



Radiocommunication Bureau
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Addendum 1 to
Circular Letter
CR/246

1 November 2005

To Administrations of Member States of the ITU*

Subject: Submission of administrative declarations for the production of a draft plan

To the Director-General

Dear Sir/Madam,

Please find guidelines and electronic formats for submission of administrative declarations for the preparation of the draft plan, together with some examples, in the attachments.

Yours faithfully,

V. Timofeev
Director, Radiocommunication Bureau

Attachments: 5

Distribution:

- Administrations of Member States of the ITU
- Members of the Radio Regulations Board

* *This Circular Letter is primarily addressed to the Member States of Region 1 (except Mongolia) and to the Islamic Republic of Iran. It is for information only for other Member States.*

Attachment 1 to Circular Letter CR/246 (Addendum 1)

Guidelines for submission of the administrative declarations for the preparation of the draft plan

1. Types of administrative declarations

1.1 The concept of administrative declarations and the mechanism of their submission to the Radiocommunication Bureau, as approved by the Working Party of the IPG at its meeting on 28 and 29 September 2005, are described in Appendix 1 to Annex 3 to the Report of the meeting of the Working Party of the IPG, [Document WPIPG/10\(Rev.1\)](#), which was included as Annex 1 in Circular Letter CR/246. This concept provides for the following types of administrative declarations:

a) Individual (pair-wise, or “one-to-one”) declaration: this type of administrative declaration may cover the following cases:

- one digital requirement from one administration versus one digital requirement from another administration;
- one digital requirement from one administration versus one analogue television assignment from another administration;
- one digital requirement from one administration versus one other service assignment from another administration.

The data format for this type of declaration, as agreed by the Working Party of the IPG, is reproduced as Attachment 2 to this Addendum to Circular Letter CR/246. The same data format may be used for the symmetrical global declaration of the type “one-to-one” to cover the following cases:

- one analogue television assignment from one administration versus one digital requirement from another administration;
- one other service assignment from one administration versus one digital requirement from another administration.

b) Global declaration of the type “one-to-all”: this type of administrative declaration may cover the following cases:

- one digital requirement from one administration versus all digital requirements from another administration;
- one digital requirement from one administration versus all analogue television assignments from another administration;
- one digital requirement from one administration versus all other service assignments from another administration.

Data items required for this type of global administrative declaration are described in Attachment 3 to this Addendum to Circular Letter CR/246. The same data format may be used for the symmetrical global declaration of the type “all-to-one” to cover the following cases:

- all digital requirements from one administration versus one digital requirement from another administration;
- all analogue television assignments from one administration versus one digital requirement from another administration;

- all other service assignments from one administration versus one digital requirement from another administration.
- c) Global declaration of the type “all-to-all”: this type of administrative declaration may cover the following cases:
 - all digital requirements from one administration versus all digital requirements from another administration;
 - all digital requirements from one administration versus all analogue television assignments from another administration;
 - all digital requirements from one administration versus all other service assignments from another administration.

Data items required for this type of global administrative declaration is described in Attachment 4 to this Addendum to Circular Letter CR/246. The same data format may be used for the symmetrical global declaration of the type “all-to-all” to cover the following cases:

- all analogue television assignments from one administration versus all digital requirements from another administration;
- all other service assignments from one administration versus all digital requirements from another administration.

1.2 As agreed by the Working Party of the IPG, administrative declarations of the above types could be developed to remove incompatibilities between requirements belonging to the same administration, or to remove incompatibilities between requirements and assignments belonging to the same administration (internal declarations, self compatibility). When using global declarations for indicating the self-compatibility, administrations should consider the guidance given in § 6.3.2 in Annex 1 to Circular Letter CR/246; specifically, it is not permitted to use internal global declarations of the type “one digital requirements to all digital requirements” or “all digital requirements to all digital requirements” if some of the requirements are notified with more than one acceptable channel. Similarly, when using global declarations for indicating compatibility between two different administrations, administrations should consider the guidance given in § 6.3.1 in Annex 1 to Circular Letter CR/246.

2. Format of the administrative declarations

2.1 The administrative declarations are receivable in electronic format only (e.g. as an attachment to an e-mail message, CD-ROM, diskette, USB key, etc.); information submitted in paper form or via telefax will not be processed. Data items required for each type of administrative declaration are described in Attachments 2 - 4 to this Addendum to Circular Letter CR/246. All data items are mandatory (excepting the optional remarks).

2.2 Administrations have the possibility of providing the administrative declarations following any of the two options described below:

Option 1: providing a flat text file, one line per administrative declaration using a “semi-colon” as delimiter between data items.

Option 2: providing a MS Excel file in the format described in Attachment 5 to this Addendum (available for download from http://www.itu.int/ITU-R/conferences/rrc/rrc-04/intersession/docs/rrc06_draft_plan_declarations.xls).

2.3 Examples for both options are provided in Attachment 5 to this Addendum to Circular Letter CR/246.

2.4 The administrative declaration files submitted in formats other than those described above will be disregarded. If time permits (i.e. for files submitted prior to 13 January 2006), the files in incorrect format will be returned to administrations (electronically) with explanations (error message from validation software).

3. Authentication

The administrative declarations should be submitted through the official e-mail address of the notifying administration or by the contact person indicated by the concerned administration and included in the List of contact persons (see

http://www.itu.int/cgi-bin/htsh/compass/cvc_ipg_list.sh).

4. Method of submission

The administrative declarations have to be submitted in the form of one consolidated file. In the case of multiple submissions from the same administration the Bureau will include in the planning process only the most recent file, which will cancel and replace the previous submissions; therefore it is important that the latest submission also includes all previously submitted declarations. When administrative declarations are submitted through e-mail, administrations are invited to include in the subject line of the concerned e-mail message the indication "RRC: administrative declarations for the production of the draft plan".

5 Processing of administrative declarations

5.1 The Bureau will verify the authenticity of the submissions (see section 3 above) and their conformity with section 2.4 above. The non-compliant files will be disregarded (see, however, the indications in paragraph 2.4 above). For the compliant files, the Bureau will check the correctness of the "identifiers" of the requirements/assignments, as appropriate; the mismatch of any identifier with the information contained in the relevant file (requirements file, reference situation files) will result in the exclusion of the concerned administrative declaration from the planning process. See also section 7 hereunder.

5.2 The BR will generate a unique identifier for each declaration and associate a date of receipt of the declaration.

5.3 There will be no exchange of correspondence regarding the validity of the file (see, however, the indications in paragraph 2.4 above).

6. Time limits

Only the files received by the BR (brmail@itu.int), in the correct format, by close of business on 27 January 2006 (1700 hours UTC) will be included in the planning process for the production of the draft plan, which will be submitted to IPG-2.

7. Publication

The Bureau will publish, on the ITU website, the administrative declarations submitted by the administrations, immediately after their receipt. The Bureau will also publish, in a separate list, those administrative declarations that were disregarded in the planning process due to non-conformity of their data elements with the indications in these guidelines. It is recalled that the information submitted in paper form or via telefax will not be processed and will not be published.

Attachment 2 to Circular Letter CR/246 (Addendum 1)

Description of the format for pair-wise (“one-to-one”) administrative declarations

Table 1: Declaration of the type “One-To-One”

Data item	Description
Administration code of the administration which submits the administrative declaration	Maximum of three characters, in accordance with the list of symbols for administrations used within ITU.
Indication of the “fragment” for the requirement/assignment under the responsibility of the administration which submits the administrative declaration	<p>One of the following values:</p> <p>RC06 (for a digital broadcasting requirement)</p> <p>ST61 (for an analogue TV assignment which appears in the updated version of the ST61 Plan with a reference date of 31 October 2005, see also NOTE 1 at the end of this Table)</p> <p>GE89 (for an analogue TV assignment which appears in the updated version of the GE89 Plan with a reference date of 31 October 2005, see also NOTE 1 at the end of this Table)</p> <p>NTFD_RR (for an analogue TV assignment which appeared in the MIFR prior to 31 December 1989 and was eligible for inclusion in the reference situation, see also NOTE 1 at the end of this Table)</p> <p>PLN_EXT (for an analogue TV assignment which appears in the updated version of the RCC list and was successfully coordinated by 31 October 2005, see also NOTE 1 at the end of this Table)</p> <p>NTFD_RR (for an assignment of other primary terrestrial service and was eligible for inclusion in the reference situation, see also NOTE 1 at the end of this Table)</p>
“Identifier” of the requirement/assignment under the responsibility of the administration which submits the administrative declaration	<p>For digital broadcasting requirement, the “identifier” has to correspond to the administration’s unique identifier (see CR/242).</p> <p>For an analogue TV assignment or an assignment of other primary terrestrial services the “identifier” has to correspond to the BR assignment identifier (assign_id). With respect to the analogue TV assignments this information is to be retrieved from the following BR databases: the updated version of the ST61 Plan (if the fragment = ST61), the updated version of the GE89 Plan (if the fragment = GE89); the MIFR if the concerned analogue TV assignment appeared in the MIFR before 31 December 1989 and is eligible for inclusion in the reference situation (if the fragment = NTFD_RR), the updated version of the RCC List (if the fragment = PLN_EXT). With respect to the assignments of other primary terrestrial services, this information is to be retrieved from the MIFR (associated fragment = NTFD_RR).</p>
Administration code of the administration responsible for the other requirement/assignment involved in the administrative declaration	Maximum of three characters, in accordance with the list of symbols for administrations used within ITU. In case of internal administrative declaration, this is the code of the submitting administration.

Data item	Description
Indication of the “fragment” for the other requirement/assignment involved in the administrative declaration	<p>One of the following values:</p> <p>RC06 (for a digital broadcasting requirement)</p> <p>ST61 (for an analogue TV assignment which appears in the updated version of the ST61 Plan with a reference date of 31 October 2005, see also NOTE 1 at the end of this Table)</p> <p>GE89 (for an analogue TV assignment which appears in the updated version of the GE89 Plan with a reference date of 31 October 2005, see also NOTE 1 at the end of this Table)</p> <p>NTFD_RR (for an analogue TV assignment which appeared in the MIFR prior to 31 December 1989 and was eligible for inclusion in the reference situation, see also NOTE 1 at the end of this Table)</p> <p>PLN_EXT (for an analogue TV assignment which appears in the updated version of the RCC list and was successfully coordinated by 31 October 2005, see also NOTE 1 at the end of this Table)</p> <p>NTFD_RR (for an assignment of other primary terrestrial service and was eligible for inclusion in the reference situation, see also NOTE 1 at the end of this Table)</p>
“Identifier” of the other requirement/assignment involved in the administrative declaration	<p>For a digital broadcasting requirement, the “identifier” has to correspond to the administration’s unique identifier (see CR/242);</p> <p>For an analogue TV assignment or assignment of other primary terrestrial services the “identifier” has to correspond to the BR assignment identifier (assign_id). With respect to the analogue TV assignments this information is to be retrieved from the following BR databases: the updated version of the ST61 Plan (if the fragment = ST61), the updated version of the GE89 Plan (if the fragment = GE89); the MIFR if the concerned analogue TV assignment appeared in the MIFR before 31 December 1989 and is eligible for inclusion in the reference situation (if the fragment = NTFD_RR), the updated version of the RCC List (if the fragment = PLN_EXT). With respect to the assignments of other primary terrestrial services, this information is to be retrieved from the MIFR (associated fragment = NTFD_RR).</p>
Optional remark	Any information in the ISO 8859-1 (Latin-1) coded character set; this information is not validated by the BR, limited to 250 characters

NOTE 1: The use of this fragment in an administrative declaration is permitted only if the other involved fragment is RC06. The following combinations of fragments in an administrative declaration for the draft plan are not permitted and will be considered as errors:

ST61-ST61, ST61-GE89, ST61-NTFD_RR, ST61-PLN_EXT,
 GE89-ST61, GE89-GE89, GE89-NTFD_RR, GE89-PLN_EXT,
 NTFD_RR-ST61, NTFD_RR-GE89, NTFD_RR-NTFD_RR, NTFD_RR-PLN_EXT,
 PLN_EXT-ST61, PLN_EXT-GE89, PLN_EXT-NTFD_RR, PLN_EXT-PLN_EXT

Attachment 3 to Circular Letter CR/246 (Addendum 1)

Description of the format for global administrative declarations

Table 2: Declarations of the type “One-To-All” or “All-To-One”

Data item	Description
Administration code of the administration which submits the administrative declaration	Maximum of three characters, in accordance with the list of symbols for administrations used within ITU.
Indication of the “fragment” or the “equivalent fragment” ¹ for the requirement(s)/assignment(s) under the responsibility of the administration which submits the administrative declaration	<p>1) For the declarations of the type “One-to-All”, the only permitted value of the “fragment” is RC06.</p> <p>2) For the declaration of the type “All-to-One”, the following values are permitted:</p> <p>RC06: describing the global compatibility of all digital requirements of the administration which submits the administrative declaration versus the digital requirement of the other involved administration indicated in this administrative declaration</p> <p>ATV: describing the global compatibility of all analogue TV assignments of the administration which submits the administrative declaration and which are included in the reference situation versus the digital requirement of the other involved administration indicated in this administrative declaration</p> <p>OPS: describing the global compatibility of all assignments in the primary terrestrial services other than broadcasting of the administration which submits the administrative declaration and which are included in the reference situation versus the digital requirement of the other involved administration indicated in this administrative declaration</p>
“Identifier” of the requirement under the responsibility of the administration which submits the administrative declaration	<p>1) For the declarations of the type “One-to-All”, the “identifier” has to correspond to the administration’s unique identifier of the concerned digital broadcasting requirement (see CR/242).</p> <p>2) For the declarations of the type “All-to-One”, the following value is to be entered (irrespective of the language): ALL</p>
Administration code of the administration responsible for the other requirements/assignments involved in the administrative declaration	Maximum of three characters, in accordance with the list of symbols for administrations used within ITU. In case of internal administrative declaration, this is the code of the submitting administration.

¹ The “equivalent fragment” is used only for the implementation of the concept of administrative declarations: the two values are ATV (corresponding to all analogue television assignments of a given administration that are included in the reference situation) and OPS (corresponding to all assignments of other primary services of a given administration that are included in the reference situation).

Data item	Description
Indication of the “fragment” or the “equivalent fragment” for the other requirements/assignments involved in the administrative declaration	1) For the declarations of the type “One-to-All”, the following values are permitted: RC06 : describing the global compatibility of the indicated digital requirement of the administration which submits the administrative declaration versus all digital requirements of the other involved administration ATV : describing the global compatibility of the indicated digital requirement of the administration which submits the administrative declaration versus all analogue TV assignments of the other involved administration that are included in the reference situation OPS : describing the global compatibility of the indicated digital requirement of the administration which submits the administrative declaration versus all assignments in the primary terrestrial services other than broadcasting of the other involved administration that are included in the reference situation 2) For the symmetrical declaration of the type “All-to-One”, the only permitted value of the ”fragment” is RC06 .
“Identifier” of the other requirements/assignments involved in the administrative declaration	1) For the declarations of the type “One-to-All”, the following value is to be entered (irrespective of the language): ALL 2) For the symmetrical declaration of the type “All-to-One”, the “identifier” has to correspond to the administration’s unique identifier of the concerned digital broadcasting requirement (see CR/242).
Optional remark	Any information in the ISO 8859-1 (Latin-1) coded character set; this information is not validated by the BR, limited to 250 characters

Attachment 4 to Circular Letter CR/246 (Addendum 1)

Description of the format for global administrative declarations

Table 3: Declarations of the type “All-To-All”

Data item	Description
Administration code of the administration which submits the administrative declaration	Maximum of three characters, in accordance with the list of symbols for administrations used within ITU.
Indication of the “fragment” or the “equivalent fragment” for the requirements/assignments under the responsibility of the administration which submits the administrative declaration	<p>The following values are permitted:</p> <p>RC06: describing the global compatibility of all digital broadcasting requirements of the administration which submits the administrative declaration versus the “fragment” or the “equivalent fragment” of the other involved administration (either RC06 for declaring global compatibility with all digital requirements of the other involved administration, or ATV for declaring global compatibility with all analogue TV assignments of the other involved administration that are included in the reference situation, or OPS for declaring global compatibility with all assignments in the primary terrestrial services other than broadcasting of the other involved administration that are included in the reference situation)</p> <p>ATV: describing the global compatibility of all analogue TV assignments of the administration which submits the administrative declaration and which are included in the reference situation versus all digital requirements of the other involved administration (see also NOTE 2 at the end of this Table)</p> <p>OPS: describing the global compatibility of all assignments in the primary terrestrial services other than broadcasting of the administration which submits the administrative declaration and which are included in the reference situation versus all digital requirements of the other involved administration (see also NOTE 2 at the end of this Table)</p>
“Identifier” of the requirements under the responsibility of the administration which submits the administrative declaration	The following value is to be entered (irrespective of the language): ALL
Administration code of the administration responsible for the other requirements/assignments involved in the administrative declaration	Maximum of three characters, in accordance with the list of symbols for administrations used within ITU. In case of internal administrative declaration, this is the code of the submitting administration.
Indication of the “fragment” or the “equivalent fragment” for the other requirements/assignments involved in the administrative declaration	<p>The following values are permitted:</p> <p>RC06: describing the global compatibility of the component indicated previously under “fragment” or the “equivalent fragment” for the administration which submits the administrative declaration (i.e. RC06, ATV or OPS) versus all digital requirements of the other involved administration</p> <p>ATV: describing the global compatibility of all digital requirements of the administration concerned versus all analogue TV assignments of the other involved administration that are included in the reference situation (see also NOTE 2 at the end of this Table)</p> <p>OPS: describing the global compatibility of all digital requirements of the administration concerned versus all assignments in the primary terrestrial services other than broadcasting of the other involved administration that are included in the reference situation (see also NOTE 2 at the end of this Table)</p>

Data item	Description
“Identifier” of the other requirements/assignments involved in the administrative declaration	The following value is to be entered (irrespective of the language): ALL
Optional remark	Any information in the ISO 8859-1 (Latin-1) coded character set; this information is not validated by the BR, limited to 250 characters

NOTE 2: The use of this “equivalent fragment” in a global administrative declaration is permitted only in relation to the fragment RC06. The combinations of “equivalent fragments” (such as ATV-ATV, ATV-OS and OS-ATV) in an administrative declaration for the draft plan will be considered as errors.

ATTACHMENT 5 TO CIRCULAR LETTER CR/246 (ADD.1)

Examples of administrative declaration files

1 Example file for option 1 (flat text file, see § 7 in Annex 1 to Circular Letter CR/246)

The example file hereunder includes three individual pair-wise declarations (in the data format described in Attachment 2 to this Addendum), followed by six global declarations (in the data format described in Attachments 3 and 4 to this Addendum). In this example, the administration which submits the declarations indicates firstly its own symbol, followed by the particulars of the requirements/assignments which are under its responsibility and thereafter the symbol of the other involved administration, followed by the particulars of the requirements/assignments which are under the responsibility of the other involved administration.

SUI;RC06;SGH758;AUT;RC06;ORF999;(agreed on 20051019)

SUI;RC06;SGH758;AUT;ST61;061010278;(original ST61 Plan)

SUI;ST61;061040210;D;RC06;ZDF1101;(natural obstacle)

SUI;RC06;SGH758;CZE;RC06;ALL;(agreed on 20050922)

SUI;RC06;SGH758;CZE;ATV;ALL;(agreed on 20050922)

SUI;RC06;ALL;HNG;RC06;ALL;(global compatibility)

SUI;RC06;ALL;HNG;ATV;ALL;(global compatibility)

SUI;RC06;ALL;HNG;OPS;ALL;(global compatibility)

SUI;ATV;ALL;HNG;RC06;ALL;(symmetrical declaration)

2 Example file for option 2 (MS Excel file, see § 7 in Annex 1 to Circular Letter CR/246)

Administration code of the administration which submits the administrative declaration	Indication of the “fragment” or the “equivalent fragment” for the requirement(s)/ assignment(s) under the responsibility of the administration which submits the administrative declaration	“Identifier” of the requirements under the responsibility of the administration which submits the administrative declaration	Administration code of the administration responsible for the other requirements/ assignments involved in the administrative declaration	Indication of the “fragment” or the “equivalent fragment” for the other requirements /assignments involved in the administrative declaration	“Identifier” of the other requirements/ assignments involved in the administrative declaration	Optional remark
SUI	RC06	SGH758	AUT	RC06	ORF999	(agreed on 20051019)
SUI	RC06	SGH758	AUT	ST61	061010278	(original ST61 Plan)
SUI	ST61	061040210	D	RC06	ZDF1101	(natural obstacle)
SUI	RC06	SGH758	CZE	RC06	ALL	(agreed on 20050922)
SUI	RC06	SGH758	CZE	ATV	ALL	(agreed on 20050922)
SUI	RC06	ALL	HNG	RC06	ALL	(global compatibility)
SUI	RC06	ALL	HNG	ATV	ALL	(global compatibility)
SUI	RC06	ALL	HNG	OPS	ALL	(global compatibility)
SUI	ATV	ALL	HNG	RC06	ALL	(symmetrical declaration)