INTERNATIONAL TELECOMMUNICATION UNION

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Administrative Circular   9 October 2001
     CA/106

**To Administrations of Member States of the
ITU and Radiocommunication Sector Members**

Subject: Draft Guidelines for the Working Methods of the Radiocommunication Assembly,
the Radiocommunication Study Groups and related Groups

The working methods of the Radiocommunication Assembly (RA) and the Radiocommunication Study Groups are contained in Resolution ITU-R 1. In turn, Resolution ITU-R 1 refers to *Guidelines* issued by the Director, which provide additional information on working procedures, especially those concerning meetings and documentation. The Radiocommunication Advisory Group (RAG), at its ninth meeting (12-16 March 2001), invited the Director to review and update the *Guidelines*, currently contained in Administrative Circular CA/13 (23 February 1995), and to circulate them for comments prior to their submission for consideration at the next meeting of the RAG in 2002.

In accordance with this advice, Annex 1 to this Administrative Circular contains an updated version of the *Guidelines*, distributed for comment amongst the Member States. It should be noted that these draft *Guidelines* were distributed to the Radiocommunication Study Group Chairmen and Vice-Chairmen at their twelfth meeting, (3-4 September 2001), and some comments received on the text have been incorporated in the version contained in Annex 1.

In order to prepare a final draft version for submission to RAG2002-1, it would be appreciated if all comments could be received in the BR secretariat by 30 November 2001 (brsgd@itu.int).

Robert W. Jones
Director, Radiocommunication Bureau

Annex: 1

Distribution:

- Administrations of Member States of the ITU
- Radiocommunication Sector Members
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups and the Special Committee on Regulatory/Procedural Matters
- Chairman and Vice-Chairmen of the Radiocommunication Advisory Group
- Chairman and Vice-Chairmen of the Conference Preparatory Meeting
- Members of the Radio Regulations Board
- Secretary-General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX 1

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GUIDELINES FOR THE WORKING METHODS OF THE RADIOCOMMUNICATION ASSEMBLY, THE RADIOCOMMUNICATION STUDY GROUPS AND RELATED GROUPS

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1 Background

The working methods of the Radiocommunication Assembly (RA) and the Radiocommunication Study Groups are contained in Resolution ITU-R 1. In turn, Resolution ITU-R 1 refers to *Guidelines* issued by the Director, which provide additional information on working procedures, especially those concerning meetings and documentation. This edition of the *Guidelines* replaces those distributed in Administrative Circular CA/13 (23 February 1995) and will take effect from [   ].

2 Meetings

2.1 Radiocommunication Assemblies (RA)

Article 13 of the Constitution and Article 8 of the Convention describe the duties and functions of Radiocommunication Assemblies. The working methods for RAs are given in § 1 of Resolution ITU-R 1.

Soon after an RA, an Administrative Circular (CA) is dispatched to ITU Member States and Sector Members inviting them to participate in the work of the Radiocommunication Study Groups and their subordinate Groups[*], and in the Special Committee on Regulatory/Procedural matters. In addition to annexing some of the principal Resolutions agreed by the RA, the Circular allows members to identify those Groups in which they wish to participate and to request the associated documentation.

2.2 Conference Preparatory Meetings (CPM)

As indicated in § 4 of Resolution ITU-R 1, Resolution ITU-R 2 describes the duties and functions of CPMs. Annex 1 of Resolution ITU-R 2 details the working methods of CPMs and indicates that two CPMs are normally held between WRCs, the first to organize the work and the second to prepare the report to the WRC. Both CPMs also make preliminary preparations for studies in support of the subsequent WRC.

Resolution ITU-R 1 (§ 4) also states that an RA may adapt the provisions of Resolution ITU-R 2, as appropriate, regarding preparatory work for a Regional Radiocommunication Conference (RRC).

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[*] For convenience, the term "subordinate Group", or simply "Group", is used in this document to describe such entities as Working Parties, Task Groups, etc.

2.3   Meetings of ITU-R Study Group Chairmen and Vice-Chairmen

Section 5.1 of Resolution ITU-R 1 provides information on the holding of these meetings.

2.4   Meetings of Study Groups and of their subordinate Groups (Working Parties (WP), Task Groups (TG), Rapporteur Groups (RG), and Joint versions of these Groups)

Articles 11 and 20 of the Convention describe the duties, functions and organization of Radiocommunication Study Groups. The working methods for Study Groups and their subordinate Groups are described in § 2 of Resolution ITU-R 1.

Joint Rapporteur Groups (JRG) are subservient to Working Parties or Task Groups, and as a consequence may be subject to limited budgetary and secretarial support. Exceptions may arise however for certain JRGs specifically identified by the Director, in consultation with the Chairmen of the relevant Study Groups, for which a greater level of support is warranted, e.g. separate document series and distribution; (see § 2.12 of Resolution ITU-R 1).

As far as possible, meetings of related Groups should be held in "blocks", in the same location and during the same time period.

Study Group meetings and, when necessary, joint Study Group meetings should, whenever possible, be held immediately following meetings of their subordinate Groups (e.g. WPs and TGs). In this case, the provisions of § 2.19 of Resolution ITU-R 1 should be observed as regards the agenda of the Study Group meeting.

When several subordinate Groups of a Study Group meet simultaneously, it may be advantageous to hold an informal coordination meeting to discuss organizational matters at the working level of the Study Group.

It should be noted that, exceptionally, a meeting of a Study Group may be arranged at any time where there is an urgent need to meet the provisions of Resolution ITU-R 1.

2.4.1   Participation at meetings

Member States and Sector Members are entitled to participate in the meetings referred to in these *Guidelines*. Member States and Sector Members have full rights of participation (see Article 3 of the Constitution), but with some limitations on the involvement of Sector Members in the adoption and approval of texts such as Resolutions, Recommendations and Questions.

Associates are permitted to participate in the work of a selected Study Group (and of its subordinate Groups) without taking part in any decision-making or liaison activities within those Groups; (see No. 241A and 248B of the Convention).

The Director may, in consultation with the Chairman of the Study Group concerned, invite an organization which does not participate in the Sector to send representatives to take part in the study of a specific matter in the Study Group concerned or its subordinate Groups; (No. 248A of the Convention). Experts and Observers are defined in Nos. 1001 and 1002 of the Annex to the Convention).

2.4.2 Calendar of meetings

Meetings of Study Groups and their subordinate Groups are scheduled in accordance with the plan of meetings prepared by the Director in consultation with Study Group Chairmen. An up-to-date calendar of meetings is maintained on the ITU-R website at: http://www.itu.int/ITU-R/conferences/index.html and then click on "ITU-R Meetings Schedule".

Meetings may be added or re-scheduled for urgent reasons, with the approval of the Director and the Chairmen of the Study Group and subordinate Group concerned.

2.4.3 Announcement of meetings

2.4.3.1 Radiocommunication Assembly

Accompanied by an invitation from the Secretary General, an RA is announced by Administrative Circular (CACE) well in advance of the event (e.g. at least six months). The Circular is sent to all Member States and Radiocommunication Sector Members and contains, *inter alia*, information on expected documentation, a provisional committee structure, and contributions and arrangements for participation.

2.4.3.2 Study Group meetings

Study Group meetings are announced by Administrative Circular (CACE) at least three months beforehand. The Circular is sent to all Member States and Radiocommunication Sector Members and contains, *inter alia*, information on:

– the date and place of the meeting

– the starting time of the opening session

– the meeting programme which should include

– details of those draft Recommendations for adoption at the Study Group meeting, (supported by an Annex listing the Recommendations with summaries of their contents)

– details of possible draft Recommendations for adoption by correspondence, (supported by an Annex containing a list of topics to be addressed by those subordinate Groups meeting just prior to the Study Group and for which draft Recommendations may be developed, (see § 2.19, Resolution ITU-R 1))

– registering participation.

Annexes should provide:

– a draft agenda

– a list of draft Recommendations and their summaries for consideration at the Study Group meeting

– a list of topics to be addressed at meetings of subordinate Groups held prior to the Study Group meeting and for which draft Recommendations may be developed

– form for announcing participation in the Study Group meeting.

The final agenda is distributed at the opening of the meeting as an administrative document (ADM), prepared by the Chairman on the basis of all available contributions and related information.

2.4.3.3   Subordinate Groups (WPs, TGs, RGs, etc.)

Meetings of Working Parties, Task Groups, Rapporteur Groups, etc. are announced at least three months in advance by Circular Letter (LCCE) sent to those Member States and Sector Members who have registered with BR their intent to participate in the work of the concerned Group(s). Shorter notice may sometimes be necessary in cases of urgency, (e.g. an urgent Task Group meeting).

The announcement of meetings of several Groups related to one Study Group is normally consolidated in one Circular Letter, with separate Annexes providing particulars for the individual meetings. For each Group meeting, the announcement contains, *inter alia*, information on:

– the date and place of the meeting

– the starting time of the opening session

– the submission of contributions (with a BR e-mail address)

– travel and accommodation when the meeting is outside of Geneva

– registering participation.

Annexes should provide:

– the draft agenda

– a list of Questions assigned to the Group (and any other relevant documentation)

– the coordinates of the Chairman and Vice-Chairmen of the Study Group, and of the Chairman/Chairmen of the subordinate Group(s) concerned

– details on the venue and accommodation (if outside Geneva), with a named contact person in the host administration

– a form for announcing participation.

2.4.4   Arrangements for meetings held at ITU in Geneva

General information for participants is contained in an administrative document (ADM) issued at the start of each meeting (or block of meetings). As well as providing information of a domestic nature, the document also gives guidance on items such as the reservation of rooms, documentation used during the meeting(s), the preparation of documents for processing, and the time-scales to be respected for the production of documents.

2.4.4.1   Registration of participants

Registration takes place near the meeting rooms, typically from 08:30 hours on the first day of each meeting. It is helpful if participants register for meetings in advance by returning the form contained in the announcement letter. However, the option to register at the meeting is always available.

2.4.4.2   Paper document distribution at the meetings

During meetings, paper versions of documents are distributed in the pigeon-holes. For reasons of economy, documents which have been mailed to members beforehand are not distributed at the meetings and **delegates are requested to bring their own copies of these documents with them**. When absolutely necessary, an order form may be used by an individual participant to request copies of those documents distributed at the meeting (if sufficient stock is available), and these will be subsequently delivered to the delegate's pigeon-hole.

2.4.4.3   Electronic document availability

During meetings, computers are available in ITU headquarters that enable all delegates to access ITU-R documents, whether or not they are TIES registered users. These documents include the TEMPORARY documents of the Groups currently meeting at the time. (See also § 3.4).

2.4.4.4   Interpretation

Simultaneous interpretation amongst the working languages of the Union may be provided at Study Group meetings, within the resources available. Ninety days advance notice is requested from Member States requiring this facility. Due to limited resources, subordinate Groups normally work in one language only.

2.4.5   Arrangements for meetings held outside Geneva

For meetings held outside Geneva, the provisions of § 2.17 of Resolution ITU-R 1 apply. These in turn refer to Resolution 5 (Kyoto, 1994) which resolves that the host government agrees to defray any additional expenditure involved and to provide the necessary facilities. Guidelines for the holding of meetings outside Geneva are given in Annex 1 and it is the responsibility of Counsellors to liaise with the host to ensure that these are satisfactorily met for the particular Group, or Groups, concerned.

3   Documentation

The guidelines below apply, *mutatis mutandis*, to the preparation and submission of documents to the Radiocommunication Assembly, and to Study Groups and their subordinate Groups. Some differences may apply as regards the CPM and Special Committee (e.g. these do not use Temporary documents).

3.1   Sending document contributions to meetings

Contributions for meetings of Study Groups and their subordinate Groups should be sent to the BR by electronic mail, the relevant e-mail address appearing in the meeting announcement letter.

Alternatively, electronic copies of contributions on diskette may be mailed to the Director, BR at the following address:

> Director, Radiocommunication Bureau
> International Telecommunication Union
> Place des Nations
> 1211 Genève 20
> Switzerland

In addition, Resolution ITU-R 1 requests that a copy of each contribution be sent to the Chairman of the Group concerned, as well as to the Chairman and Vice-Chairmen of the relevant Study Group.

3.2 Preparation of document contributions

Because of the variety of topics dealt with in ITU-R, there is no prescribed style or format for document contributions. However, certain guidelines are proposed that will help the Secretariat in the preparation of documents and in turn optimise clarity for the reader. Thus, it is recommended that:

– documents be limited in length, with a maximum of ten pages

– the name of the donor is clearly indicated, i.e. the Member State, Sector Member or Associate

– where appropriate, the Group to which the contribution is intended is clearly indicated

– the subject to which the document refers is clearly indicated, e.g. a Question number

– the document is prepared using standard word processing software commonly used in ITU, for the text, the figures and for the equations

– the document should not use any auto-formatting facility such as automatic section numbering

– modifications to an existing text are indicated by means of revision marks (using the revision mark facility in the word processing software)

– references to other ITU-R texts are up-to-date, e.g. reference to an Annex to a Chairman's Report rather than an old TEMPORARY document.

Clearly it will not always be possible to conform to these guidelines, in particular that concerning the length, e.g. a document containing the text of a draft Handbook.

3.3 Deadlines for submission of contributions

Obviously, the date by which contributions are received in BR has a major influence on their availability to members – the earlier they are submitted, the earlier they will be available. For each meeting, the following deadlines are set by BR for the submission of contributions, *viz.*:

– *where translation is required*, contributions should be received at least 3 months prior to the meeting, and will be dispatched by mail not later than six 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 received 6 weeks prior to the meeting will be dispatched by mail before the meeting;

– contributions received up to 7 days prior to the meeting are made available for the opening of the meeting in the original working language and, if possible, in English;

–	contributions received <u>less than 7 days prior to the meeting</u> are not guaranteed to be available at the opening of the meeting. Whilst every effort is made to ensure that all contributions are available, the secretariat cannot accept submissions later than 12:00 hours (Geneva time) on the working day preceding the opening day of the meeting. In certain circumstances, this deadline might necessarily be one or two days earlier, such as for meetings held outside Geneva. For such cases, the precise deadline is decided by the Chairman of the Group concerned, in consultation with the BR Counsellor and, as far as practicable, made known to the potential participants of the Group beforehand.

Documents not available at the opening of a meeting cannot be discussed at the meeting. With the agreement of the submitting organisation, such documents will be forwarded to the subsequent meeting of the Group.

With respect to contributions received after the "7–day limit", it should be borne in mind that the ITU Common Services, responsible for translation, reproduction and distribution of contributions, are only able to handle a finite number of document pages per day, the number depending on available resources which are shared with other concurrent meetings. Consequently, in the seven days before the opening of a meeting, the Secretariat may be obliged to give priority to processing contributions complying with the length recommended in § 3.2. For more lengthy contributions, the Secretariat may be obliged to process only the first ten pages. Late submitters are therefore invited to concentrate their conclusions and proposals into the first ten pages of their contributions.

These conditions are fully in accordance with the provisions of Resolution ITU-R 1, in particular those in § 8.9.

## 3.4	Electronic posting and mail dispatch of documents

All document contributions received in the recommended electronic form are posted on the ITU-R website, as far as possible within 24 hours of their receipt in Geneva. (Go to http://www.itu.int/ITU-R/ and then select the desired Group.) For Study Groups and their subordinate Groups, access is possible only by TIES registered users. (See also § 2.4.4.3).

If received sufficiently early (see § 3.3), documents are also dispatched by mail to members in accordance with their requirements registered with BR. There are usually two dispatches – 10 weeks and 6 weeks before the meeting – although these may be subject to change depending on the workload at the time.

## 3.5	Document series, Chairman's Reports and Liaison Statements

### 3.5.1	"White" document series

Each Group has its own series of documents which appear on white paper. This series continues throughout a study period, i.e. from one RA to the next, and contains all the contributions submitted to that Group and its Chairman's Reports. At the start of a meeting, the white document series is suspended and TEMPORARY documents only are used. An exception to this rule is liaison statements sent to the Group during its meeting which become part of the white document series of the Group concerned.

3.5.2   Temporary ("yellow") documents

Documents produced during a meeting are designated TEMPORARY and published on yellow paper. As the name implies, they are working documents which provide a means to record thoughts and ideas developed during the course of a meeting and, moreover, to prepare texts for eventual adoption by the Group. At the end of the meeting, those temporary documents containing material for retention are then used for the preparation of white documents, four typical examples being

–   draft new or revised Recommendations, or Questions, for subsequent consideration by the Study Group

–   preliminary draft Recommendations (e.g. PDNRs) which become Annexes to the Chairman's Report

–   material for Handbooks

–   liaison statements for other Groups.

Temporary documents therefore exist only during the period of the meeting. Afterwards, the corresponding material should be referenced using the appropriate white document number (e.g. Doc. 1/99, Annex X to Doc. 1A/99). This is important to ensure that the most recent version of the text is carried forward for further study – a version which often contains many editorial modifications in relation to the original temporary document. In this context, see § 3.5.4 below concerning Annexes to Chairmen's Reports.

3.5.3   Executive Report to the Study Group

Each Working Party and Task Group prepares an Executive Report for consideration at the next meeting of the parent Study Group. It is a document in the Study Group's white document series. The Executive Report should describe the status of work within the Group, highlighting progress and conclusions achieved since the previous Study Group meeting. The Executive Report should be concise in nature, omitting details of documentation, arrangements, and deliberations during meetings of the subordinate Group.

3.5.4   Chairman's Report to the next meeting of the Group

The Group's Chairman's Report to the next meeting is a document in the Group's white document series. This Report should be made available to BR within one month after the close of a meeting. As well as a detailed account of the status of the Group's work, the Chairman's Report contains Annexes comprising material for further consideration at its next meeting, e.g. PDNRs, and material for preserving a permanent record of the Group's activities such as Liaison Statements prepared during the Group's meeting. The annexing of unmodified document contributions should be avoided and the appropriate ITU-R website address used instead.

Because of the inevitable delay before publication of the Chairman's Report, BR posts on the ITU-R website, as soon as possible after the meeting, "preliminary Annexes to the Chairman's Report" comprising those edited versions of temporary documents that are to become Annexes to the final Chairman's Report. This "preliminary Chairman's Report" is replaced by the final Report when the latter becomes available.

The Chairman may wish to update the Report with an Addendum prior to the next meeting of the Group.

3.5.5   Liaison Statements

Liaison Statements should clearly indicate the source and recipient Group(s), the subject of the liaison and the action needed, if any. It is also helpful if the Statement includes a date by which the recipient Group should respond and a contact point for informal discussions.

The BR Counsellors are responsible for keeping track of Liaison Statements for their respective Groups and for ensuring their transmission to the recipient Group as soon as possible after the close of the meeting at which they were written.

3.5.6   "Blue" document series

This series of documents, produced on blue paper, is used for the approval of draft Recommendations by consultation.

3.5.7   "Pink" document series

This series of documents, produced on pink paper, is used for contributions to the RA from a Study Group. They typically contain draft Recommendations and draft Questions for approval, as well as draft versions of those ITU-R Resolutions associated with the specific work of a Study Group. (N.B. Other ITU-R Resolutions of an administrative nature use the PLEN document series; see § 3.5.8).

3.5.8   "PLEN" document series

This series of documents, produced on white paper, is used during RAs for all documentation other than that appearing as "pink documents". In particular, it is used for contributions from the membership.

4   Procedures related to Study Group meetings

4.1   Adoption of draft Recommendations at a Study Group meeting

In order for draft Recommendations to be adopted at a Study Group meeting (§ 10.2.1 of Resolution ITU-R 1), the relevant texts must be prepared sufficiently far in advance of the meeting so as to be available in the working languages (French, English, Spanish), in paper and electronic form, at least four weeks prior to the start of the meeting. In addition, the intention to seek approval of the draft Recommendations through the procedure of adoption at a Study Group meeting must be announced by the Director by way of an Administrative Circular (CACE) at least three months beforehand, the announcement also containing summaries of the draft Recommendations concerned; (see § 2.4.3.2 above).

4.2   Adoption of draft Recommendations by correspondence

When a draft Recommendation is not prepared in time to appear in the announcement of a Study Group meeting, or when there is insufficient time for the text to be prepared in the three working languages, (for example, when it is prepared at a WP or TG meeting held just prior to the Study Group meeting), the Study Group can consider the text and decide to seek adoption by correspondence; (see § 10.2.2 of Resolution ITU-R 1). In such cases, the draft text would normally be available at the Study Group meeting only in its original language.

Immediately following the Study Group meeting, the texts of the draft Recommendations in their original language are distributed to those Member States and Sector Members participating in the work of the Study Group under cover of a Circular Letter (LCCE) announcing the start of the consultation period. These texts will contain any modifications agreed at the Study Group meeting and will be published as revisions to the original white document, e.g. Rev. 1 to Doc. 1/101, and posted on the ITU-R website. The Circular Letter will inform members that the texts in the remaining two working languages will follow under cover of an Addendum (to the Circular Letter) which will also announce the precise date on which the consultation period will end.

Thus, once the texts in the two remaining languages have been prepared, they are dispatched with the aforementioned Addendum, which in turn gives a termination date for the consultation period one calendar month after the date of the Addendum.

If any objections are received during this period, the provisions of § 10.2.2.6 and § 10.2.2.7 of Resolution ITU-R 1 apply. Depending on the nature of the objection and its eventual outcome, it is helpful for a brief explanation to appear in the subsequent Administrative Circular announcing the start of the approval procedure; (see § 5.2 below).

4.3   Treatment of Questions by a Study Group

In accordance with § 3 of Resolution ITU-R 1, new or revised Questions, proposed within Study Groups, may be adopted by a Study Group and approved either by a Radiocommunication Assembly, or by consultation amongst the Member States. In the first case, the draft Question is submitted to the RA as a pink document, having been adopted by the Study Group concerned. In the second case, following adoption, the draft Question is circulated to Member States and, for information, to Sector Members participating in the work of the Study Group under cover of an Administrative Circular (CAR). The consultation period lasts three months, at the end of which the Director informs Member States and Sector Members of the results through an Administrative Circular (CACE).

An additional duty of the Study Group is the identification of Questions considered suitable for the Alternative Approval Process (AAP); (see Resolutions ITU-R 5 and ITU-R 45). This process allows the possibility for Recommendations resulting from these Questions, once adopted by the Study Group, to be considered approved. An over-riding condition for the process is that the Questions and resulting Recommendations have no policy or regulatory implications. Thus, in accordance with Resolution ITU-R 5, Study Groups should identify which, if any, of their Questions are suitable for AAP and that a list of these Questions should be approved by consultation, without opposition, amongst the Member States. The consultation process is undertaken by way of an

Administrative Circular (CAR) and, as for the approval of draft Questions, the consultation period lasts three months. The results of the consultation are then published by way of an Administrative Circular (CACE) to Member States and ITU-R Sector Members.

The current status of Questions assigned to each ITU-R Study Group is maintained in Document 1 of the Study Group series of white documents, with Addenda added as necessary.

4.4   Approval of Handbooks

In accordance with § 2.25 of Resolution ITU-R 1, Study Groups may approve Handbooks. In order to expedite the procedure, it is recognised practice for a Study Group to give authority to the subordinate Group preparing the Handbook to approve the final text, subject to the agreement of the Chairman of the Study Group and of the subordinate Group concerned. This is especially the case when the material is in an advanced stage of preparation.

The order in which Handbooks are published reflects their perceived urgency. To avoid unnecessary delays, Handbooks are published as they become available in each of the ITU working languages.

4.5   Treatment of draft Resolutions, Decisions, Opinions and Reports by Study Groups

The provisions of § 2.24 and § 2.25 of Resolution ITU-R 1 apply for these cases.

4.6   Editorial work

At some stage, it is necessary to undertake editorial work on the principal output texts of a Study Group. This is particularly important for draft Recommendations. The editorial work serves two purposes:

–   to ensure technical accuracy and consistency with other texts of ITU-R

–   to align the texts in the working languages in which they will be published.

It is for each Study Group to find the most expeditious manner in which to organize its editorial work. One approach is to establish a small editorial group that works by correspondence after a Study Group meeting. This period coincides with the adoption phase for draft Recommendations and thereby enables editorial improvements to be incorporated into the blue document versions sent for approval. The editorial work is coordinated by the BR Counsellors who are responsible for ensuring that editorial modifications are carried forward to the next version of the texts.

4.7   Updating of maintained Recommendations

Resolution ITU-R 44 directs each Study Group to update editorially their maintained Recommendations and instructs the Director, BR, to prepare lists of necessary editorial amendments for submission to the relevant Study Group meeting for its consideration. Once approved by the Study Group, a list of the titles of the editorially amended Recommendations is included in the same Circular Letter (CAR) used for proposing the approval of draft Recommendations; (see § 5.2).

5   Approval of Recommendations

5.1   Alternative process for the approval of Recommendations according to Resolution ITU-R 45 (AAP)

If, at its meeting, a Study Group decides that a draft Recommendation resulting from the study of a Question identified as suitable for AAP has no policy or regulatory implications (see § 4.3 above), the approval process of Resolution ITU-R 45 may be applied. In such a case, the draft Recommendation should be considered for adoption using the consultation procedure described in § 4.2 above. Once adopted by this procedure, such a Recommendation shall then be considered approved in accordance with Resolution ITU-R 45.

5.2   Traditional procedure for the approval of Recommendations

Once a draft Recommendation has been adopted by a Study Group (by either of the two procedures described above in § 4.1 and § 4.2), there are two procedures for approval of Recommendations by Member States – approval by consultation and approval at a Radiocommunication Assembly; (see § 10.3 of Resolution ITU-R 1). In both cases, the Study Group must have decided at its meeting which of the procedures it wishes to follow for each draft Recommendation. The decision to pursue approval by consultation must be unopposed.

In the case of approval by consultation, draft Recommendations are dispatched to ITU Member States, within one month of their adoption, as blue documents under cover of an Administrative Circular (CAR); the draft Recommendations are also sent to Sector Members participating in the work of the Study Group for information. The Circular also contains the summaries of the draft Recommendations concerned and, where necessary, information on any objections raised during the adoption procedure. As with previous versions of the draft Recommendations, the blue documents are posted on the ITU-R website.

The blue document versions of the draft Recommendations will contain editorial corrections identified during the adoption period and so will be as technically accurate and editorially correct as possible; (see § 4.6 on editorial work).

If instead a Study Group decides to forward a draft Recommendation for approval at the next Radiocommunication Assembly, the document is dispatched to Member States and Sector Members participating in the work of the Study Group as a pink document at least one month before the RA. Approval at an RA is advised only in cases of difficulty where, for example, objections have been raised during the adoption procedure. Otherwise, approval by consultation is considered the most expedient manner by which draft Recommendations are approved.

ANNEX 1

Guidelines for meetings of ITU-R Groups outside of Geneva

1   Financial considerations

The organization of meetings outside Geneva takes into account the following:

–   compliance with current provisions

–   budgetary implications

–   facilities required from hosting organizations (see § 2 below)

–   participation of ITU/BR staff.

Meetings outside Geneva are regulated by broad provisions given in Resolution ITU-R 1 which make reference to Resolution 5 (Kyoto, 1994), as follows:

Resolution 5 (Kyoto, 1994)

"...

bearing in mind

that the United Nations General Assembly, in Resolution 1202 (XII), decided that meetings of organs of the United Nations should, as a general rule, be held at the headquarters of the organ concerned, but that a meeting could be held away from headquarters if an inviting government agreed to defray the additional expenditure involved,

...

resolves

1   that invitations to hold conferences and assemblies of the Union away from Geneva should not be accepted unless the host government agrees to defray the additional expenditure involved;

2   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."

The BR evaluates the "additional expenditure" on the basis of what has been planned and budgeted for the current year, *viz.*:

1)   If the meeting has been included in the meeting programme for which the budget has been established, the "additional expenditure" will be the difference between the cost to ITU of holding the meeting at the proposed venue and the cost to ITU of holding it in Geneva. (In practice, the former cost corresponds to the travel and subsistence of the BR staff participating in the meting). It is only when this difference is positive (i.e. when it is more expensive for the ITU to hold the meeting outside of Geneva) that the hosting organization will be requested to make a financial contribution.

2)   If the meeting has <u>NOT</u> been included in the programme, then the "additional expenditure" equates to the travel and subsistence of the ITU staff participating.

Irrespective of these guidelines, hosting organizations are sometimes willing to contribute to BR staff costs in order to reduce the burden on the BR budget.

The actual participation of ITU/BR staff will be evaluated on a case-by-case basis taking into account the expected number of participants and workload, particularly in terms of on-site document production.

2   Basic facilities for meetings held outside Geneva

In order to provide adequate facilities for the smooth running of a meeting (or meetings) outside of Geneva, the following list represents an *aide memoire* of those items requiring detailed discussion with the host organisation.

Accommodation and travel: hotel reservations, visas, travel to and from airport, etc.

Meeting rooms and offices: the number and size of rooms according to the expected number of participants, access to the rooms and building (including outside normal working hours)

Photocopying facilities: number of machines and their performance

Local secretarial assistance: number of persons required and their expected duties

Computer facilities: number of machines and peripherals, operating system, application software, Internet access, power points for laptops, LANs, etc.

Telephone, fax and e-mail facilities

Pigeon-holes

Notice board

Presentation material: e.g. black or white boards, overhead projection

Paper for documentation: predicted number of sheets - white, yellow, green, red, blue

Coffee breaks

Lunch facilities

Miscellaneous: group photo, provision of local information, social events, etc.

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