: Since CPI is a web interface, do not forget to save your skeleton before leaving the application if you wish to retrieve it later.

The act of saving will generate a baseline MS Word file in any one of the six official ITU languages. The system will also email a copy of this file to the email address associated to your ITU user account.

7.1   Selecting the source(s)

Upon saving your skeleton, select the source(s) of the proposal(s). Either of the following options may be selected:

1)   The **Member State** associated to your ITU user account;

2)   The **Regional Group** to which your Member State is associated (this option is used for the preparation of common proposal(s) by the focal points of the regional organizations and would require the separate submission of the list of co-signatories),

3)   A list of Member States to be selected as **Co-signatories** of the proposal(s).

7.2   Selecting the suffix of an addendum number

Users are also offered to indicate the addendum number associated to the selected agenda item (see Annex 1 to this document, and additional information on the *Guidelines for the preparation of proposals for the next WRC* to be made available at a later stage).

7.3   Saving your skeleton

Now click on "Save my skeleton" to create the MS Word file which will open on your computer as well as being e-mailed to you. CPI will assign a provisional number for your proposal(s). It will also assign a unique ticket number that can be found in the email notification. **The output MS Word file should be used as the basis of your proposal(s), without changing the ITU Template associated with this file.**

7.4 Example of the resulting MS Word document for a skeleton created in CPI

The system has given your document a provisional number. This number will be replaced by a final document number under which it will be published, once submitted to ITU.

7.5 Email notification received after the saving of a skeleton created in CPI

An email notification, including a copy of the skeleton MS Word file, is automatically sent to the CPI user.

It confirms the creation of the skeleton, its saving in the CPI, together with a link to retrieve the skeleton if necessary. It also provides instructions on how to submit proposals to the Secretariat of the conference.

8   Loading a previously saved skeleton

If you wish to change the baseline text for your proposal(s), you may load and then modify skeletons previously saved in CPI before creating a new MS Word file.

To load a previously saved skeleton, either click the link in the email (see above), or click the "Load previous skeleton" button in the CPI interface. You may then select or delete any of the skeletons that you previously created.

Once a skeleton has been created, an MS Word file can be produced in any of the six official ITU languages. Click on the desired language at the top of the page (see section 3), then click "Save my skeleton", and follow the process described above.
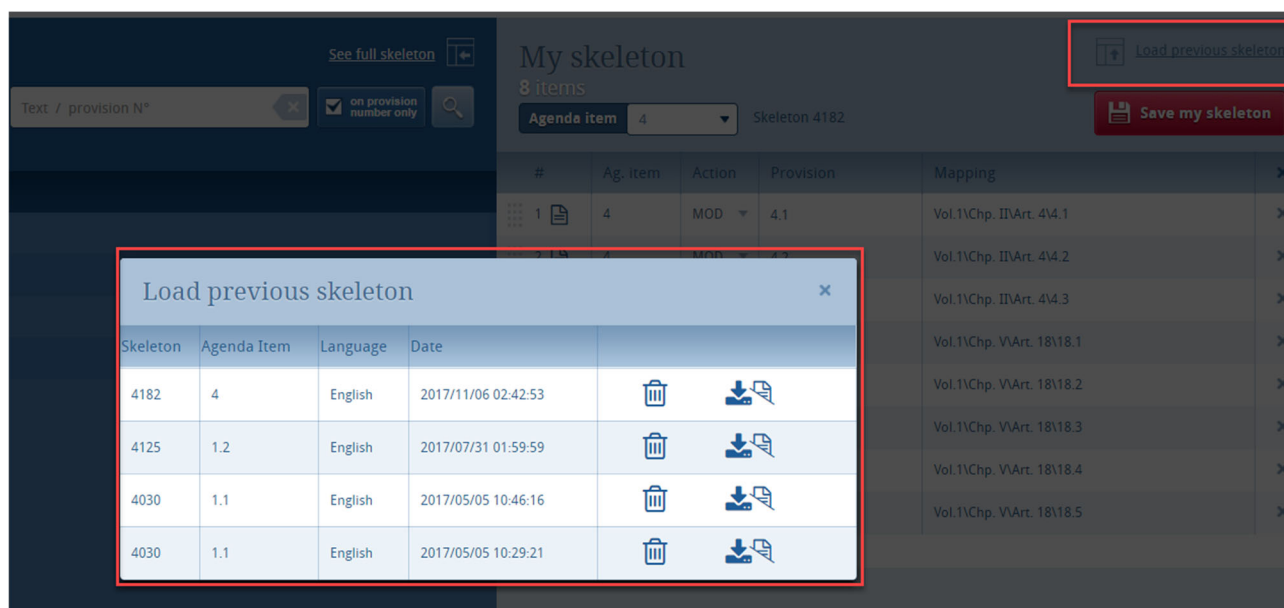
9   Finalizing your MS Word document

Once your MS Word document has been created, you may modify it as you wish before submitting it to the Secretariat for posting, taking into account the [Guidelines for the preparation of proposals for WRC-23](#).

Should you wish to add, remove or reorder some proposals included in your document, you can retrieve your skeleton in CPI using the "Load previous skeleton" link (see section 8 above) or on the link provided in the email you received when you saved your skeleton (see section 7.5).

10   Submitting proposals to ITU

Members may submit their proposals to the Secretariat via email to wrc[xx]@itu.int *

* "[xx]" has to be replaced by the year of the WRC, e.g. 19 for WRC-19, 23 for WRC-23, etc.

Your proposal submission to ITU will be confirmed via email.

Annex 1 -
Suffix (Addendum) Number and WRC-23 Agenda Item and Topic

WRC-23 agenda items and topics	Suffix	Add. number (see notes below)	Description
1	(n/a)	- (no proposals expected on this agenda item)	on the basis of proposals from administrations, taking account of the results of WRC-19 and the Report of the Conference Preparatory Meeting, and with due regard to the requirements of existing and future services in the frequency bands under consideration, to consider and take appropriate action in respect of the following items:
1.1	A1	**Add. 1**	to consider, based on the results of ITU-R studies, possible measures to address, in the frequency band 4 800-4 990 MHz, protection of stations of the aeronautical and maritime mobile services located in international airspace and waters from other stations located within national territories, and to review the power flux-density criteria in No. **5.441B** in accordance with Resolution **223 (Rev.WRC-19)**;
1.2	A2	**Add. 2**	to consider identification of the frequency bands 3 300-3 400 MHz, 3 600-3 800 MHz, 6 425-7 025 MHz, 7 025-7 125 MHz and 10.0-10.5 GHz for International Mobile Telecommunications (IMT), including possible additional allocations to the mobile service on a primary basis, in accordance with Resolution **245 (WRC-19)**;
1.3	A3	**Add. 3**	to consider primary allocation of the frequency band 3 600-3 800 MHz to the mobile service in Region 1 and take appropriate regulatory actions, in accordance with Resolution **246 (WRC-19)**;
1.4	A4	**Add. 4**	to consider, in accordance with Resolution **247 (WRC-19)**, the use of high-altitude platform stations as IMT base stations (HIBS) in the mobile service in certain frequency bands below 2.7 GHz already identified for IMT, on a global or regional level;
1.5	A5	**Add. 5**	to review the spectrum use and spectrum needs of existing services in the frequency band 470-960 MHz in Region 1 and consider possible regulatory actions in the frequency band 470-694 MHz in Region 1 on the basis of the review, in accordance with Resolution **235 (WRC-15)**;
1.6	A6	**Add. 6**	to consider, in accordance with Resolution **772 (WRC-19)**, regulatory provisions to facilitate radiocommunications for sub-orbital vehicles;
1.7	A7	**Add. 7**	to consider a new aeronautical mobile-satellite (R) service allocation in accordance with Resolution **428 (WRC-19)** for both the Earth-to-space and space-to-Earth directions of aeronautical VHF communications in all or part of the frequency band 117.975-137 MHz, while preventing any undue constraints on existing VHF systems operating in the aeronautical mobile (R) service, in the aeronautical radionavigation service, and in adjacent frequency bands;
1.8	A8	**Add. 8**	to consider, on the basis of ITU-R studies in accordance with Resolution **171 (WRC-19)**, appropriate regulatory actions, with a view to reviewing and, if necessary, revising Resolution **155 (Rev.WRC-19)** and No. **5.484B** to accommodate the use of fixed-satellite service networks by control and non-payload communications of unmanned aircraft systems;
1.9	A9	**Add. 9**	to review Appendix **27** of the Radio Regulations and consider appropriate regulatory actions and updates based on ITU-R studies, in order to accommodate digital technologies for commercial aviation safety-of-life applications in existing HF bands allocated to the aeronautical mobile (R) service and ensure coexistence of current HF systems alongside modernized HF systems, in accordance with Resolution **429 (WRC-19)**;

WRC-23 agenda items and topics	Suffix	Add. number (see notes below)	Description
1.10	A10	Add. 10	to conduct studies on spectrum needs, coexistence with radiocommunication services and regulatory measures for possible new allocations for the aeronautical mobile service for the use of non-safety aeronautical mobile applications, in accordance with Resolution **430 (WRC-19)**;
1.11	A11	Add. 11	to consider possible regulatory actions to support the modernization of the Global Maritime Distress and Safety System (GMDSS) and the implementation of e-navigation, in accordance with Resolution **361 (Rev.WRC-19)**;
1.12	A12	Add. 12	to conduct, and complete in time for WRC-23, studies for a possible new secondary allocation to the Earth exploration-satellite service (active) for spaceborne radar sounders within the range of frequencies around 45 MHz, taking into account the protection of incumbent services, including in adjacent bands, in accordance with Resolution **656 (Rev.WRC-19)**;
1.13	A13	Add. 13	to consider a possible upgrade of the allocation of the frequency band 14.8-15.35 GHz to the space research service, in accordance with Resolution **661 (WRC-19)**;
1.14	A14	Add. 14	to review and consider possible adjustments of the existing frequency allocations or possible new primary frequency allocations to the Earth exploration-satellite service (passive) in the frequency range 231.5-252 GHz, to ensure alignment with more up-to-date remote-sensing observation requirements, in accordance with Resolution **662 (WRC-19)**;
1.15	A15	Add. 15	to harmonize the use of the frequency band 12.75-13.25 GHz (Earth-to-space) by earth stations on aircraft and vessels communicating with geostationary space stations in the fixed-satellite service globally, in accordance with Resolution **172 (WRC-19)**;
1.16	A16	Add. 16	to study and develop technical, operational and regulatory measures, as appropriate, to facilitate the use of the frequency bands 17.7-18.6 GHz, 18.8-19.3 GHz and 19.7-20.2 GHz (space-to-Earth) and 27.5-29.1 GHz and 29.5-30 GHz (Earth-to-space) by non-geostationary fixed-satellite service earth stations in motion, while ensuring due protection of existing services in those frequency bands, in accordance with Resolution **173 (WRC-19)**;
1.17	A17	Add. 17	to determine and carry out, on the basis of ITU-R studies in accordance with Resolution **773 (WRC-19)**, the appropriate regulatory actions for the provision of inter-satellite links in specific frequency bands, or portions thereof, by adding an inter-satellite service allocation where appropriate;
1.18	A18	Add. 18	to consider studies relating to spectrum needs and potential new allocations to the mobile-satellite service for future development of narrowband mobile-satellite systems, in accordance with Resolution **248 (WRC-19)**;
1.19	A19	Add. 19	to consider a new primary allocation to the fixed-satellite service in the space-to-Earth direction in the frequency band 17.3-17.7 GHz in Region 2, while protecting existing primary services in the band, in accordance with Resolution **174 (WRC-19)**;
2	A20	Add. 20	to examine the revised ITU-R Recommendations incorporated by reference in the Radio Regulations communicated by the Radiocommunication Assembly, in accordance with *further resolves* of Resolution **27 (Rev.WRC-19)**, and to decide whether or not to update the corresponding references in the Radio Regulations, in accordance with the principles contained in *resolves* of that Resolution;

WRC-23 agenda items and topics	Suffix	Add. number (see notes below)	Description
3	(n/a)	- (no proposals expected on this agenda item)	to consider such consequential changes and amendments to the Radio Regulations as may be necessitated by the decisions of the conference;
4	A21	**Add. 21**	in accordance with Resolution **95 (Rev.WRC-19)**, to review the Resolutions and Recommendations of previous conferences with a view to their possible revision, replacement or abrogation;
5	(n/a)	- (no proposals expected on this agenda item)	to review, and take appropriate action on, the Report from the Radiocommunication Assembly submitted in accordance with Nos. 135 and 136 of the ITU Convention;
6	(n/a)	- (no proposals expected on this agenda item)	to identify those items requiring urgent action by the radiocommunication study groups in preparation for the next world radiocommunication conference;
7	A22	**Add. 22**	to consider possible changes, in response to Resolution 86 (Rev. Marrakesh, 2002) of the Plenipotentiary Conference, on advance publication, coordination, notification and recording procedures for frequency assignments pertaining to satellite networks, in accordance with Resolution **86 (Rev.WRC-07)**, in order to facilitate the rational, efficient and economical use of radio frequencies and any associated orbits, including the geostationary-satellite orbit;
7(A)	A22-A1	**Add. 22 - Add.1**	Topic A - Tolerances for certain orbital characteristics of non-GSO space stations in the FSS, BSS or MSS
7(B)	A22-A2	**Add. 22 - Add.2**	Topic B - Non-GSO bringing into use post-milestone procedure
7(C)	A22-A3	**Add. 22 - Add.3**	Topic C - Protection of geostationary satellite networks in the mobile-satellite service operating in the 7/8 GHz and 20/30 GHz bands from emissions of non-geostationary satellite systems operating in the same frequency bands and identical directions
7(D1)	A22-A4	**Add. 22 - Add.4**	(Topic D1 - Modifications to Appendix 1 to Annex 4 of RR Appendix **30B**
7(D2)	A22-A5	**Add. 22 - Add.5**	Topic D2 - New RR Appendix **4** parameters for Recommendation ITU-R S.1503 updates
7(D3)	A22-A6	**Add. 22 - Add.6**	Topic D3 - BR reminders for BIU and BBIU
7(E)	A22-A7	**Add. 22 - Add.7**	Topic E - RR Appendix **30B** improved procedures for new Member States
7(F)	A22-A8	**Add. 22 - Add.8**	Topic F - Excluding uplink service area in RR Appendix **30A** for Regions 1 and 3 and RR Appendix **30B**
7(G)	A22-A9	**Add. 22 - Add.9**	Topic G - Revisions to Resolution 770 (WRC-19) to allow its implementation
7(H)	A22-A10	**Add. 22 - Add.10**	Topic H - Enhanced protection of RR Appendices **30/30A** in Regions 1 and 3 and RR Appendix **30B**
7(I)	A22-A11	**Add. 22 - Add.11**	Topic I - Special agreements under RR Appendix **30B**
7(J)	A22-A12	**Add. 22 - Add.12**	Topic J - Modifications to Resolution **76 (Rev.WRC-15)**
7(K)	A22-A13	**Add. 22 - Add.13**	Topic K - Modification to Resolution **553 (Rev.WRC-15)** to remove certain restrictions that prevent administrations from taking effective advantage of the Resolution
8	A23	**Add. 23**	to consider and take appropriate action on requests from administrations to delete their country footnotes or to have their country name deleted from footnotes, if no longer required, taking into account Resolution **26 (Rev.WRC-19)**;

WRC-23 agenda items and topics	Suffix	Add. number (see notes below)	Description
9	(n/a)	- (no proposals expected on this agenda item)	to consider and approve the Report of the Director of the Radiocommunication Bureau, in accordance with Article 7 of the ITU Convention;
9.1	A24	Add. 24	on the activities of the ITU Radiocommunication Sector since WRC-19:
(9.1-a)	A24-A1	Add. 24 - Add. 1	In accordance with Resolution **657 (Rev.WRC-19)**, review the results of studies relating to the technical and operational characteristics, spectrum requirements and appropriate radio service designations for space weather sensors with a view to describing appropriate recognition and protection in the Radio Regulations without placing additional constraints on incumbent services;
(9.1-b)	A24-A2	Add. 24 - Add. 2	Review the amateur service and the amateur-satellite service allocations in the frequency band 1 240-1 300 MHz to determine if additional measures are required to ensure protection of the radionavigation-satellite service (space-to-Earth) operating in the same band in accordance with Resolution **774 (WRC-19)**;
(9.1-c)	A24-A3	Add. 24 - Add. 3	Study the use of International Mobile Telecommunication systems for fixed wireless broadband in the frequency bands allocated to the fixed service on a primary basis, in accordance with Resolution **175 (WRC-19)**;
(9.1-d)	A24-A4	Add. 24 - Add. 4	Protection of EESS (passive) in the frequency band 36-37 GHz from non-GSO FSS space stations
9.2	A25	Add. 25	on any difficulties or inconsistencies encountered in the application of the Radio Regulations;[1] and ———————— [1] This agenda sub-item is strictly limited to the Report of the Director on any difficulties or inconsistencies encountered in the application of the Radio Regulations and the comments from administrations. Administrations are invited to inform the Director of the Radiocommunication Bureau of any difficulties or inconsistencies encountered in the Radio Regulations.
9.3	A26	Add. 26	on action in response to Resolution **80 (Rev.WRC-07)**;
10	A27	Add. 27	to recommend to the ITU Council items for inclusion in the agenda for the next world radiocommunication conference, and items for the preliminary agenda of future conferences, in accordance with Article 7 of the ITU Convention and Resolution **804 (Rev.WRC-19)**,

NOTES:

A)   Agenda items, such as agenda item 7, are expected to deal with several distinct topics on which proposals may be submitted separately in (sub-) addenda, e.g. Add. 1, 2, … to Add. 22 in the case of agenda item 7.

B)   Agenda item 9.1 should deal with the distinct topics 9.1-a) to 9.1-d) identified during the CPM-23 process (see the Report of the CPM to WRC-23)

C)   An addendum/suffix number may be skipped if no proposal is submitted on that a particular item or topic.

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