

GUIDELINES FOR THE PREPARATION OF CONTRIBUTIONS TO CPM23-2

(30 January 2023)

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1 INTRODUCTION

These guidelines have been prepared by the Secretariat to assist Member States and ITU-R Sector Members in the preparation of their contributions to the **2nd Session of the Conference Preparatory Meeting for WRC-23 (CPM23-2)** to be held at the CICG in Geneva from 27 March to 6 April 2023.

For further inquiries regarding these guidelines, please contact: cpm23-2@itu.int

2 BEFORE GETTING STARTED

2.1 CPM23-2 Website

All the information relevant to CPM23-2, including information on the preparation of contributions, can be found on the CPM23-2 website at www.itu.int/go/ITU-R/CPM.

2.2 2020 Edition of the Radio Regulations (RR-20)

The complete 2020 Edition of the Radio Regulations (RR-20) is available on the **ITU Publications** website in the six languages of the Union.

When a simple reference to “RR” is made in this document, it should be understood as a reference to RR-20.

All provisions of RR-20 can be retrieved free-of-charge from the **Conference Proposals Interface (CPI) for WRC-23** (see section 2.5 below).

2.3 Use of the draft CPM Report to WRC-23 and of RR-20 to prepare contributions to CPM23-2

The draft CPM Report to WRC-23 has been made available as Doc. CPM23-2/1 (www.itu.int/md/R19-CPM23.2-C-0001) in the six languages of the Union (as of 27 January 2023) according to Resolution ITU-R 2-8 and the dates of CPM23-2.

Contributions proposing changes to the draft CPM Report to WRC-23 should be based on Document CPM23-2/1.

A specific beta version of the **Conference Proposal Interface (CPI) for CPM23-2** has been developed (www.itu.int/net4/Proposals/CPI/CPM23) to facilitate the selection and extraction of the relevant part(s) of this draft CPM Report in the valid CPM23-2 document template. The [CPI for CPM23-2 user guide](#) is available in the tool and on the [CPM23-2 website](#).

Contributions may also include other texts retrieved from the Radio Regulations, which should be done using CPI (see section 2.5 below).

When retrieving texts from the Radio Regulations or from the draft CPM Report to WRC-23, the **format and styles must not be changed**.

2.4 MS Word Templates

All documents submitted to CPM23-2 should be prepared using the official MS Word templates available in the six languages of the Union.

2.5 Conference Proposals Interface (CPI) for WRC-23

The ITU developed **CPI for WRC-23** (www.itu.int/net4/Proposals/CPI/WRC23) as an electronic tool to facilitate the preparation and submission of proposals to WRC-23. It is available in the six languages of the Union.

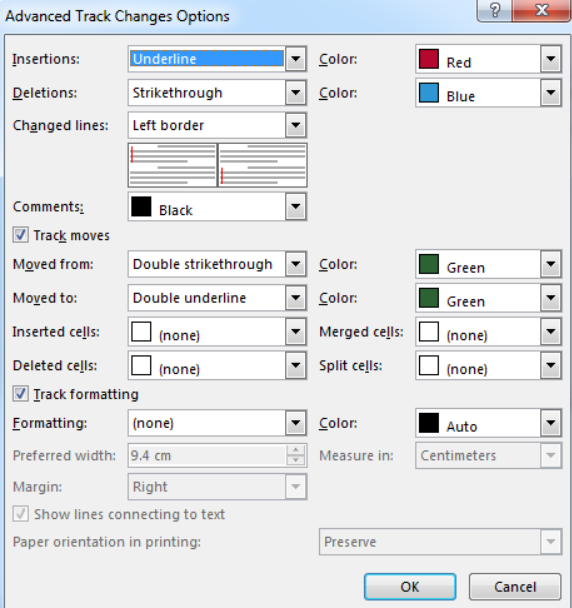
The [CPI for WRC-23 user guide](#) is available in the tool and on the [WRC-23 website](#) (see [preparation of proposals](#)).

2.6 Use of MS Word facilities to prepare contributions showing proposed changes to the draft CPM Report to WRC-23

2.6.1 Use of track changes (revision marks)

Members should ensure that their proposed text modifications are clearly indicated. This can be achieved by setting MS Word track changes options as follows:

MS Word 2013 / 2016 options	
<p>Under the Review tab: click "Track Changes"</p>	
<p>Display for Review = All Markup Click on the small arrow beside Tracking</p>	
<p>The Track Changes Options window will open.</p> <p>Apply the following options: Balloons in All Markup view show = Nothing</p> <p>Then click on the Advanced Options.</p>	

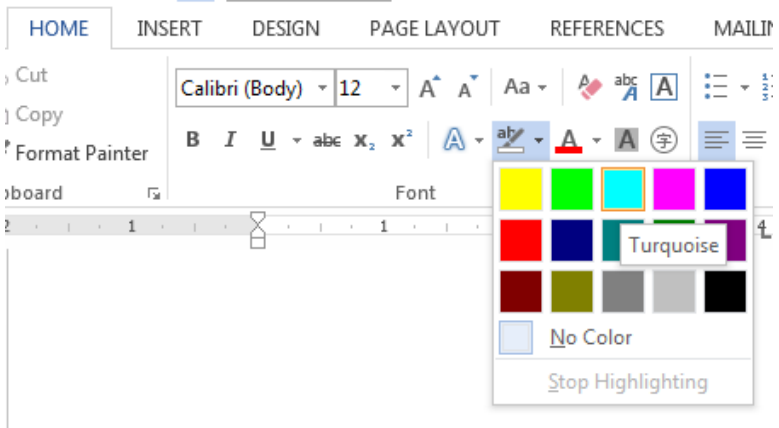
<ul style="list-style-type: none"> ▪ Insertions = Underline ▪ Deletions = Strikethrough ▪ Track moves: Moved from = Double strikethrough ▪ Track moves: Moved to = Double underline 	
---	--

2.6.2 Highlighted text and track changes

Since the draft CPM Report already contains examples of regulatory text with revision marks proposing modifications to RR-20, the following approach should be applied in preparing contributions to CPM23-2:

- for **changes proposed to any part of the draft CPM Report** contained in document CPM23-2/1:
 - revision marks (under track changes) and "Turquoise" highlighting shall be used;
- for **proposed additions of new examples of regulatory text not yet included in the draft CPM Report:**
 - "Turquoise" highlighting shall also be used over the entire proposed new text and revision marks (under track changes) should only be used in MOD action to show changes to existing texts extracted from the RR (see section 2.7 below).

This will greatly help the ITU Secretariat to track all changes and hence ease the referencing, translation, typing and timely production of documents (see examples given in section 3.2 of these guidelines). Such highlighting will also appear in the published version of contributions.

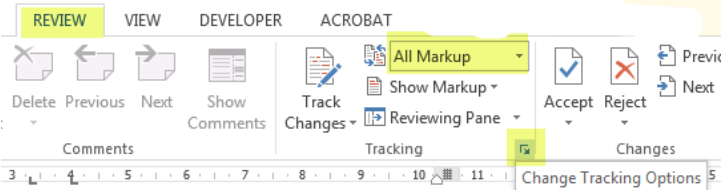
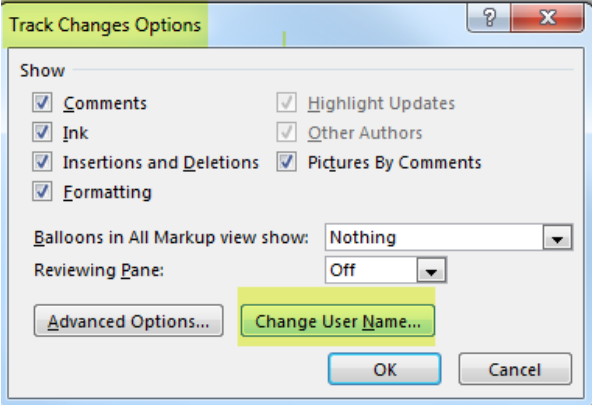
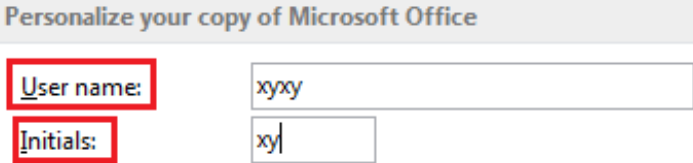
MS Word 2013 / 2016 options	
<p>To highlight text, go to: Home tab, Font menu, and click on the "Text Highlight Color" button.</p> <p>The colour to be used is Turquoise.</p>	

2.6.3 Change of MS Word user

When deleting proposed new texts already marked up with track changes, the text would disappear if it were deleted by the same MS Word user who added this original new text.

The MS Word username has to be changed before making the deletion to avoid this problem and to obtain underlined and strikethrough text.

Change the username, as follows:

MS Word 2013 / 2016 options	
<p>Under the Review tab:</p> <ul style="list-style-type: none"> Click on the small arrow beside Tracking which opens the Track Changes Options: 	
<p>Click on Change User Name</p>	
<p>Enter a different username in the box as shown:</p>	

2.7 List of actions used in the draft CPM Report for showing changes to regulatory text in RR-20

Action	Types of changes	MS Word Track Changes Feature
ADD	Addition of new RR text** Where new RR text is proposed to be added within an existing RR provision, WRC Resolution or WRC Recommendation, the action MOD should be used (see instructions for MOD below).	Turned OFF
MOD	Modification of existing RR text** by addition, deletion or replacement of words or figures This action should be used to modify existing RR text by adding, changing and/or removing content of an existing RR provision, WRC Resolution or WRC Recommendation. As a result of the use of the MS Word track changes and revision marks, deleted text should automatically appear as striketrough and added texts should appear as <u>underlined</u> .	Turned ON
SUP	Deletion of existing RR text** Use the action SUP only to delete entire RR provision(s), WRC Resolution(s) or WRC Recommendation(s). It is not mandatory to keep the full text of an RR provision that is proposed be suppressed. In the case of a WRC Resolution or WRC Recommendation, its texts do not have to be reproduced. Where words or figures are to be deleted within an existing RR provision, WRC Resolution or WRC Recommendation, the action MOD should be used (see instructions for MOD above).	Turned OFF
<u>NOC</u>	No change to existing RR text** It is not mandatory to keep the full text of an RR provision that is proposed be kept unchanged. In the case of an unchanged WRC Resolution or WRC Recommendation, its texts do not have to be reproduced. The action NOC (i.e. NOC not underlined) is not used in the CPM Report.	Turned OFF
ADD*	Addition of existing text from elsewhere in the RR It is necessary to reproduce the texts carrying the action ADD*.	Turned OFF
SUP*	Transfer of existing RR text elsewhere in the RR It is not necessary to reproduce texts carrying the action SUP*.	Turned OFF

** e.g. RR provision(s), WRC Resolution(s) or WRC Recommendation(s)

Note: these actions should be used in the contributions to CPM23-2, as appropriate.

3 PREPARATION OF CONTRIBUTIONS PROPOSING MODIFICATIONS TO THE DRAFT CPM REPORT

3.1 Summary

Example (see section)	Text Type	Types of proposed modification(s) to the draft CPM Report	Action	MS Word Track Changes	Highlight Results
3.2.1	General (other than RR text)	Modify existing general text (other than RR text)	n/a	Turned On	Manually highlight all changes.
3.2.2	RR Text (other than Article 5 Table of Frequency Allocation)	Further modify existing RR text already modified: <ul style="list-style-type: none"> - deleting proposed new text (see also section 2.6.3), - reinstating text proposed to be deleted, - adding or deleting further 	MOD	Turned On (if required, reject proposed changes)	Manually highlight all changes, including rejected proposed changes.
3.2.3		Add new text to text already proposed to be added to the RR and reinstating original text: <ul style="list-style-type: none"> - adding further to MOD RR text, - reinstating text proposed to be deleted 	MOD	Turned On (if required, reject proposed changes)	Manually highlight all changes, including rejected proposed changes.
3.2.4		Reinstate RR text proposed for suppression (SUP)	SUP NOC	SUP: Turned On NOC: Turned Off	Manually highlight both SUP and NOC parts.
3.2.5		Modify new text proposed to be added to the RR (ADD): <ul style="list-style-type: none"> - adding further to the new RR text, - deleting the new RR text 	ADD	Turned On	Manually highlight all changes.
3.2.6		Delete an entire MOD (see also section 2.6.3)	MOD NOC	MOD: Turned On NOC: Turned Off	Manually highlight both NOC and MOD parts.
3.2.7	RR Text (Article 5 Table of Frequency Allocation)	Delete or reinstate texts proposed to be added to or deleted from RR Article 5 Table of Frequency Allocations (see also section 2.6.3)	MOD	Turned On (reject proposed text)	Manually highlight all changes, including rejected proposed changes.
3.2.8		Further split a frequency band and add a new row to the RR Article 5 Table of Frequency Allocations: <ul style="list-style-type: none"> - creating another row to table, - adding or deleting further 	MOD	Creating another row: Turned Off Adding/Deleting further: Turned On	Manually highlight all changes, including the entire new row created.
3.2.9		Additional information pertaining to the modifications of the Article 5 Table of Frequency Allocation	MOD	Cases other than 3.2.7 and 3.2.8 above	
3.2.10	General (other than RR text)	Move large text already existing in the draft CPM Report	n/a	Turned On	Manually highlight all changes.

Additional guidelines and examples of modifications of RR texts are presented in section 3.3.

3.2 Examples of how to propose and show modifications to the draft CPM Report

3.2.1 Modify existing general text (other than RR text)

Draft CPM Report text

2/1.12/2 Background

The growing demand for higher resolution radar pictures raises the need to further increase the bandwidth used for linear FM chirp radar transmission of the next generation of EESS SAR.

Proposed modification to draft CPM Report text

2/1.12/2 Background

The growing demand for higher resolution radar ~~images~~pictures to satisfy global environmental monitoring raises the need to further increase the bandwidth used for linear FM chirp radar transmission of the next generation of EESS SAR.

In the example above:

- 1) turn on track changes,
- 2) make modifications (deleted text should then appear as strikethrough, added texts should then appear as underlined), and
- 3) highlight result.

Do not use key words ADD, MOD, SUP and NOC when modifying existing general text.

3.2.2 Further modify existing RR text already modified

Draft CPM Report text

MOD

5.543A In Bhutan, Cameroon, Korea (Rep. of), the Russian Federation, India, Indonesia, Iran (Islamic Republic of), Iraq, Japan, Kazakhstan, Malaysia, Maldives, Mongolia, Myanmar, Uzbekistan, Pakistan, the Philippines, Kyrgyzstan, the Dem. People's Rep. of Korea, Sudan, Sri Lanka, Thailand and Viet Nam, the allocation to the fixed service in the frequency band 31-31.3 GHz may also be used by systems using high altitude platform stations (HAPS) in the direction ground-to-HAPS ~~direction~~. The use of the frequency 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**. ~~Furthermore, the development of these services shall not be constrained by HAPS. Systems using HAPS in the frequency band 31-31.3 GHz shall not cause harmful interference to the radio astronomy service having a primary allocation in the frequency band 31.3-31.8 GHz, taking into account the protection criterion as given in the most recent version of 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 frequency 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. See Resolution **145** (Rev.WRC-12). (WRC-15~~19~~)~~

Deleting proposed new text:
Turn on track changes, delete the text (should then appear as underlined and strikethrough) and **highlight result** (see also section 2.6.3).

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 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**.

Proposed mModification to dDraft CPM Report tText

MOD

5.543A In Bhutan, Cameroon, Korea (Rep. of), the Russian Federation, India, Indonesia, Iran (Islamic Republic of), Iraq, Japan, Kazakhstan, Malaysia, Maldives, Mongolia, Myanmar, Uzbekistan, Pakistan, the Philippines, Kyrgyzstan, the Dem. People's Rep. of Korea, Sudan, Sri Lanka, Thailand and Viet Nam, the allocation to the fixed service in the frequency band 31-31.3 GHz may also be used by systems using high altitude platform stations (HAPS) in the direction ground-to-HAPS direction. The use of the frequency 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 in the fixed-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 frequency band 31-31.3 GHz shall not cause harmful interference to the radio astronomy service having a primary allocation in the frequency band 31.3-31.8 GHz, taking into account the protection criterion as given in the most recent version of 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 frequency 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. See Resolution **145** (Rev.WRC-12). (WRC-15~~19~~)

3.2.3 Add new text to text already proposed to be added to the RR and reinstating original text

Draft CPM Report 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 neighbouring 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.

Adding further to RR text:
Turn on track changes, add text (should appear as underlined) 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.

Proposed modification to draft CPM Report 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 neighbouring 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 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.

3.2.4 Reinstatement RR text proposed for suppression (SUP)

Draft CPM Report text

SUP

5.536A

Proposed modification to draft CPM Report text

SUP

5.536A

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. The text of the RR provision can be reproduced if necessary, which is not the case in the example of RR No. 5.536A above.

3.2.5 Modify new text proposed to be added to the RR (ADD)

Draft CPM Report 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.

Proposed modification to draft CPM Report text

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.

ADD

6

d) The channelling arrangement s mentioned above and 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.

3.2.6 Delete an entire MOD

Draft CPM Report 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 Part A~~ of the Plan; any such requirement shall be limited to the national ~~coverage~~service area, taking into account technical constraints, of the administration concerned, unless otherwise agreed. ~~Additionally, such requirement can be met only if the allotment of the interested administration, or part of this allotment, has been converted into an assignment, or if the requirement cannot be met by the conversion of the allotment into an assignment;~~
- b) — which requires the use of all or part of its national allotment that has been suspended in accordance with § 6.54 of Article 6;

Proposed modification to draft CPM Report 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 Part A of the Plan; any such requirement shall be limited to the national ~~coverage~~service area, taking into account technical constraints, of the administration concerned, unless otherwise agreed. ~~Additionally, such requirement can be met only if the allotment of the interested administration, or part of this allotment, has been converted into an assignment, or if the requirement cannot be met by the conversion of the allotment into an assignment;~~
- b) — which requires the use of all or part of its national allotment that has been suspended in accordance with § 6.54 of Article 6;

NOC

2.6

The entire MOD part is deleted with the track changes on (see also section 2.6.3), while the NOC part is added without the track changes on. Highlight both the NOC and MOD parts.

3.2.7 Delete or reinstate texts proposed to be added to or deleted from RR Article 5 Table of Frequency Allocations

Draft CPM Report text

MOD

9-110 kHz

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

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 section 2.6.3).

Proposed modification to draft CPM Report text

MOD

9-110 kHz

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

3.2.8 Further split a band and add a new row to the RR Article 5 Table of Frequency Allocations

Draft CPM Report text

MOD

3 230-5 003 kHz

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

Creating another row: Turn off track changes, copy the original row from the Radio Regulations using CPI (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**.

Proposed modification to draft CPM Report text

MOD

3 230-5 003 kHz

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

3.2.9 Additional Information pertaining to the modifications of the RR Article 5 Table of Frequency Allocations

In case of any further queries regarding the presentation of modifications to the RR Article 5 Table of Frequency Allocations, e.g. a particular split of a frequency band, the Secretariat will welcome any draft modifications for checking purposes before formal submission (send to: philippe.aubineau@itu.int).

3.2.10 Move large text already existing in the draft CPM Report

Draft CPM Report text

Advantages

- No undue constraints are placed on analogue FM broadcasting as well as on AM(R)S systems.
- No need for RR amendments other than those for Resolution **413 (Rev.WRC-07)**.

Proposed modification to draft CPM Report text

Advantages

- ~~– No undue constraints are placed on analogue FM broadcasting as well as on AM(R)S systems.~~
- No need for RR amendments other than those for Resolution **413 (Rev.WRC-07)**.
- ~~– No undue constraints are placed on analogue FM broadcasting as well as on AM(R)S systems.~~

In the example above:

- 1) turn on track changes,
- 2) select and cut the text to be moved,
- 3) paste the text at its new location, and
- 4) **highlight result**.

Do not use key words ADD, MOD, SUP and NOC when modifying existing general text.

3.3 Additional guidelines and examples on modifications of RR texts

Note: Turquoise highlighting should be used in the examples below when preparing contributions on modification of the draft CPM Report (see explanations in section 3.2 above).

3.3.1 Footnotes to a title

When presenting the title of an Article, Appendix, Section, Part, Resolution or Recommendation of the RR, which has footnote references, i.e. RR Article **11**, it is not necessary to reproduce the footnote text when it is maintained and unmodified.

3.3.2 Addition of new footnotes to RR Article 5 (outside the Table of Frequency Allocations)

Addition of a new footnote to RR Article **5** should be annotated "ADD". Revision marks should not be shown when using the action "ADD".

For example, a new footnote to RR Article **5** can be indicated as follows.

ADD

5.A13 This is the example text of the new footnote **5.A13**.

where

- A is the first (B would be the second) footnote added to RR Article **5** under this agenda item 1.3

3.3.3 Draft new WRC Resolutions and draft new WRC Recommendations

Draft new WRC Resolutions and WRC Recommendations should be annotated "ADD". Revision marks should not be shown when using the action "ADD".

Draft new WRC Resolutions and WRC Recommendations should be identified as follows.

ADD

DRAFT NEW RESOLUTION [A17-.....]

where

- A is the first (B would be the second) Resolution added under this agenda item 1.7
- "-....." is optional and may be used to put a short reference to the subject of the draft new WRC Resolution.

The same principle would apply to draft new WRC Recommendations, i.e.:

ADD

DRAFT NEW RECOMMENDATION [A17-.....]

3.3.4 References to ITU-R Resolutions, Recommendations, Reports, etc.

See section A2.5 of Annex 2 to [Resolution ITU-R 2-8](#).

In order to reduce the number of pages, there is no need to include the titles of the ITU-R Recommendations and/or Reports referred to in the draft CPM texts.

A reference list to all the ITU-R Resolutions, Recommendations and/or Reports, as well as other possible ITU publications referred to in the draft CPM Report, will be annexed to that Report. If possible, it is desirable to include the specific version number of the existing ITU-R Recommendations and/or Reports referred to in the draft CPM texts.

Taking into account section A2.5 of Annex 2 to [Resolution ITU-R 2-8](#), the following format should be used to refer to ITU-R Resolutions, Recommendations and/or Reports in the draft CPM Report, e.g.:

- Resolution ITU-R 2-8;
- Recommendation ITU-R SM.1056-1;
- Recommendation ITU-R M.[ACRONYM];
- Report ITU-R SM.2152;
- Report ITU-R M.[ACRONYM].

References to ITU-R Recommendations or Reports may eventually be preceded by one of the following abbreviations as appropriate: DN (draft new), DR (draft revision of), PDN (preliminary DN), PDR (preliminary DR), WDPDN or WDPDR (working document towards a PDN or PDR).

3.3.5 References to RR provisions, W(A)RC Resolutions or Recommendations in the draft CPM texts

See section A2.6 of Annex 2 to [Resolution ITU-R 2-8](#).

Apart from references in RR texts (existing or new), the following format should be used to refer to those RR provisions, Conference Resolutions and/or Recommendations in draft CPM texts:

- references to provisions of the RR should be indicated as follows, e.g.: RR No. **5.123** or RR No. **21.16** (please note that there is no need to use “RR” when those provisions are referred to in other RR provisions, in WRC Resolutions, etc.);
- references to WRC Resolutions or WRC Recommendations should be indicated as follows, e.g.: Resolution **811 (WRC-19)** or Recommendation **207 (Rev.WRC-19)**.

The following table provides a summary of format of references, to RR provisions and WRC Resolutions and Recommendations, in other RR provisions and WRC Resolutions and WRC Recommendations with indication of the usage of **bold font**.

Type of provision		Comment
RR Article	Article 5	5 is an example of an RR Article number. The character “A” is written in upper case even if it appears in the middle of a sentence.
Provision in an RR Article	No. 1.2 No. 9.11A	“No.” stands for provision number. 1.2 or 9.11A is an example provision number. The character “N” is written in upper case even if it appears in the middle of a sentence. If referring to multiple provisions, “Nos.” can be used.

Type of provision		Comment
Footnote to the Table of Frequency Allocations in Article 5	No. 5.457C Nos. 5.440A and 5.457C	"No." stands for footnote number. For the latter, if referring to multiple footnotes, "Nos." can be used.
RR Appendix	Appendix 4	4 is an example of an RR Appendix number. The character "A" is written in upper case even if it appears in the middle of a sentence.
Data item in RR Appendix	Appendix 4 Annex 2 data item A.1.a	A.1.a is an example of a data item in Annex 2 to RR Appendix 4 and is not written in bold font.
Provision in an RR Appendix	§ 5.2.1 <i>b</i>) of Article 5 of Appendix 30	Only the number of the Appendix appears in bold.
WRC Resolution or Recommendation	Resolution 169 (WRC-19) Recommendation 37 (WRC-03)	169 an example Resolution number. WRC-19 is the World Radiocommunication Conference (WRC) in which the Resolution is approved (note that certain longstanding Resolutions or Recommendations do not have such reference). The character "R" is written in upper case even if it appears in the middle of a sentence.
Revision of a WRC Resolution or WRC Recommendation	Resolution 804 (Rev.WRC-19) Recommendation 16 (Rev.WRC-19)	Rev. stands for revision. WRC-19 is the WRC the revision of the Resolution was approved. Note that there is no space between "Rev." and "WRC-19".
Rules of Procedure (RoP) on a provision in an RR Article	Rules of Procedure on No. 11.31 / Rules of Procedure relating to No. 11.31 / Rules of Procedure concerning No. 11.31	The Rules are presented with direct reference to the specific provision number of the RR.
A section in RoP on a provision in an RR Article	Rules of Procedure concerning No. 4.4 (§ 1.6)	The section sign "\$" and the section number are not in bold. There is a space between the sign and section number.
RoP on an Article or section in an RR Appendix	Rules of Procedure relating to § 4.2.6 of Appendix 30 / Rules of Procedure relating to § 5.2.1 <i>b</i>) of Article 5 of Appendix 30	The number of the Article of an Appendix is not in bold font. The letter "A" of the word Article is capitalized. The subsection letter (e.g. "b") in this case is in italic font.
Section headings / calls in a WRC Resolution or Recommendation	<i>considering / noting / recognizing / resolves / recommends / invites / administrations / instructs the Director of the Radiocommunication Bureau</i>	Use of MS Word Style "Call" shows italic font.

3.3.6 Other examples of modifications of RR Article 5 Frequency Allocation Tables

See Annex 1 for a list of examples on how to modify RR Article 5 Frequency Allocation Tables.

4 CONTRIBUTION SUBMISSION AND FURTHER INFORMATION

The main purpose of these guidelines is to enhance the timely processing for distribution as well as coordination of contributions submitted to CPM23-2 and thus to facilitate the work of the meeting.

These guidelines, if followed by the Member States and ITU-R Sector Members, will enable the Secretariat to carry out its work in a more efficient and effective manner and possibly avoid extra costs with respect to the budget of the event.

For further inquiries regarding these guidelines, please contact philippe.aubineau@itu.int.

Member States and ITU-R Sector Members are invited to submit their contributions by email at cpm23-2@itu.int.

For deadlines for contribution submission, please refer to **BR Administrative Circular CA/263** available at www.itu.int/md/R00-CA-CIR-0263/en.

ANNEX 1 - EXAMPLES ON HOW TO MODIFY RR ARTICLE 5 FREQUENCY ALLOCATION TABLES

Note: Turquoise highlights should be used in the examples below when preparing contributions on modification of the draft CPM Report (see explanations in section 3.2 above).

Modifications of the Tables of Frequency Allocations contained in Section IV of RR Article 5 shall be prepared in accordance with the provisions of RR Nos. 5.46 to 5.52 of Section III of that Article (see also relevant provisions from Sections I and II of that Article).

Notes on modifications to Tables of Frequency Allocations contained in RR Article 5:

- 1) Modifications (MOD) of the Allocation Tables in RR Article 5 Section IV should always start with a reference to the entire frequency range indicated the table title, e.g. **8.3-110 kHz**, even if the proposal relates only to a particular band within that range.
- 2) Proposed modifications should contain "dots", i.e. (...) only in cases where a frequency band(s) is missing between two frequency bands that are being shown.
- 3) It is **not** necessary to show dots at the beginning or ending of a frequency table as this is evident in the table title.
- 4) Where practicable, unmodified frequency bands should **not** be reproduced.
- 5) In case of any further queries regarding the presentation of modifications to the RR Article 5 Table of Frequency Allocations, e.g. a particular split of a frequency band, the Secretariat will welcome any draft modifications for checking purposes before formal submission (send to: philippe.aubineau@itu.int).

The following examples are provided hereafter to illustrate some usual cases:

- 1st example: Adding a new allocation / suppressing an existing allocation to a service
- 2nd example: Upgrading an existing allocation to a service from secondary to primary
- 3rd example: Indicating the modification of a footnote already used
- 4th example: Adding a footnote already existing but modified
- 5th example: Adding new footnotes
- 6th example: Merging two existing frequency bands and deleting a row with modifications
- 7th example: Splitting an existing frequency band and adding new rows with modifications

1st example: Adding a new allocation to a service (see added “Mobile” below) and suppressing an existing allocation to a service (see deleted “Fixed” below)

MOD

8.3-110 kHz

Allocation to services		
Region 1	Region 2	Region 3
90-110	RADIONAVIGATION 5.62	
	Fixed	
	Mobile	
	5.64	

Reasons: [text missing; if no text is to be provided, keep only an empty line with the current MS Word style “Reasons”].

2nd example: Upgrading an existing allocation to a service from secondary to primary (see deleted “Fixed” and added “FIXED” below)

MOD

8.3-110 kHz

Allocation to services		
Region 1	Region 2	Region 3
90-110	RADIONAVIGATION 5.62	
	Fixed	
	FIXED	
	5.64	

Reasons: [text missing; if no text is to be provided, keep only an empty line with the current MS Word style “Reasons”].

3rd example: Indicating the modification of a footnote already used (see “MOD 5.62” below)

MOD

8.3-110 kHz

Allocation to services		
Region 1	Region 2	Region 3
90-110	RADIONAVIGATION <u>MOD</u> 5.62	
	Fixed	
	5.64	

Reasons: [text missing; if no text is to be provided, keep only an empty line with the current MS Word style “Reasons”].

Note: Another MOD should describe the modifications proposed to RR No. **5.62**.

4th example: Adding a footnote already existing but modified
(see “MOD 5.63” below)

MOD

8.3-110 kHz

Allocation to services		
Region 1	Region 2	Region 3
90-110	RADIONAVIGATION 5.62 <u>MOD 5.63</u> Fixed 5.64	

Reasons: [text missing; if no text is to be provided, keep only an empty line with the current MS Word style “Reasons”].

Note: Another MOD should describe the modifications proposed to RR No. 5.63.

5th example: Adding new footnotes (see “ADD 5.A12” and “ADD 5.B12” below)

MOD

8.3-110 kHz

Allocation to services		
Region 1	Region 2	Region 3
90-110	RADIONAVIGATION 5.62 Fixed 5.64 <u>ADD 5.A12</u> <u>ADD 5.B12</u>	

Reasons: [text missing; if no text is to be provided, keep only an empty line with the current MS Word style “Reasons”].

Note: Two actions ADD 5.A12 and ADD 5.B12 should also be provided to describe the text of these first new RR footnotes No. 5.A12 and No. 5.B12 under agenda item 1.2.

6th example: Merging two existing frequency bands and deleting a row

MOD

8.3-110 kHz

Allocation to services		
Region 1	Region 2	Region 3
8.3-9	METEOROLOGICAL AIDS 5.54A 5.54B 5.54C	
<u>98.3-11.3</u>	METEOROLOGICAL AIDS 5.54A <u>MOD 5.54B</u> <u>MOD 5.54C</u> RADIONAVIGATION	

Reasons: [text missing; if no text is to be provided, keep only an empty line with the current MS Word style “Reasons”].

Note: Other MOD proposals should describe the modifications proposed to RR Nos. 5.54B and 5.54C.

7th example: Splitting an existing frequency band and adding new rows with modifications

Step 1: For example, case of a split of the following table/row selected from RR Article 5:

8.3-110 kHz

Allocation to services		
Region 1	Region 2	Region 3
90-110	RADIONAVIGATION 5.62 Fixed 5.64	

Step 2: Turn off track changes and copy Step 1 row as many times as necessary, twice below:

8.3-110 kHz

Allocation to services		
Region 1	Region 2	Region 3
90-110	RADIONAVIGATION 5.62 Fixed 5.64	
90-110	RADIONAVIGATION 5.62 Fixed 5.64	
90-110	RADIONAVIGATION 5.62 Fixed 5.64	

Step 3 (final): Turn on track changes and make relevant changes to finalize the proposal below:

MOD

8.3-110 kHz

Allocation to services		
Region 1	Region 2	Region 3
90-110 <u>100</u>	RADIONAVIGATION <u>MOD</u> 5.62 Fixed <u>MOD</u> 5.64	
90 <u>100-110</u> 105	RADIONAVIGATION 5.62 <u>FIXED ADD 5.62bis ADD 5.A112</u> Fixed 5.64 <u>ADD 5.B112</u>	
90 <u>105-110</u>	RADIONAVIGATION <u>MOD</u> 5.62 Fixed <u>MOD</u> 5.64	

Reasons: [text missing; if no text is to be provided, keep only an empty line with the current MS Word style “Reasons”].

Notes: a) Two other MOD actions should describe the modifications to RR Nos. **5.62** and **5.64**;

b) Three actions ADD 5.62bis, ADD 5.A112 and ADD 5.B112 should also be provided to describe the text of these new RR footnotes No. **5.62bis**, No. **5.A112** and No. **5.B112** under agenda item 1.12.