



*Radiocommunication Bureau*  
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19 June 2001

Circular Letter  
CR/165

## To Administrations of Member States of ITU

**Subject:** Rule of Procedure on the receivability of notices and related correspondence in respect of space and terrestrial services

### To the Director-General

Dear Madam/Sir,

1 At its 23rd meeting (14-18 May 2001) the Radio Regulations Board approved modifications to a Rule of Procedure on the receivability of APS4 forms of notice submitted to the Radiocommunication Bureau in application of the Radio Regulations procedures relating to space services. The Bureau wishes to draw the attention of administrations to the fact that one paragraph of the approved Rule of Procedure enters into immediate effect.

2 Paragraph *1bis* of the Rule of Procedure relates to the receipt of notices and related correspondence. As indicated in footnote 1 to the paragraph, the paragraph also applies to submissions relating to terrestrial services. In application of the new procedure, from 19 May 2001 onwards, the Radiocommunication Bureau is to record notices it receives for space and terrestrial services and related correspondence in accordance with the arrangements outlined in this paragraph of the modified Rule of Procedure, which is reproduced in the attachment to this circular letter.

3 Pursuant to footnote 2 to paragraph *1bis* of the modified Rule of Procedure, the Bureau hereby informs you regarding the remainder of 2001 that public holidays will result in the closure of its offices from Saturday, 22 December 2001 to Tuesday, 1 January 2002, inclusive.

4 Please note also that the other sections of the Rule of Procedure on receivability will enter into effect on 1 January 2002, and will be the subject of a forthcoming circular letter.

Yours faithfully,

Robert W. Jones  
Director, Radiocommunication Bureau

### Annex: 1

#### Distribution:

- Administrations of Member States of ITU
- Members of the Radio Regulations Board
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups and the Special Committee on Regulatory/Procedural Matters

ANNEX

**Extract from the Rules of Procedure concerning the receivability of APS4 forms of notice submitted to the Radiocommunication Bureau in application of the Radio Regulations procedures relating to space services**

**1bis Receipt of notices<sup>1</sup>**

1bis 1 It is incumbent on all administrations to meet deadlines established in the Radio Regulations and, accordingly, to take account of possible mail delays, holidays or periods during which ITU may be closed<sup>2</sup>.

1bis 2 Having regard to the various means available for transmission and delivery of notices and other related correspondence, the Board has decided that:

- a) Mail received through the postal service<sup>3</sup> shall be recorded as received on the first working day on which it is delivered to the ITU/BR's offices in Geneva. Where the mail is subject to a regulatory time limit that occurs on a date on which ITU is closed, the mail should be accepted as if it has been recorded as received on the first working day following the period of closure.
- b) E-mail or telefax documents shall be recorded as received on the actual date of receipt, irrespective of whether or not that is a working day at the ITU/BR's offices in Geneva.
- c) In the case of e-mails, an administration is required to send, within seven days of the date of the e-mail, a confirmation by either telefax or mail which shall be regarded as being received on the same date as the original e-mail.
- d) All mail must be sent to the following address:  
Radiocommunication Bureau  
International Telecommunication Union  
Place des Nations  
CH-1211 Geneva 20  
Switzerland
- e) All telefaxes must be sent to:  
+41 22 730 57 85 (several lines)
- f) All e-mail must be sent to:  
[brmail@itu.int](mailto:brmail@itu.int)
- g) Information received in ITU/BR by e-mail shall be acknowledged by e-mail.

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<sup>1</sup> Whilst this Rule of Procedure applies to space services, the arrangements referred to in paragraph 1bis apply equally to submissions relating to terrestrial services.

<sup>2</sup> In order to assist administrations in meeting their obligations, the Radiocommunication Bureau shall inform them by circular letter at the beginning of each year, and as appropriate, about holidays or periods in which ITU may be closed.

<sup>3</sup> Includes courier, messenger or other services.