



*Radiocommunication Bureau*

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Administrative Circular  
**CACE/449**

19 March 2008

**To Administrations of Member States of the ITU and  
Radiocommunication Sector Members participating in the  
work of the Radiocommunication Study Groups and the Special  
Committee on Regulatory/Procedural Matters**

**Subject:** Event Delegate Registration System (EDRS) for Study Group activities

The new Event Delegate Registration System (EDRS) was successfully implemented for the second half of 2007 to facilitate on-line delegate registration for the World Radiocommunication Conference, the Radiocommunication Assembly and the Radiocommunication Advisory Group meeting held earlier this year.

In order to use EDRS for Study Group activities, allowing, i.e., delegates and participants to submit a single registration for multiple events, the following arrangements are necessary.

**Designated Focal Point (DFP) for participation**

Each Member State, Sector Member and Associate is requested to appoint one Designated Focal Point (DFP) to be responsible for the handling of all Study Group registration requests belonging to his/her administration/organization. These designations will be indicated on the Study Group webpage. This list will be prepared in accordance with the information received in response to the annex to this administrative circular. The completed form should be submitted on or before 1 August 2008. In those cases where the completed annex is not received by the BR Secretariat, the names will be derived from the TIES DFP indicated in the ITU Global Directory. Immediately following this date, each DFP will receive a username and password necessary to access the on-line system, where detailed instructions will be provided. In addition, Chairmen and Vice-Chairmen as well as permanent representatives will receive a personal password in order to facilitate registration requests directly with the ITU-R Registration Service.

This new phase of EDRS will be introduced for the Study Group 7 block of meetings beginning on 6 October 2008. On-line registration will begin on 1 September 2008. Further details will be contained in the announcement letter for these meetings.

Valery Timofeev  
Director, Radiocommunication Bureau

**Distribution:**

- Administrations of Members of the ITU
- Radiocommunication Sector Members
- Radiocommunication Associates
- 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

### 2007-2011 ITU-R Study Group activities

#### DESIGNATED FOCAL POINTS FOR MEMBER STATES, SECTOR MEMBERS AND ASSOCIATES

#### REGISTRATION OF PARTICIPANTS

Registration for ITU-R Study Group activities will be carried out exclusively *on-line* at the ITU-R Study Group website <http://www.itu.int/ITU-R/go/rsg/en>. All focal point information should reach the ITU-R Delegate Registration Service on or before 1 August 2008. Focal point information will then be published on the Study Group website on 15 August 2008.

Please indicate the Designated Focal Point by completing the following form:

<b>Name of Member State:</b> _____		
<b>Name of Sector Member/Associate:</b> _____ _____		
<b>Designated Focal Point:</b>		
_____	_____	_____
<i>First name</i>	<i>Initial</i>	<i>Last name</i>
_____		
<i>Telephone</i>		
_____		
<i>e-mail address</i>		

***For submission of the above form, or for any additional information, please contact the Radiocommunication Bureau Secretariat by e-mail ([linda.kocher@itu.int](mailto:linda.kocher@itu.int)) or by fax (+41 22 730 6600).***

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