



Radiocommunication Bureau (BR)

Administrative Circular
CA/211

24 June 2013

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

Subject: **Summary of conclusions of the twentieth Radiocommunication Advisory Group meeting**

Reference: **Administrative Circular CA/207 of 18 January 2013**

- 1 The Radiocommunication Advisory Group (RAG) met for the twentieth time from 22 to 24 May 2013 in Geneva.
- 2 The summary of conclusions of the meeting is contained in the Annex to this letter.
- 3 Additional information about this meeting may be found on the RAG website at <http://www.itu.int/ITU-R/go/RAG>.

François Rancy
Director

Annex: 1

Distribution:

- Administrations of Member States of the ITU
- Radiocommunication Sector Members
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups and 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

Radiocommunication Advisory Group
Geneva, 22-24 May 2013



24 May 2013
English only

**TWENTIETH MEETING OF THE
RADIOCOMMUNICATION ADVISORY GROUP**

SUMMARY OF CONCLUSIONS

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Agenda Item No.	Subject	Conclusions
2	Chairman's election (CV244)	In accordance with the provisions of CV244 and Resolution ITU-R 15, RAG elected Mr Daniel Obam (Kenya) as Chairman of the RAG and expressed its appreciation for the work done by Mr Bashir Gwandu (Nigeria) during his term in office as previous RAG Chairman.
4	Council issues (Doc. RAG13-1/1)	<p>RAG noted the information provided in the Director's Report on several Council issues related to ITU-R, including satellite matters, and conformance and interoperability.</p> <p>RAG noted that the baseline draft budget for 2014-2015 submitted for the consideration of the forthcoming Council meeting does not include the RA/WRC events which Council decided should take place in 2015 (see Council Resolution 1343). RAG invited the Director to convey to Council the views of RAG members that these events should be maintained as scheduled to the extent practicable.</p> <p>RAG considered the information provided on the sales statistics of the Radio Regulations 2012 publication compared to the 2008 edition. It was noted that, contrary to expectations, the quantity of sales of DVD and paper versions of the RR increased. In view of that, RAG noted that the free online access does not seem to have produced any negative impact on the sales of the paper or DVD versions of the RR. RAG noted that the free online access to the RR also allows for a greater visibility of and access to that treaty. In addition to the quantitative assessment, RAG requested the Director to undertake a qualitative analysis of those downloading RR based on their profiles, and report on the results to the next meeting.</p> <p>RAG invited the Director to consider the possibility of making the ITU-R mandatory service publication free or on a cost-recovery basis.</p> <p>At its 19th meeting (2012), RAG had invited the Director to examine the possibility of giving free online access to the three spectrum management handbooks. RAG noted the information provided by the Director on the financial impact of this measure and concluded that the cost/benefits assessment would be favourable. RAG therefore invited the Director to inform Council of the financial evaluation which was carried out for taking appropriate action to implement this measure.</p>

5	<p>Study Group issues (Docs. RAG13-1/1(\$ 4.1, Add.1), 2, 4, 7, 8, 10, 11, 12, 16, 19, 20)</p>	<p>RAG noted the revised version of the Working Guidelines presented in Doc. RAG13-1/10. RAG also noted that the Working Guidelines could be updated more frequently to take into account any conclusions of RAG regarding working methods, and that duplication of text already contained in Resolution ITU-R 1 should be avoided in future revisions of the guidelines. RAG invited the Director to provide quick links to the guidelines including revision history, the template of contribution and format of Recommendations (see the Annex to Doc. 14) on the main web page of each Working Party, Study Group in order to improve accessibility of useful information.</p> <p>RAG noted that “as received” versions of contributions to meetings are being posted as soon as they are received by BR and that BR is planning to implement a system to enable membership, subject to suitable authorization, to directly upload their own contributions to the “as received” webpage.</p> <p>RAG noted that in accordance with No. 92 of the ITU Constitution, decisions of a Radiocommunication Assembly shall be in conformity with the ITU Constitution, Convention and the Radio Regulations.</p> <p>RAG noted the ongoing enhancements to electronic working methods being introduced by BR.</p> <p>RAG considered experience gained with remote participation, noting that availability of remote participation at meetings held outside Geneva is also desirable. RAG invited the Director to improve the existing guideline on minimum requirements for remote participation and the need to make it more visible.</p> <p>RAG invited the Director to continue development of the Recommendations database search facility and to include a field indicating which Recommendations are incorporated by reference in the Radio Regulations, possibly indicating in which RR provisions they are referenced. RAG also invited the Study Groups to review which services and frequency bands are applicable to the Recommendations under their responsibility and to advise BR accordingly, and to consider developing lists of systems/applications or general topics that could be used to further classify the Recommendations.</p> <p>RAG noted the provision made for Inter-Sector Rapporteur Groups (IRGs) in Annex C of WTSA Resolution 18 and, pending approval of corresponding provisions in Resolution ITU-R 6, advised that on an interim basis IRGs could be established between ITU-R SG 6 and ITU-T SG 9 for joint studies on topics such as audiovisual quality assessment and between ITU-R SG 6 and ITU-T SG 12 on audiovisual metadata, and with other matters with ITU-T as appropriate. The Director was invited to prepare a liaison to TSAG to inform ITU-T of this conclusion. Other Study Groups might follow this example on an interim basis in consultation with the Director of BR. RAG supported a proposal from the CCV to conduct the ITU-R CCV and ITU-T SCV meetings jointly, with extensive use of electronic methods.</p> <p>RAG noted the written and oral reports from Study Groups 1, 4, 5 and 6 on activities related to the implementation of ITU-R Resolutions and encouraged the Study Group Chairmen to continue to report on these activities to the RAG.</p> <p>Regarding the implementation of Resolution ITU-R 59 on Electronic News Gathering (ENG), RAG recalled that administrations are encouraged to provide the BR with URL links of their national webpages prepared in order to provide guidance for ENG users; RAG advised the Director to create a webpage to consolidate those links.</p> <p>RAG noted the presentation by TSB on the outcomes of WTSA-12.</p>
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5.1	Reports from the RAG Correspondence Groups	-
5.1.1	Electronic Document Handling (Doc. RAG13-1/6)	RAG noted the report of the EDH CG and invited the Director to consider: <ul style="list-style-type: none"> - the need to clearly distinguish between the “as received” webpage and the formal documents page; - the desirability of developing user guides for the various EDH tools and remote participation; - the need to ensure that hyperlinks are not broken when moving to the new web format; - the need to ensure the use of the official languages of the Union for webpages on equal footing. RAG invited the delegates to note that the personal webpages are no longer being provided by ITU.
5.1.2	Format of ITU-R Recommendations (Doc. RAG13-1/14)	RAG supported use of the format for Recommendations proposed in the Annex to Document 14 and advised the Director to bring this information to the attention of the Study Groups and the membership. RAG decided that this Correspondence Group could be disbanded and thanked Mr A. Nalbandian (ARM) for his work.
5.1.3	Revision of Resolution ITU-R 1-6 (Doc. RAG13-1/18)	RAG noted that Mr R. Haines (USA) would no longer be able to act as Chairman of this CG. RAG decided to disband this CG and to appoint Mr A. Vallet (F) (e-mail: vallet@anfr.fr) as Rapporteur to progress the work and report back to the next RAG meeting. The terms of reference of Mr Vallet’s activity are the same as for the former CG (included as Annex 2 to the summary of conclusions of the 19th meeting of RAG) and using the information contained in Document RAG13-1/18, as appropriate.
5.1.4	Revision of Resolution ITU-R 6-1 (Doc. RAG13-1/9)	RAG supported the proposed revision prepared by the CG. RAG decided to disband this CG and thanked Mr P. Zaccarian for his work. The Director was invited to review any inconsistencies between the proposed text and the text of Annex C to ITU-T Resolution 18 and report back to the next RAG meeting.
6	Radiocommunication Conferences	
6.1	WRC-12 implementation (Docs. RAG13-1/1 (§ 2.1, 3.2), 3, 5)	RAG noted that BR published circular CR/343 related to the bringing into use and suspension of a frequency assignment to a space station in the geostationary-satellite orbit. Comments, such as those presented in Document 5 (USA) for information. RAG concluded that the issue should be dealt with by the RRB due to the fact that the matter is not within the terms of reference of the RAG, and invited administrations to convey their concerns to the Board if they so wish. In this connection, the USA provided the statement contained in Annex 2. RAG approved the liaison statement to TSAG proposed in Document 3 (Rep. of Korea) to inform ITU-T of the extension of the lower limit in the Table of Frequency Allocations of RR Article 5 from 9 to 8.3 kHz as decided by WRC-12.
6.2	WRC-15 preparation (Doc. RAG13-1/1 (§§ 2.1, 5))	RAG noted the information provided in the Director’s Report on WRC-15 preparation. Considering the different views expressed regarding the best time to hold the first session of the CPM (CPM-1), either immediately after the WRC or on the Monday of the following week, RAG concluded that the matter should be further analysed in the light of the past and recent experiences, and invited the Director to report on the results of his analysis to the next RAG meeting.

7	ITU-R Strategic and Operational Plans	
7.1	Strategic Plan for 2016-2019 <i>(Docs. RAG13-1/13 +Add.1, 15, 17)</i>	RAG noted the oral report by the Chairman of the Informal Meeting on the Strategic and Operational Plans of 21 May (Mr A. Nalbandian, ARM). RAG set up a drafting group chaired by Dr V. Rawat (CAN) to prepare a draft contribution to the Council WG on the Strategic Plan and agreed on the text as contained in Annex 1. RAG decided to disband the CG on Strategic Plan and thanked Mr. K. Arasteh (Iran, Islamic Rep. of) for his work.
7.2	Operational Plan for 2014-2017 <i>(Doc. RAG13-1/1 (§ 8))</i>	<p>RAG reviewed the draft Operational Plan and endorsed it without change.</p> <p>RAG concluded that there is a need to spend more time for the review of the draft Operational Plan and suggested that, in connection to the next RAG meeting in 2014, a half-day meeting (without interpretation) be dedicated to the consideration of the draft operational plan (see CV181A) as well as to review the implementation of the operational plan of the preceding period (see CV160CA).</p> <p>RAG invited the Director to convey to Council a suggestion for allocating more time during Council sessions for the consideration and approval of the draft Operational Plan.</p>
8	Information and assistance <i>(Docs. RAG13-1/1 (Add.2 & 3, §9, 10, 11))</i>	<p>BR presented its strategy for Regional Radiocommunication Seminars (RRS) aimed at increasing participation of members from countries with very low participation in the current events, including the World Radiocommunication Seminars (WRSs). The proposed strategy depicted the possible cycle of RRSs, with a view to cover all regions yearly, and all subregions in a three-year period (between WRCs). A structure for the RRSs was suggested, based on online tutorials, presentations and workshops (on terrestrial and space services), and a forum on a topic of interest and relevance to each region. BR announced that the schedule of RRSs for 2013 included: Americas (Asuncion, Paraguay, 8 to 12 July); Africa (Yaounde, Cameroon, last week of September); Eastern Europe and CIS (end September); and Pacific Islands (planned for end November-beginning of December).</p> <p>While noting the benefits of the proposed approach, RAG provided the following comments to be considered by the Director: actively involve regional organizations, both in planning (including surveys about agenda topics, and statistics for members of these organizations) and in the implementation of regional seminars; agendas could be enlarged beyond RR applications, touching on other relevant topics of the greatest interest to participating countries of the region; harmonize this regional approach in view of the need to preserve WRSs as a unique space for exchange of experience worldwide. RAG also advised the Director to perform a detailed financial analysis of the proposed strategy and to duly pursue coordination activities of these events with BDT.</p> <p>RAG noted the statistics on ITU-R membership (Doc. 1(Add.3)) and concluded with satisfaction that the general trend on the number of Sector Members, Associates and Academia has now become positive.</p> <p>RAG emphasized the need for greater participation of Academia in Study Group work (particularly, Study Groups 3 and 7). RAG invited the Director to consider the comments raised during the meeting on the implementation of Resolution ITU-R 63.</p>

9	BR Information System <i>(Doc. RAG13-1/1 (§ 6))</i>	RAG noted the information provided in the Director's Report and encouraged the Director to pursue the implementation of the software development activities foreseen in the roadmap provided by RAG-19 (2012).
10	Date of next meeting	RAG noted the proposal to hold its 21st session from 24 to 27 June 2014, with the second day (without interpretation) to consider issues related to the ITU-R preparation for the Plenipotentiary Conference and the Operational Plans.
11	Other issues <i>(Doc. RAG13-1/1 (§ 7))</i>	RAG noted the information provided on space monitoring in the Director's Report, and requested the Director to take into account the comments expressed during the meeting – in particular those related to the financial implications – in his actions to implement the proposed activities. RAG invited the Director to consider the necessary cooperation with the Director of BDT on this matter.

ANNEX 1

Radiocommunication Advisory Group

CONTRIBUTION OF THE RADIOCOMMUNICATION ADVISORY GROUP TO THE PREPARATION OF THE STRATEGIC PLAN FOR THE 2016-2019 PERIOD

1 Introduction

At its 18th Meeting, in 2011, the Radiocommunication Advisory Group (RAG) established a Correspondence Group on ITU-R Strategic Plan. At its 19th Meeting, in 2012, the RAG concluded that the work of the Correspondence Group should continue. The RAG also held a face-to-face meeting of RAG participants and meetings of a drafting group in conjunction with the session of the RAG in 2013 to discuss issues related to the ITU-R Strategic Plan, 2016-2019.

The RAG noted the draft budgets of the Union are now based on the results-based budget (RBB) format endorsed at the Plenipotentiary Conference and set forth in Resolution 151. The costs of the goals and objectives of each Sector are provided in line with the Strategic Plan for the Union.

The RAG assumed that, in accordance with the ITU Convention (No. 62A), the 2013 session of Council will establish a Council Working Group (CWG) for the elaboration of the draft Strategic Plan for the period 2016-2019. This CWG is to draw on input from Member States, Sector Members, and from the Sector advisory groups. Based on this understanding and in view of the proposals and suggestions contained in Documents RAG13-1/13, 15 and 17 that were received by the 20th Meeting of the RAG, the RAG forwards its conclusions on this issue to the Council for its consideration.

This document presents these conclusions according to the following general considerations:

- **Scope of the ITU-R Strategic Plan:** the Plan should be designed for the entire Radiocommunication Sector and the parts related to the Radiocommunication Bureau (BR) should be clearly identified,
- **Structure of the ITU-R Strategic Plan:** the current Strategic Plan should be restructured to simplify and articulate its different parts in a more logical manner,
- **Description of the ITU-R Strategic Plan:** the description of the Strategic Plan could be improved to more coherently and consistently describe, but also more clearly distinguish, the strategic objectives, processes, activities and outputs. This would help ensure that there are appropriate linkages of the processes and activities of the BR to the strategic objectives of the ITU-R,
- **Terminology:** the key concepts should be simplified, clarified and defined in the ITU-R Strategic Plan, especially to avoid using terms, which have similar meanings (e.g. objective and goal), and
- **Highlighting ITU-R priorities in the ITU-R Strategic Plan:** the World Radiocommunication Conferences (WRC) should be shown to be among the central and priority activities of the ITU-R. As the strategic plan is linked to the financial and operational plans of the sector, the identification of WRCs as a strategic priority will help to ensure their functioning and timely convening.

The RAG also noted that the Strategic Plan and the associated terminology should be consistent across the three Sectors and the General Secretariat.

Finally, consideration should also be given to streamlining the presentation of the parts of the Strategic Plan applicable to the Sectors and the General Secretariat with a view to eliminating possible redundancies (e.g. the same information reflected in goals and objectives), as well as transferring some information to the Operational Plans.

2 Scope of the ITU-R Strategic Plan: a Plan for the entire Radiocommunication Sector

As described in Article 12 of the Constitution (notably Nos. 86-88), the Radiocommunication Sector comprises the Member States (No. 87) and the Sector Members (No. 88). Moreover, Nos. 80-85 explain that the Sector works through world and regional radiocommunication conferences (WRC and RRC) (No. 81), the Radio Regulations Board (RRB) (No. 82), Radiocommunication assemblies (No. 83), Radiocommunication study groups (No. 84), the Radiocommunication Advisory Group (No. 84A) and the Radiocommunication Bureau, headed by the elected Director (No. 85).

The draft Strategic Plan should therefore clearly identify:

- the role, responsibilities and activities of the Radiocommunication Bureau and other ITU-R entities, which are designed to support the ITU-R membership, and
- the role, responsibilities and activities of Member States and Sector Members.

The RAG therefore proposes that the Draft Strategic Plan of the Union for the 2016-2019 period should be prepared with a view to encompassing the functions of the entire Radiocommunication Sector. In particular, the role and tasks of the Radiocommunication Bureau should be clearly identified.

3 Restructuring the current ITU-R Strategic Plan

Similarly to the Strategic Plans of the two other Sectors, the current Strategic Plan of the Radiocommunication Sector, as contained in Section 4 of Resolution 71 (Rev. Guadalajara, 2010), comprises five parts and two tables, as follows:

- “4.1 Situational analysis
- 4.2 Vision
- 4.3 Mission
- 4.4 Strategic goal
- 4.5 Objectives

Table 4.1 – ITU-R Outputs and Objectives

Table 4.2 – Objectives, outputs, expected results and key performance indicators of ITU-R”

Part “4.1 Situational analysis” is the necessary introduction to a definition of a strategy for the Radiocommunication Sector. However, Part 4.2 seems to be a summary of the various elements forming Part “4.1 Situational analysis”.

The RAG therefore proposes that Part 4.2 should be merged with Part 4.1 to become the summary and conclusion of the situational analysis.

Part “4.3 Mission” appears to be a rewording of No. 78 of Article 12 of the Constitution, which defines the functions of the Radiocommunication Sector. While it may be desirable to recall the provisions set forth by No. 78 of the Constitution in Resolution 71, it is suggested that a simple reference to this provision would be preferable to its rewording in order to avoid misalignment or mistakes.

The RAG therefore proposes that Part “4.3 Mission” could be replaced by a reference to No. 78 of the Constitution at the beginning of Part 4.4.

Part “4.4 Strategic goal” is the core of the ITU-R Strategic Plan since it defines the three main goals of the Sector. Part “4.5 Objectives” provides details on the various activities carried out by the ITU-R to meet the strategic goals contained in Part 4.4. In order to avoid ambiguity between a “Strategic goal” and “Objectives” designed to meet it, the terminology of these two Parts should be clarified.

The RAG therefore proposes that Part “4.4 Strategic goal” could be renamed “Strategic objectives” and Part “4.5 Objectives” renamed “ITU-R Processes”.

Note: There may be a need to review, and possibly amend, these objectives once a satisfactory description of the activities of the ITU-R has been agreed.

4 Description of the ITU-R Strategic Plan

Part 4.5 of Annex 1 to Resolution 71 (Rev. Guadalajara, 2010) groups the activities of the ITU-R in five processes (called “Objectives” in the current version of Resolution 71), which are aimed at achieving the strategic goal: Coordinating, Processing, Producing, Informing and Assisting.

There are several difficulties with the description of these five “Objectives”. In particular, in Table 4.2, the description of expected results and key indicators shows, for every process, what relates to the BR and not the ITU-R. Furthermore, activities, outputs and expected results are not clearly distinguished.

A possible way to resolve these difficulties and to be more consistent with the terminology used in today’s management concepts would be to describe ITU-R processes as follows “These processes are intended to achieve these strategic objectives listed in Part 4.4 of Annex 1 to Resolution 71 (Rev. Guadalajara, 2010)”. The relationship of these processes with each of the strategic objectives is shown in Table 4.1 below.

TABLE 4.1

	Strategic objective 1 “To ensure interference-free operations of radiocommunications systems”	Strategic objective 2 “To establish recommendations...”	Strategic objective 3 “to ensure the rational, equitable, efficient and economical use of the frequency spectrum and satellite-orbit resources...”
Process 1: To establish and update international regulations on the use of the radio-frequency spectrum and satellite orbits	X		X
Process 2: To implement and apply international regulations on the use of the radio-frequency spectrum and satellite orbits	X		X
Process 3: To establish and update worldwide Recommendations, Reports and Handbooks for the most efficient use of the radio-frequency spectrum and satellite orbits	X	X	X
Process 4: To inform and assist the ITU-R membership in radiocommunication matters	X		X

Process 1: To establish and update international regulations on the use of the radio-frequency spectrum and satellite orbits

- Inputs are: proposals from administrations, report from the Conference Preparatory Meeting (CPM), reports from the BR Director, ITU-R Recommendations.
- Activities are: preparatory activities by administrations and regional groups, WRC and RRC discussions, RRB activities relating to Rules of Procedure.
- The BR activities relating to this process pertain to the Support process (see below).
- Outputs of this process are: the Final Acts of WRC and RRC, updated Radio Regulations, Rules of Procedure approved by the RRB.

Process 2: To implement and apply international regulations on the use of the radio-frequency spectrum and satellite orbits

- Inputs are the notices from administrations on intended use of spectrum and satellite orbits.
- Activities are:
 - the actions taken by the administrations and operators in coordinating frequencies,
 - the exchange of information with the BR,
 - the BR activities required by the Radio Regulations, the Regional Agreements and the Rules of Procedure,
 - the activities of the RRB not related to the adoption of the Rules of Procedure.
- Outputs are:
 - updated Master International Frequency Register (MIFR) and assignment and/or allotment Plans and Lists by recording, suppression or modifications of assignments and allotments,
 - associated publications (BR IFIC, Lists of Maritime publications).

Process 3: To establish and update worldwide Recommendations, Reports and Handbooks for the most efficient use of the radio-frequency spectrum and satellite orbits

- Inputs are contributions by the ITU-R membership.
- Activities are: the technical, operational and regulatory studies within the ITU-R Study Groups, Special Committee of Regulatory and Procedural Matters and CPM.
- The BR activities relating to this process pertain to the Support process (see below).
- Outputs are: ITU-R Recommendations, Reports (including the CPM report) and Handbooks.

Process 4: To inform and assist the ITU-R membership in radiocommunication matters

The activities relating to informing administrations may be difficult to separate from those relating to assisting. Therefore, these activities have been combined into one process.

- Inputs are: requests for assistance from ITU-R membership, request for fellowship for participation in conferences and meetings.
- Activities are: dissemination of information related to frequency assignments, preparation of material for presentations, tutorials, and all other associated activities by ITU-R membership and BR relating to the preparation and the holding of workshops, events, conferences and seminars.

- Outputs are: dissemination of information, including seminars, conferences, workshops and other events, rendering of assistance.

Pilot Process

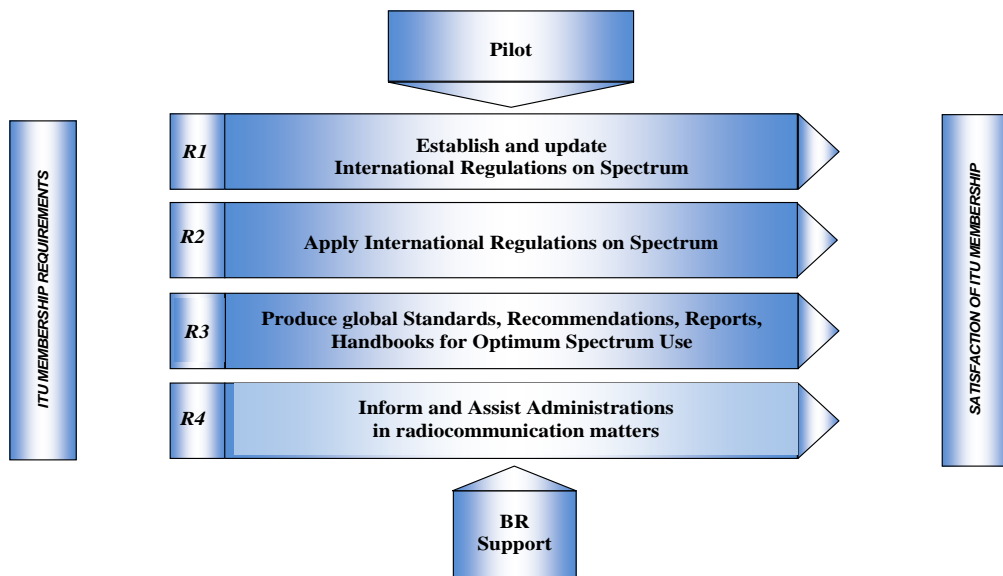
The activities of the Radiocommunication Assembly related to the adoption of ITU-R Resolutions, as well as those of the RAG are part of the process of piloting the ITU-R.

Support Process

Some of the BR activities are not related to the previous processes. They should be categorized in the support process.

Figure 1 below summarizes the proposed description of ITU-R processes and associated activities. Figures providing more details of each of the four possible processes are contained in pages 5 to 7 of [Document RAG13-1/13](#).

FIGURE 1
Possible description of ITU-R processes and associated activities



ANNEX 2

Document 5, from the United States concerning issues with BR Circular Letter CR/343, was presented to the RAG as an information document. This action was taken after a determination that the document may be outside the scope of the RAG and could be better served as a contribution to the RRB. The United States wishes to make it clear that it believes the BR, in issuing CR/343, did not follow the provisions in No. 13.12A for establishing a new procedure or practice.
