



Radiocommunication Bureau

(Direct Fax N°. +41 22 730 57 85)

Administrative Circular
CA/105

26 September 2001

To Administrations of Member States of the ITU and Radiocommunication Sector Members

Subject: Tenth meeting of the Radiocommunication Advisory Group,
Geneva, 25 February – 1 March 2002

1. I hereby extend an invitation for you to attend the tenth meeting of the Radiocommunication Advisory Group (RAG) to be held at ITU headquarters in Geneva from 25 February to 1 March 2002, inclusive. As stated in Article 11A of the ITU Convention, the Radiocommunication Advisory Group is open to representatives of administrations of Member States and representatives of Radiocommunication Sector Members and to chairmen of the study groups. Its principal duties are, inter alia, to review priorities, programmes, operations, financial matters and strategies related to radiocommunication assemblies, study groups and the preparation of radiocommunication conferences, and any specific matters as directed by a conference of the Union, a radiocommunication assembly or the Council. The RAG recommends measures to foster cooperation and coordination with other standards bodies, with the Telecommunication Standardization Sector, the Telecommunication Development Sector and the General Secretariat.

2. The draft agenda of the meeting has been established in consultation with the Chairman of RAG, and is contained in **Annex 1**. You may wish to note that the draft agenda does not include an item related to the processing of satellite network filings. This subject will be considered separately by the Satellite Backlog Action Group (SAT-BAG) established pursuant to Council Resolution 1182 which will report its progress to the Council as well as report formally to WRC-03 (Administrative Circular CA/104 of 23 July 2001, refers). Such a course of action is consistent with the RAG-2001 conclusion that this issue requires a streamlined approach.

3. I use this opportunity to invite contributions related to the respective agenda items, bearing in mind especially the fact that this is the last meeting of RAG prior to PP-02 and, consequently, there may be a need for in-depth consideration of several issues which could be addressed by the PP-02, such as:

- review and improvement of the management, functioning and structure of the ITU, in response to Resolution 74 (PP-98); in this connection, appropriate attention may need to be paid to the follow-up activities resulting from the Council-2001 Resolutions 1181 and 1186¹;
- development of the Strategic Plan of the Union for the period 2003 – 2007, in response to Resolution 71 (PP-98), as well as appropriate linking between strategic, financial and operational planning in ITU, as envisaged in Resolution 72 (PP-98). In this connection, you may wish to note the ongoing activities within the correspondence group of RAG on the ITU-R Strategic Plan (see RAG web page <http://www.itu.int/ITU-R/conferences/rag/stratplan/index.html>). You may also wish to note that Council-2001 established an informal group, open to all membership, to develop a draft strategic plan for consideration at Council 2002 and subsequent presentation to PP-02 (see Council Decision 504);
- review of the WRC/CPM process, in pursuance of Resolution 80 (PP-98) including the relationship of the radiocommunication assemblies and WRCs as well as the respective role of the observers enumerated in Nos. 278 to 280 of the Convention. In this connection, you may wish to note the ongoing activities within the correspondence group of RAG on the WRC/CPM process (see RAG web page <http://www.itu.int/ITU-R/conferences/rag/wrc-cpm-process/index.html>) ; development of sector-specific procedures for approving Questions and Recommendations using an alternative approval process, in response to Resolution 82 (PP-98), as well as any other process for accelerated approval of Recommendations.

4. Contributions are equally invited on other issues that are relevant for the efficient conduct of the ITU-R activities, as contained in the summary of conclusions from the ninth meeting of the RAG (see Administrative Circular CA/96, dated 20 April 2001). In particular, contributions are invited on the following issues:

- refinement of the working methods of RAG and ITU-R study groups, bearing in mind No. 160G of the Convention; in this connection, I would like to inform you that, based on the conclusions from RAG-2001, the Bureau updated the working guidelines and they were submitted to the CVC meeting (3–4 September 2001). RAG may wish to give further consideration on this subject;
- possible further restructuring of the ITU-R study groups, bearing in mind the convergence of services. You may wish to note that a correspondence group concerning changing radiocommunication trends and the impact on the structure of the ITU-R study groups has been established, its interim report was considered by RAG-2001 and subsequently distributed to all participants in ITU-R activities, and further work was undertaken since then. For the ongoing activities within the correspondence group of RAG on ITU-R study groups structure, see the RAG web page <http://www.itu.int/ITU-R/conferences/rag/sgstructure/index.html> ;

¹ The Council-2001 Decisions and Resolutions are available, to the registered TIES users, at the Council-2001 web page (<http://www.itu.int/itudoc/gs/council/c01/resdec/index.html>)

- proposals for establishing draft recommendations and draft provisions linking the formal notification, coordination and registration procedures with the principles contained in Article 44 of the Constitution and No. S0.3 in the Preamble to the Radio Regulations, in response to Resolution 80 (Rev.WRC-2000). You may wish to note that a correspondence group on this issue has been established (see <http://www.itu.int/ITU-R/conferences/rag/res80/index.html>) and its interim report may be expected for consideration at RAG-2002.

5. Contributions on the above subjects, as well as on any other subject that are on the agenda, should be submitted to the Director of the Radiocommunication Bureau (BR) preferably in electronic form, at the address brrag@itu.int, which will accelerate their availability through the WWW. Such contributions must be received by the BR ***not later than 21 December 2001***. Contributions received by the Director after that date will be published, in the original language only, and shall be distributed at the beginning of the meeting. A copy of each contribution should also be sent to the RAG Chairman and Vice-Chairmen at the addresses given in **Annex 2**.

With a view to settling any questions that might arise concerning contributions, the submitter's name, fax and telephone numbers and e-mail address should be mentioned on the cover page of all contributions.

6. As you may see from item 4.2 of the draft agenda, the Bureau proceeded with the multi-year operational planning, as suggested at RAG-2001 meeting. The draft operational plan of the ITU-R Sector for the biennium 2002–2003 is under preparation and will be distributed to the membership in advance of the RAG-2002 meeting.

7. The meeting will open at 1430 hours on 25 February 2002 and registration will be possible as of 1000 hours. Detailed information concerning the meeting rooms will be displayed on screens at the entrances to ITU headquarters. Several Pentium microcomputers equipped with printers will be available for the use of delegates at ITU headquarters during the meeting.

8. The cost of travel and accommodation in Geneva for participants is the responsibility of the administration/organization concerned. A number of hotels in Geneva and the surrounding area have agreed to offer preferential rates to delegates participating in ITU conferences and meetings. The list of these hotels, as well as the procedure to follow for the reservation of hotels, was communicated to you in Administrative Circular CA/87 dated 6 September 2000; however, the prices indicated therein may have changed. Bookings must be made by delegates in their own name, without going through a travel agent or airline company. Bookings should be sent by post or fax ***directly to the hotel*** using the form attached (**Annex 3**).

9. In order to enable the BR to make the necessary arrangements concerning the documentation and organization of the meeting, I should be grateful if you would send me the list of your participants, by letter or fax (Fax No.: +41 22 730 6600), as soon as possible, but ***not later than 25 January 2002***. The registration form found in **Annex 4** should be duly completed (one per participant) and submitted with the list.

10. I would like to remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Switzerland. The visa must be requested and obtained from the office (embassy or consulate) representing Switzerland in your country or, if there is no such office in your country, from the one that is closest to the country of departure. If problems are encountered, the Union can, at the official request of the administration or company you represent, approach the competent Swiss authorities in order to facilitate delivery of the visa. Any such request must specify the name and functions of the individual(s) for whom the visa(s) is/are requested and be accompanied by a copy of the registration form approved for the ITU conference or meeting in question.

11. The Bureau remains at your disposal for any questions concerning this Administrative Circular (contact person in the Radiocommunication Bureau: Mr Trajco Gavrilov, telephone: +41 22 730 5325, email: gavrilov@itu.int).

Robert W. Jones
Director, Radiocommunication Bureau

Annexes: 4

Distribution:

- Administrations of Member States of the ITU
- Radiocommunication Sector Members
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups and the 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 1

(to Administrative Circular CA/105)

Draft agenda for the tenth meeting of the Radiocommunication Advisory Group

Geneva, 25 February - 1 March 2002

- 1. Opening remarks**
- 2. Approval of the agenda**
- 3. Issues relevant to the ITU-R that may be considered by PP-2002**
 - 3.1 Reform of the ITU (issues relevant to the ITU-R)
(PP Resolution 74, Council Resolutions 1181 and 1186)
 - 3.2 Review of the CPM/WRC process (PP Resolution 80)
 - 3.3 Role of the observers enumerated in CV 278 to 280 at WRCs
 - 3.4 Relationship of the RA and the WRC (PP Resolution 80)
 - 3.5 Alternative approval process for ITU-R Recommendations; options for accelerated approval of ITU-R Recommendations
(PP Resolution 82, ITU-R Resolutions 5-3 and 45)
 - 3.6 Status, mandate and working procedures for RAG
(Article 11A (CV); ITU-R Resolutions 1-3, 15-3 and 49)
 - 3.7 Status of Associates (241A (CV), ITU-R Resolution 43)
- 4. Operational planning and linkage to strategic and financial planning**
 - 4.1 Consideration of the Director's report on implementation of the 2001 Operational Plan
 - 4.2 Consideration of the draft Operational Plan for the biennium 2002-2003
 - 4.3 Information on the ITU-R Sector budget for the biennium 2002-2003
 - 4.4 ITU-R input to the Strategic Plan of the Union for the period 2003-2007
(PP Resolution 71, Council Decision 504)
 - 4.5 Linking the strategic, financial and operational planning in ITU
(PP Resolution 72)
- 5. Issues related to efficient conduct of the ITU-R activities, including liaison and collaboration with ITU-D Sector, ITU-T Sector and other organizations**
 - 5.1 Consideration of study groups structure in the light of the convergence of radiocommunication services (ITU-R Resolution 1-3 and 4-3)
 - 5.2 Linking the formal notification, coordination and registration procedures with the principles in Article 44 (CS)/No. S0.3 of the Radio Regulations
(Resolution 80 (Rev.WRC-2000))

- 5.3 Follow-up activities on Resolutions from PP-98, WRC-2000, RA-2000 and Council-01
- 5.4 ITU-R patent policy; other patent and copyright issues
- 5.5 Liaison and collaboration with the ITU-T Sector
(ITU-R Resolutions 6-1, 17-2, 47 and 50)
- 5.6 Liaison and collaboration with the ITU-D Sector
(ITU-R Resolutions 7-1 and 48)
- 5.7 Liaison and collaboration with other organizations
(ITU-R Resolution 9-1 and 41-1)
- 5.8 Reduction of the volume and cost of documentation
(PP Resolution 104, Council Resolution 1141)

6. Preparation for future Conferences

- 6.1 Preparations for PP-02 and other related issues
- 6.2 Preparations for RA-03 and other related issues
- 6.3 Preparations for WRC-03 and other related issues
- 6.4 Preparations for RRC-04/05 and other related issues

7. ITU-R meeting schedule

8. Date of next meeting

9. Any other business

B. Gracie
Chairman, Radiocommunication Advisory Group

ANNEX 2

(to Administrative Circular CA/105)

**Name and address of the Chairman and Vice-Chairmen of the
Radiocommunication Advisory Group**

Chairman

Mr. B.A. GRACIE
Industry Canada
300 Slater Street, Room 1688D
OTTAWA, Ontario K1A 0C8
Canada

Tel: +1 613 9904254
Fax: +1 613 9984530
E-mail: gracie.bruce@ic.gc.ca

Vice-Chairmen

Mr. A. I. KUSHTUEV
ROSTELECOM
Le Château Banquet
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1202 GENEVA
Switzerland (Confederation of)

Tel: +41 22 7161888
Fax: +41 22 7161889
E-mail: alexander.kushtuev@ties.itu.int

Mr. W. LUTHER
Federal Communications Commission - FCC
International Bureau
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WASHINGTON, D.C. 20554
United States of America

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Fax: +1 202 4187270
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Mr. I. SAMAKE
Société des Télécommunications du Mali (SOTELMA)
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BAMAKO
Mali (Republic of)

Tel: +223 211240
Fax: +223 219941

ANNEX 3

(to Administrative Circular CA/105)

Ce formulaire de confirmation est à **adresser directement à l'hôtel** de votre choix
This confirmation form should be sent directly to the hotel of your choice
Dirija directamente este formulario de confirmación **al hotel** de su elección.



UNION INTERNACIONAL DES TELECOMMUNICATIONS
INTERNACIONAL TELECOMMUNICACION UNION
UNIÓN INTERNACIONAL DE TELECOMUNICACIONES



Confirmation de la réservation faite le _____ à l'hôtel
Confirmation of the reservation made on ----- *to hotel* -----
Confirmación de la reserva efectuada el _____ al hotel

au prix préférentiel offert à l'UIT / at ITU preferential tariff / al precio preferencial ofrecido a la UIT

----- chambre simple/double du heure d'arrivée au
single/double room from ----- time of arrival ----- to -----
habitación ind./doble del hora de llegada al

Nom / *Name* / Apellido -----

Prénom / *First name* / Nombre -----

Adresse / *Address* / Dirección ----- Tel : -----

----- Fax : -----

Carte de crédit en garantie de la réservation
Credit card to guarantee this reservation AX / VISA / DINERS / EC -----
Tarjeta de crédito que garantiza la reserva autre / *other* / otras

N° ----- validité/*validity*/validez -----

Date/*Date*/Fecha ----- Signature/*Signature*/Firma -----

ANNEX 4

(to Administrative Circular CA/105)



Registration Form
Radiocommunication Advisory Group Meeting
Geneva, 25 February-1 March 2002

Radiocommunication
Bureau

Mr. Mrs. Ms. Miss:
(family name) (first name)

Accompanied by:
(family name) (first name)

1. REPRESENTATION

Name of Member State:

- Head of Delegation Deputy Delegate
(to be completed by representatives of Member States only)

Name of Sector Member :

- Recognized Operating Agencies
 Scientific or Industrial Organizations
 Regional and other International Organizations
 Regional Telecommunication Organizations
 Intergovernmental Organizations Operating Satellite Systems
 Other Entities Dealing with Telecommunication Matters
 United Nations and its Specialized Agencies

2. OFFICIAL ADDRESS

Name of the Company:

Street address:

City/State/Code/Country:

Business tel.: Fax:

E-mail: In case of emergency:

3. DOCUMENTS

- English French Spanish

Date: Signature:

For BR Secretariat use only

Approved (if applicable)

Personal Section

Meeting Section

Pigeonhole

To be returned duly completed to the Radiocommunication Bureau

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