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| **Radiocommunication Advisory Group Geneva, 8-10 June 2011** |  |
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|  | **Document RAG11-1/TEMP/1-E** | |
| **9 June 2011** |
| **English only** |

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| Chairman, RAG |
| Draft Terms of reference of the Correspondence Group  on BR Information Systems |

# 1 Scope of work

The Correspondence Group shall prepare a report intended to provide advice to the Director, BR, on the following aspects:

• review existing software and databases;

• review notice processing workflows;

• review the means to ensure the security and integrity of the software and databases;

• evaluate existing platforms;

• evaluate cost/benefit implications and give recommendations;

• prioritize recommendations;

• establish target dates and roadmap based on the recommendations.

# 2 Form of work

The Correspondence Group shall work by correspondence. Some physical meetings of the members of the Correspondence Group may be foreseen, if strictly necessary.

# 3 Working methods

The members of the Correspondence Group should have access to all available documentation from the Bureau, and may conduct interviews, surveys, use questionnaires or any other means appropriate to achieve the targets described above.

# 4 Composition

The Correspondence Group shall be composed of members from the membership; the Radiocommunication Bureau and the ITU Information Services Department.

The Correspondence Group will be chaired by: [TBD].

BR will provide the secretariat support for the Correspondence Group.

# 5 Time-frame

The Correspondence Group shall start its work as of 1 July 2011. Its chairperson shall submit the Group’s report to the RAG on completion of the Correspondence Group’s mandate by the 2012 session of the RAG.

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