



Radiocommunication Bureau
(Direct Fax N° +41 22 730 57 85)

Circular Letter
CCRR/33

21 September 2007

To Administrations of Member States of the ITU

Subject: Draft modifications to the current Rules of Procedure

To the Director General

Dear Madam/Sir,

Please find enclosed draft modifications to the Rules of Procedure dealing with the working methods of the Radio Regulations Board (Part C). The Board noted at its 44th meeting the need to clarify certain aspects of the working methods, particularly dealing with deadlines and submissions. These are provided in the Annex.

In accordance with No. **13.17** of the Radio Regulations, these draft Rules of Procedure are made available to administrations for comment before being submitted to the RRB pursuant to No. **13.14**. As indicated in No. **13.12A d)** of the Radio Regulations, any comments that you may wish to submit should reach the Bureau not later than **2 November 2007**, in order to be considered at the 45th Meeting of the RRB, scheduled for 3-7 December 2007. All e-mail comments should be sent to: brmail@itu.int.

Yours faithfully,

V. Timofeev
Director, Radiocommunication Bureau

Annex: 1

Distribution:

- Administrations of Member States of the ITU
- Members of the Radio Regulations Board
- Director and Heads of Department of the Radiocommunication Bureau

ANNEX

PART C

Rules concerning working methods of the Radio Regulations Board

Introduction

In accordance with No. 147 of the Convention (CV147) the Board has approved the following rules concerning working methods.

1 Board meetings

1.1 A meeting of the Board will be held approximately every three months and the specific date and the duration for the next meeting will be decided at the end of each Board meeting. Any subsequent change of date or the duration, will only be made with the agreement of all the members. (CV145 (Rev. Marrakesh, 2002)).

1.2 A convening notice which includes the specific agenda and the duration of the meeting should be prepared by the Executive Secretary of the Board after approval by the Chairman as soon as possible following the closing date for submissions but not later than at least ~~three~~ one weeks before the meeting and sent to members of the Board.

Reason: Since the deadline for submissions is two weeks prior to the meeting, and submissions are normally coming in just at the deadline, which is midnight of the Sunday two weeks prior to the meeting, it is not possible for the secretariat to prepare the draft agenda in advance. According to RR No. 13.17, the draft agenda should be made available electronically one week prior to the meeting.

1.3 The agenda should include the following, as required:

- a) approval or confirmation of the minutes of the previous Board meeting (see § 1.8);
- aa) consideration of the report by the Director, Radiocommunication Bureau;
- b) approval of the new or revised Rules of Procedure (CS95);
- c) consideration of Review of Findings which cannot be resolved by the use of the Rules of Procedure (CV171);
- cc) consideration of any appeal against a Bureau decision or any other request submitted by an administration;
- d) consideration of Reports on Harmful Interference (CV140, CV173);
- e) consideration of any other matters which cannot be resolved by the Bureau (CS96);
- f) matters which should be referred to the Radiocommunication Conference (CS95);
- g) any item requested by any administration;
- h) any item requested by any member of the Board;

- i) any item requested by the Director of the Radiocommunication Bureau;
- j) miscellaneous (CS97, etc.).

1.4 All documentation should be prepared by the Executive Secretary and distributed to the members in electronic form as soon as they become available, taking into account the two-week deadline for submissions normally two weeks before the meeting.

Reason: Since submissions are received just prior to the deadline, it is not possible for the translation services to produce the other language versions in a timely manner; therefore, in the initial dispatch of documents to the members, they may not be translated if they arrive at the last minute and could be sent in the original version. The secretariat will make all efforts possible to provide the translated versions at the meeting.

1.5 All submissions from Administrations should be received by the Executive Secretary at least two weeks before the meeting. Any submissions received from Administrations following the two-week deadline will normally not be considered at the same meeting and will be placed on the agenda of the following meeting. Deadlines for submissions concerning approval mechanisms for Rules of Procedure are dealt with separately.

Reason: At present, it is not clearly specified to whom the submissions should be sent. There is a need to clarify to whom the submissions should be sent. In addition, there should be a clear indication of the deadline, noting that the RAG has established a similar deadline for submissions to the ITU-R Study Groups. It is also important to note the delays in translation due to the heavy workload of that service and therefore we need to respect the deadline.

1.6 Meeting attendance will be as follows:

- Members
- Executive Secretary/Director of the Radiocommunication Bureau
- Secretary
- Minute writer(s).

The Director of the Radiocommunication Bureau may be accompanied by any necessary staff of the Bureau on a case-by-case basis.

1.7 The Board shall endeavour to reach its decisions unanimously. If it fails in that endeavour, a decision shall be valid only if at least two-thirds of the members of the Board vote in favour thereof. Each member of the Board shall have one vote; voting by proxy is not allowed (see CV146).

1.8 The minutes should clearly indicate whether the decision was unanimous or by majority. The draft minutes, not yet approved, shall be distributed electronically as soon as possible after the meeting. Minutes should be approved after consultation between members of the Board and shall normally be circulated at least one month before the start of the following meeting by the Executive Secretary.

1.9 A summary of decisions should be prepared by the Executive Secretary in a tabular form (subject, decision, reasons for the decision, including references to comments of administrations received and considered, as well as follow-up) and approved by the Board at its current meeting. The summary shall be made available on the RRB home page of the ITU website within one week after a meeting of the Board.