INTERNATIONAL TELECOMMUNICATION UNION

Radiocommunication Bureau
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Administrative Circular   21 December 2004
        CA/145

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

Subject: Summary of Conclusions of the twelfth Radiocommunication Advisory Group
            Meeting

Reference: Administrative Circular CA/136 of 15 June 2004

1   The Radiocommunication Advisory Group (RAG) met for the twelfth time from 22 to
26 November 2004 in Geneva and considered the agenda as outlined in Annex 1 of the enclosed
Summary of Conclusions.

2   At the closure of the Advisory Group meeting, participants received Document
RAG04-1/32, containing draft summary of conclusions, which were reviewed at the end of the
meeting. The revised version of the draft summary was subsequently posted on the ITU website and
participants were invited to communicate to the Chairman of the Advisory Group any suggested
changes by 7 December 2004. The Chairman has considered the comments he received, and the
resulting changes have been incorporated into the document, the final version of which is
reproduced in the attachment to this Administrative Circular.

Valery Timofeev
Director, Radiocommunication Bureau

Attachment: Summary of Conclusions of the twelfth RAG meeting

Distribution:
– Administrations of Member States of the ITU
– Radiocommunication Sector Members
– Chairmen and Vice-Chairmen of Radiocommunication Study Groups and
     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

Attachment

TWELFTH MEETING OF THE
RADIOCOMMUNICATION ADVISORY GROUP

Geneva, 22-26 November 2004

SUMMARY OF CONCLUSIONS

1   Opening remarks and approval of the agenda

The Radiocommunication Advisory Group (RAG) held its twelfth meeting in Geneva, from
22 to 26 November 2004, under the chairmanship of Mr B. Gracie (Canada), Chairman of RAG,
and assisted by Vice-Chairmen Mr N. Kisrawi (Syrian Arab Republic), Mr W. Luther (USA) and
Mr A. Pavliouk (Russian Federation). The meeting was attended by 91 delegates representing 43
Member States, 9 Sector Members and 3 international organizations. Following the opening
remarks of the Director of the Radiocommunication Bureau and the Chairman of RAG, the agenda
was approved and is shown in **Annex 1**. A list of documents issued during the meeting can be
consulted at the following URL:
http://www.itu.int/md/meetingdoc.asp?lang=e&type=sfolders&parent=R04-RAG-C. The
conclusions reached with respect to the considered agenda items are summarized as follows.

2   Issues related to study group activities (agenda items 3.1 to 3.8)

2.1   Consideration of specific matters assigned to RAG by RA-03 in accordance with
Resolution ITU-R 52 (agenda item 3.1)

RAG noted the output from the Radiocommunication Assembly, Geneva, 2003, (RA-03), and
specifically the new Resolution ITU-R 52, by which the Assembly assigned to RAG several
specific matters from within its competence. It also noted Resolutions 22 and 45 from WTSA-04
dealing with the role of TSAG.

2.2   Study group structure (agenda item 3.2)

2.2.1   RAG noted the discussions from RA-03 regarding the possible changes to study group
structure, as well as information on the discussions within some of the study groups, which were
invited to give further consideration to the matter and to report on their deliberations to RAG
(Documents RAG04-1/7, 8, 13 and 25).

2.2.2   With respect to the possibility of establishing a single working party within ITU-R on HF
issues, RAG was informed that Study Group 6 considered this issue further and came to the
conclusion that such an approach was not desirable. Given the fact that the idea of a single working
party within ITU-R on HF issues was rejected at RA-03, together with the conclusions within Study
Group 6, RAG concluded that this issue was now definitively closed.

2.2.3   With respect to the possible merger of Study Group 1 and Study Group 3, RAG considered
the advantages and disadvantages, as developed within Study Groups 1 and 3 (Documents
RAG04-1/8 and 13), and concluded that there was no commonality between these study groups and
consequently this merger would result in substantive disadvantages without any specific
advantages. Therefore, RAG concluded that there was no interest in pursuing this issue any further.

2.2.4   With respect to the possible merger of Study Group 8 and Study Group 9 into a single
terrestrial study group (with mobile satellite issues transferred to Study Group 4), RAG considered

the advantages and disadvantages, as developed within Study Groups 8 and 9 (Documents RAG04-1/7 and 25), and noted the conclusions of these study groups that, at present, there was no interest in studying further the merger of Study Groups 8 and 9 within Study Groups 8 and 9. However, RAG will continue to study all aspects of this issue and tasked the correspondence group dealing with the review of the ITU structure, under the coordination responsibility of Mr L. Barclay (UK), to address the matter, bearing in mind the contents of Resolution 106 (Marrakesh, 2002), especially paragraph *c)* under *resolves to instruct the Council* ("study the current structure, working methods and procedures of the ITU Sectors and make recommendations as appropriate"). In parallel, all study groups are invited to continue their consideration of related issues, notably the improvement of their working methods and improvement of the their internal structures. Such improvements could result in overcoming the difficulties related to consideration of converging applications within different study groups, which initially triggered the proposals for establishing a single terrestrial study group.

2.3 Working methods of the ITU-R study groups, including the impact of Resolution 115 (Marrakesh, 2002) (agenda item 3.3)

2.3.1   RAG reviewed the situation regarding the use of the six official and working languages of the Union on an equal footing as from 1 January 2005, in the light of the decisions of the PP-02 (Resolution 115 (Marrakesh, 2002)), the discussions at the 2003 and 2004 sessions of the Council, Council Resolutions 1213 and 1223, as well as Recommendations 11 and 12 of the Group of Specialists concerning translation and interpretation. It was recalled that the Council, at its 2004 session, invited the advisory groups of the three Sectors to give advice on appropriate changes to working methods and practices in relation to the use of languages, in order to reduce the costs concerned, and to provide their proposals to the 2005 session of the Council. One language group indicated that the matter was under study and it will provide a contribution to Council on this subject.

2.3.2   In reviewing this issue, RAG noted the Bureau's considerations on the impact of Resolution 115 (Marrakesh, 2002) on the working methods and practices of the ITU-R Sector (Documents RAG04-1/3 and 4) as well as the contribution from the Chairman of ITU-R Study Group 9 (Document RAG04-1/25). Further consideration was given to all the related aspects in the ad hoc group chaired by Mr A. Pavliouk (Vice-Chairman of the RAG). RAG considered the report of the ad hoc group (Document RAG04-1/28) and formulated specific proposals as indicated in Annex 2 to this Summary.

2.3.3   RAG considered the issue of electronic document handling (EDH) and noted the update of the activities within the RAG correspondence group on EDH (Document RAG04-1/15). This report indicated that many of the suggestions made at RA-03 have either been implemented or are in the process of being implemented by the BR. RAG also noted (in Document RAG04-1/3) the BR efforts related to the enhanced use of electronic documentation facilities (distribution of draft Recommendations for adoption and/or approval on CD-ROM, distribution of certain circulars by e-mail, on-line delegate registration). RAG noted with satisfaction the implemented arrangements and the ongoing developments and decided to maintain the correspondence group to further explore issues of particular interest and concern of the Radiocommunication Sector, under the coordination responsibility of Mr J. Costa (Nortel Networks, Canada).

2.3.4   RAG noted the decisions of RA-03 related to the working methods of ITU-R study groups, as reflected in Resolution ITU-R 1-4, as well as the related contributions on this issue (Documents RAG04-1/17, 18, 19 and its Addendum 1, and 25). In this respect, RAG reached the following conclusions and/or provided the following advice to the Director of the Radiocommunication Bureau:

2.3.4.1 With respect to the distribution of paper documents at the meetings of the ITU-R working parties or task groups (Document RAG04-1/17): in addition to the existing practices already undertaken for ITU-R meetings (distribution of all meeting documents in paper form to participants who so indicate at the time of registration; no paper copies to participants who so indicate at the time of registration), the Bureau was advised to implement a new practice - distribution of the meeting documents that were not made available on the ITU web site prior to the meeting, to the participants who so indicate at the time of registration. In this latter case, participants could prepare in advance paper copies of the contributions (or their electronic files as required) which were made available on the ITU website prior to the meeting. Therefore, they would only need documents published during the meeting. For implementing this arrangement, the Bureau was advised to modify the registration form similarly to the form used in the ITU-T Sector. The Bureau was advised to implement this new practice on a trial basis, so that it could be reviewed at the next RAG meeting, with a view to its possible formalization through the *Guidelines*.

2.3.4.2 With respect to the subject of conducting studies without a Question and the possible consequential development of a Recommendation (Document RAG04-1/18): RAG noted the inconsistencies in the texts of § 6.1.2 (definition of Recommendation) and § 6.1.6 (definition of Report) in Resolution ITU-R 1-4, with § 3.3 of the same Resolution, and concluded that the inconsistencies could be eliminated if §§ 6.1.2 and 6.1.6 are modified as follows:

> "6.1.2   Recommendation
>
> An answer to a Question or part(s) of a Question; or the results of the studies referred to in 3.3; which …" (no change to the remaining text)
>
> "6.1.6   Report
>
> A technical, operational or procedural statement, prepared by:
>
> –   a Study Group on a given subject related to a current Question or the results of the studies referred to in 3.3;
>
> –   a CPM."

2.3.4.3 With respect to various issues addressed in Documents RAG04-1/19 and its Addendum 1 and RAG04-1/25, RAG concluded the following:

2.3.4.3.1   The "Background" section of the current version of the Guidelines on Working Methods would need to be aligned with the text of the footnote on the title page of Resolution ITU-R 1-4;

2.3.4.3.2   With respect to the use of Questionnaires in the work of study groups and their working parties: RAG formulated "Provisional guidelines for preparation of the questionnaire" as well as "Provisional guidelines for the evaluation and analysis of answers received" (see **Annex 3** to this Summary);

2.3.4.3.3   With respect to the approval of Reports by the study groups: RAG concluded that the Reports should be approved by the study groups by consensus. However, the procedure for the approval of Reports by study groups should be further developed and should be included in the *Guidelines on Working Methods* as appropriate.

2.3.4.3.4   With respect to the implementation of Resolution ITU-R 44-1: in view of the difficulties encountered in the interpretation of this resolution, RAG concluded that there was a need for establishing guidelines on the implementation of this resolution and created a correspondence group that will address these issues, under the coordination responsibility of Mr N. Kisrawi (Vice-Chairman of the RAG).

2.3.4.3.5   With respect to certain WRC resolutions and to the inclusion of related activities in the ITU-R Operational Plan, RAG and the Director BR noted the request to include appropriate references to them in future versions of the Operational Plan.

2.3.4.3.6   With respect to the format of ITU-R Recommendations: RAG agreed to propose the addition of a new section 4.1.4 to the guidelines, as follows:

> "4.1.4: Each recommendation when adopted by the study group or proposed for adoption and/or approval by correspondence, should include a "scope" text clarifying the objective of this recommendation."

2.3.4.3.7   Concerning the consideration of the vocabulary activities (Document RAG04-1/25, section 2): in order to facilitate the implementation of Resolution 115 (Marrakesh, 2002), RAG is of the view that the work of the Coordination Committee for Vocabulary (CCV) should be activated. The Arabic, Chinese and Russian language groups are invited to nominate, on a temporary basis until the next Radiocommunication Assembly, the coordinators for each of these languages by 1 January 2005. RAG advised the Director, BR to encourage the Chairman of the CCV to call a meeting of the committee including the coordinators for the Arabic, Chinese and Russian languages, and to make the necessary arrangements to convene the meeting. In this regard, as a temporary measure, the RAG Vice-Chairmen representing the Russian and Arabic languages will serve in the capacity of coordinators. RAG was informed, by the Chinese delegation, that Chinese Administration would be prepared to offer a name as temporary Coordinator for Chinese language soon to the Director.

2.4   Status of Associates (agenda item 3.4)

RAG noted the current number of Associate Members (15 Associates), which was considered as rather low compared to expectations.

RAG also noted the current activities within the Council group on the review of the contribution by Sector Members and Associates towards defraying the expenses of the ITU (see Resolution 110 (Marrakesh, 2002) and Council Resolution 1208) and invited the chairmen of the study groups to bring the pertinent points to the attention of the Director of the BR, for subsequent submission to the Council group.

2.5   ITU-R patent policy; other patent, copyright and trade-mark issues (agenda item 3.5)

2.5.1   RAG noted the activities conducted in the TSB Director's ad hoc Group on Intellectual Property Rights (AHG/IPR), as well as the information on the revised Patent Statement and Licensing Declaration form used within ITU-T Sector (Document RAG04-1/5). RAG noted the possibility of aligning the current declaration form used by ITU-R with the newly revised version developed by ITU-T and encouraged the Director, BR, to address this matter with this objective in mind.

2.5.2   RAG also noted the retirement of the current ITU-R Rapporteur on IPR issues (Mr E. Schimmel) and subsequently advised the Director that this function could be assigned to the BR on an interim basis, until a Rapporteur from the membership could be identified. As a result, Mr Fabio Leite was assigned to this task. RAG authorized the Chairman of the RAG to nominate the ITU-R Rapporteur after the completion of the relevant consultations.

2.6   Liaison and collaboration with the ITU-T Sector and review of the results of WTSA-04 relevant for ITU-R (agenda item 3.6)

2.6.1   RAG noted the continued collaboration between the ITU-R and ITU-T in areas of mutual interest to both Sectors. RAG also noted the results of the WTSA (October 2004), and the pertinent ITU-T resolutions of common interest to ITU-R and ITU-T (in particular Resolutions 18, 22, 31,

32, 38, 42 and 45), as well as the fact that WTSA maintained the Inter-sector Coordination Group on Satellite matters (ICG/SAT).

2.6.2   With respect to the timely consideration of ITU-R requirements into the ITU-T NGN Project, RAG noted the opinion that the relevant issues could continue to be addressed via the regular ITU-R study group liaison activities with ITU-T Study Group 13.

2.7   Liaison and collaboration with the ITU-D Sector (agenda item 3.7)

RAG noted the continued collaboration between the ITU-R and ITU-D, and expressed full satisfaction with current collaboration. The meeting acknowledged ITU-D Sector's appreciation of the quality of the ITU-R liaison in the ITU-D activities, especially the continued support provided by Mr K.A. Hughes, assisted by the other BR counsellors.

2.8   Liaison and collaboration with other organizations (agenda item 3.8)

2.8.1   RAG noted the Director's report on the status of progress in strengthening liaison and collaboration between the ITU-R study groups and other organizations in accordance with Resolution ITU-R 9-2 (Document RAG04-1/6). RAG indicated its appreciation to the Bureau's efforts and asked the Director to pursue the activities in this regard. RAG noted that the formal arrangements established between ITU and the Society of Motion Picture and Television Engineers (SMPTE) and between ITU and the European Telecommunications Standards Institute (ETSI) were working to the satisfaction of all concerned. Moreover, it was concluded that there was a need to place the collaboration between ITU-R and ISO/IEC on a more formal footing, particularly in connection with certain topic areas in ITU-R Study Group 6.

2.8.2   RAG reviewed the "Guidelines for the contribution of material of other organizations to the work of the study groups or groups established by the study groups, including the use of references to documents of other organizations in ITU-R Recommendations", that were developed by the BR in response to the instructions from RA-03 (Document RAG04-1/2), as well as the comments to these guidelines (Documents RAG04-1/16 and 22). The issues were further considered within the ad hoc group chaired by Ms. J. Doran (Canada). RAG considered the report of the ad hoc group (Document RAG04-1/27) and agreed to the proposed modifications of the Guidelines, as contained in the Annex to Document RAG04-1/27. In this connection, RAG provided the following advice to the Director regarding the implementation of the guidelines:

2.8.2.1 Where the need frequently arises for normative references, it may be better to establish a general "blanket" arrangement with the relevant organization.

2.8.2.2 In establishing arrangements for normative references the status of the organization should be taken into account, in particular:

•   that the organization is developing standards that relate to radiocommunications, and

•   that the organization has a written form of IPR policy.

3   Preparations for WRC-07 and other related issues (agenda item 4)

3.1   RAG noted the preparatory work for WRC-07, in the light of the experiences with WRC-03 and the relevant PP-02 instructions in this respect, including the provisions of Resolution 80 (Rev. Marrakesh, 2002) as revised. Mr Arasteh (Iran), speaking in his capacity as Chairman of the CPM, pointed out that work associated with preparing a new format for the CPM Report was nearing completion in consultation with the Chapter Rapporteurs and would be sent to the ITU-R study group chairmen and vice-chairmen shortly.

3.2   Taking into account issues raised with respect to agenda item 1.13 on HF matters and the need to optimize the preparatory arrangements on the subject, the RAG encouraged the CVC to

explore options to facilitate and streamline the preparatory efforts, while avoiding overlap and duplication among the working parties addressing issues under this item.

3.3   With respect to a proposal from Syria to postpone WRC-07 for at least three weeks in the interest of avoiding a major religious holiday (Document RAG04-1/19), there was support among participants at the RAG. The RAG was advised that the representative of the Kingdom of Saudi Arabia had provided the General Secretariat of the ITU with information on the scheduling of Ramadan and major holidays from 2005 to 2029, for consideration of the scheduling of conferences, meetings and assemblies of the Union in accordance with Resolution 111 (Marrakesh, 2002). RAG noted that, pending the results of the second consultation on the dates and venue of WRC-07[1], pending the request to move the dates of WRC-07 to avoid major religious holidays of all religions in accordance with Resolution 111 (Marrakesh, 2002), pending an investigation into the availability of meeting facilities and other activities of the Union, taking into account the need for balance in the application of Resolution 111 (Marrakesh, 2002) and the needs of various religious groups, and taking into account the need to maintain the dates of CPM-07, if possible (noting, however, that it coincides with Lent), as established by the 2004 session of the Council, the Director of the BR should be so advised and include these considerations in his report to Council-05.

4   Preparations for RRC-06 and other related issues (agenda item 5)

4.1   RAG noted the progress report from the BR concerning the status of preparations for RRC-06 (Document RAG04-1/10) and expressed appreciations to the BR for the work done so far. The Director of the BR was advised to continue providing assistance to the Member States by organizing information meetings and regional preparatory meetings, in consultation with the regional telecommunication organizations, with particular emphasis on the meetings in the African Broadcasting Area. The Director was also advised to explore the possibility for organizing an additional information meeting and/or a seminar for the countries that are belonging to different regional groupings, notably Iran and its neighbouring countries belonging to RCC, CEPT and the Arab Group.

4.2   RAG noted with satisfaction the ongoing activities of other organizations in this respect, such as within the Commonwealth Countries and within the members of the Conference of Postal and Telecommunications Administrations of the French-speaking Countries (CAPTEF). Views were expressed that BR should support the relevant meetings of these organizations, within the available resources.

4.3   RAG also noted Document RAG04-1/14, from the Asia-Pacific Broadcasting Union, and the action taken by the Bureau in this respect.

5   Issues related to RA-07 (agenda item 6)

RAG noted the Council decision on holding the next radiocommunication assembly in Geneva, from 1 to 5 October 2007. It was further noted that if the WRC-07 were to be postponed, RA-07 would need to be postponed accordingly.

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[1]   It was subsequently reported that the second consultation resulted in the approval of the Council proposal regarding the agenda, the date and the venue of WRC-07.

6 Operational planning and linkage to strategic and financial planning (agenda items 7.1 to 7.7)

6.1 Consideration of the possible working arrangements within RAG with a view to addressing the issues related to operational planning in a timely, efficient and structured manner (agenda item 7.1)

RAG reviewed the situation regarding the operational planning in the light of the decisions of the PP-02 (Decision 7, Resolution 107), the relevant recommendations of the Group of Specialists, the output of the first consultancy project (Dalberg Report), the discussions at the 2003 and 2004 sessions of the Council, Council Resolution 1216, Council Decision 521, as well as information on the recent developments under the new consultancy project (Capgemini). The relevant conclusions are indicated in §§ 6.2 to 6.7 hereunder.

6.2 Consideration of the Director's report on implementation of the Operational Plan and update of the Plan for 2005 (agenda item 7.2)

6.2.1   RAG considered the accomplishments of the Bureau realized in 2004 (Document RAG04-1/11), compared to the objectives set forth in the ITU-R Operational Plan for this period, and noted with satisfaction the fact that the Bureau achieved many of the specified objectives without any over-spending.

6.2.2   RAG also reviewed the draft four-year rolling Operational Plan of the ITU-R Sector, for the period 2005-2008, which was structured in a new format, consistently with the recommendations of the Group of Specialists and the first consultancy project. RAG welcomed the new structure.

6.2.3   RAG noted some alarming statements in the draft Operational Plan (e.g. in §§ 0.7 and 0.9) concerning the fact that ITU-R has operated in a continually reduced financial framework for more than 7 years, and that the Bureau is now working with minimum resources despite best efforts to streamline processes and enhance working methods. The RAG advised the Director to supplement these statements with additional information when presenting the document to the Council.

6.2.4   The draft Operational Plan was addressed in detail in the ad hoc group that was created in this respect (chaired by Mr D. Barrett (UK)). RAG noted the preliminary observations of the ad hoc group (Document RAG04-1/31) and encouraged a continuing consideration of the relevant details within the RAG correspondence group on operational planning, taking into account that the revised version of the Operational Plan would need to be completed in early January 2005.

6.3 Review of performance indicators in the Operational Plan (agenda item 7.3)

RAG noted the report from the convenor of the RAG correspondence group on operational planning (Document RAG04-1/23) concerning the review of the previous Operational Plan (for the period 2004-2007), which also contains comments regarding the use of performance indicators. RAG noted some improvements in the formulation of the performance indicators in the draft Operational Plan for the period 2005-2008, especially in the context of the activities related to the space services and advised the Bureau to implement similar improvements in other areas. However, RAG recognized the limitations of this concept in the context of the activities that include the membership involvement. Therefore, RAG was of the opinion that there was no need for further studies in this regard (such as establishment of a rigid format for the specification of the performance indicators, which would be difficult to implement in each specific activity).

6.4 Examination and execution of the biennial budget 2004-2005 (agenda item 7.4)

RAG noted the information relating to the implementation of the 2004-2005 budget, as at 30 September 2004 (Document RAG04-1/26). The reported savings for the concerned period were

due to the very strict control of the Bureau resources, as well as to the introduction of a budget implementation plan that helps in monitoring the limited resources available for the Bureau's activities.

6.5   Information on the preparation of the draft budget for the ITU-R Sector for the biennium 2006-2007 (agenda item 7.5)

RAG noted the information on the developments of the preparation of the ITU-R budget for the biennium 2006-2007. Given the ongoing activities regarding the methodology for results-based budgeting, the draft budget will represent a middle point between the current financial budget and the comprehensive results-based budget. RAG also noted that the Council would be provided with two versions of the budget, in accordance with CV100 and taking into account PP-02 Decision 5 (Marrakesh, 2002).

6.6   Linking the strategic, financial and operational planning in ITU (agenda item 7.6)

This agenda item was considered jointly with the agenda item 7.1 (see § 6.1 above).

6.7   Considerations concerning the new cost allocation methodology in the light of the report on the Consultancy Project (agenda item 7.7)

RAG noted the ongoing developments, within the framework of the new consultancy project, regarding the implementation of the new cost accounting methodology, which should result in increased accuracy and transparency of costing information, especially in the context of indirect costs, and will be implemented in the new budget for the biennium 2006-2007. As additional information, the new consultant, Capgemini, gave a presentation on the current status regarding the establishment of results-based budgeting, with emphasis on the developments regarding the design and implementation of the cost allocation and time tracking methodologies.

7   Other issues (agenda items 8.1 to 8.5)

7.1   Status of observers (agenda item 8.1)

7.1.1   RAG noted the ongoing activities regarding the status of observers, and more specifically the issues regarding the admission of observers representing Sector Members at meetings of Council, in response to Resolution 109 (Marrakesh, 2002), and in the light of the considerations of the subject matter by Council 2004 and the specific instructions of Council 2004 to the Directors of the Bureaux, as contained in Council Decision 519. RAG also considered two contributions in this respect (Documents RAG04-1/9 (ABU) and 21 (USA)) dealing with the implementation of Council Decision 519. The issues were further considered within the ad hoc group chaired by Ms A. Allison (USA).

7.1.2   RAG considered the report of the ad hoc group (Document RAG04-1/30) and agreed to recommend the following criteria for consideration of Sector Members that wish to be nominated as Observers representing Sector Members of the Radiocommunication Sector to Council 2005:

a)   The proposed Sector Member Observer is to agree that its representative will attend the Council 2005 session in its entirety;

b)   The Observers representing Sector Members shall attend Council meetings at their own expense and only one individual from the designated Sector Member may be admitted. This function is not to add to the cost of each Sector or to be factored into its budgetary appropriation or operational plan;

c)   Interested Sector Members shall submit a letter to the RAG Chairman in response to the circular letter (see §7.1.3 below) including: 1) agreement to the above two conditions; 2)

the name(s) and other relevant information of the anticipated representative(s) of the Sector Member (in order to facilitate registration); and 3) a brief description of the Sector Member's qualifications under the criteria established by the Council in Decision 519:

• geographic distribution,

• Sector Member contributions to the Union (see §3 in Document RAG04-1/30),

• categories of Sector Members; and

• commercial affiliation;

d)   The Sector Member has not been nominated to be a Sector Member Observer to Council by another advisory group.

7.1.3   RAG advised the Director of the BR to circulate these criteria to the Sector Members through a circular letter and to call the interested sector member to submit the relevant candidatures, within a specified deadline. RAG Chairman, in consultation with the Vice-Chairmen, will evaluate the candidates and will select the qualified Sector Members. In this process, the Chairman will work closely with the Directors of the three Bureaux to establish appropriate mechanisms to ensure satisfaction of criterion d) above and timely notification of the nominated Sector Member Observer to Council representing the Sector Members of the Radiocommunication Sector.

7.1.4   Some views were expressed that, when comparing qualified candidates for Sector Members Observers, a preference should be given to Sector Members that are not intergovernmental organizations and to Sector Members that are not emanating from administrations elected to Council. In addition, it was questioned how Sector Member Observers could "represent" Sector Members of the Radiocommunication Sector in light of the conditions ascribed to their attendance in Decision 519,

7.1.5   RAG noted Document RAG04-1/9, suggesting that a representative of the World Broadcasting Unions could be considered as a candidate for an ITU-R Sector Member Observer.

7.2   Processing of satellite network filings (agenda item 8.2)

RAG noted the fact that the Council, at its 2004 session, decided to discontinue the Satellite Backlog Action Group (SAT-BAG), after the consideration of the report of the Chairman of SAT-BAG (Document C04/2) on the outcome of WRC-03 regarding SAT-BAG recommendations.

7.3   Cost recovery of satellite network filings (agenda item 8.3)

7.3.1   RAG noted the latest developments on cost recovery for satellite network filings, especially the absence of a decision of Council-2004 to include the satellite filings under Article 11 of the Radio Regulations under a cost-recovery regime. RAG noted the concerns of the Bureau that such an approach would result in lower income from the cost-recovery activities, which would, in turn, result in the need to compensate this lack of income with other means, such as increase of the contributory unit or withdrawals from the reserve account. If the lack of income could not be compensated, then the Bureau expects substantive difficulties, which may lead to a backlog in the domain of satellite notifications, and the need for the Bureau to cut the level of its services in some areas, or even the need to propose postponement of some activities (such as WRC-07) or to cut some of its outputs. In the discussion that followed, RAG advised the Director to convey these statements in all forums where these issues would be addressed.

7.3.2   RAG also noted the statements that, despite the initial progress, ITU did not yet succeed in implementing the Plenipotentiary Conference (Marrakesh, 2002) decisions on full cost recovery of satellite network filings. RAG expressed worries that the current pace of addressing this issue may

lead to unproductive results with harmful consequences to the overall spectrum management process.

7.4   Management of the ITU (agenda item 8.4)

This agenda item was considered jointly with the agenda items 7.1-7.7 (see §§ 6.1-6.7 above).

7.5   Review of the ITU structure (agenda item 8.5)

The report of the RAG correspondence group on the Review of the ITU structure (Document RAG04-1/24), was presented by Mr M. Johnson (UK) on behalf of the coordinator, Mr L. Barclay (UK). As noted earlier, under agenda item 3.2, activity in the RAG under Resolution 106 (Rev. Marrakesh, 2002) would be focused on *resolves to instruct the Council, c)*, viz., "study the current structure, working methods and procedures of the ITU Sectors and make recommendations as appropriate". The Rapporteur on this issue in the Council Working Group on Resolution 106 (Rev. Marrakesh, 2002), Mr. Arasteh (Iran), advised the RAG meeting that he would communicate with the chairmen of the three advisory groups by the end of January 2005 to request information on activities in the respective Sectors pursuant to this task.

8.   Preparation for WSIS: expected input from ITU-R (agenda item 9)

The Director of BR noted that the WSIS Plan of Action and Declaration of Principles adopted by the first phase of the Summit identified several important issues of concern to the Radiocommunication Sector, giving as an example the need for rapid deployment of broadband satellite systems for use in developing countries in an effort to reduce the digital divide. On this particular topic, it was noted that studies are underway in Study Group 4, and that the ITU membership should be encouraged to provide contributions on this and other relevant subjects as a matter of urgency. It was further noted that work was underway in other study groups dealing with topics that may be relevant for the WSIS (e.g. interactive digital TV in Study Group 6, IMT-2000 in Study Group 8, and Broadband Wireless Access in Study Group 9). The RAG agreed to invite the Director to participate in and contribute to, as appropriate, all preparatory activities leading to the second phase of the Summit including meetings of the Council Working Group on the WSIS in order to ensure that all matters pertinent to the work of ITU-R are properly reflected as part of the ITU stocktaking exercise.

9   ITU-R meeting schedule (agenda item 10)

RAG noted that the ITU-R meeting schedule is being updated on the ITU website on an on-going basis. Given the current renovation of the CICG, there were occasional difficulties for scheduling some of the large meetings; however, appropriate arrangements were put in place for ensuring smooth conduct of the activities.

Some views were expressed that plenary meetings of working parties of a given study group should not be scheduled simultaneously.

10   Recent developments in spectrum management activities (agenda item 11)

The RAG was given a presentation, by the Australian Communications Authority (ACA), on the spectrum management challenges in Australia (Document RAG04-1/12), in line with previous practices of the RAG to follow the developments in this area. RAG appreciated the ACA presentation and invited the Australian Administration, as well as administrations of other Member States, to present such experiences to Working Party 1B. Opinions were expressed that such information may be used to update the ITU-R Report SM.2012-1, as well as for the relevant studies under Resolution 951(WRC-03).

11   Date of next meeting (agenda item 12)

The next RAG meeting was provisionally scheduled for 31 October - 4 November 2005 in Geneva, subject to further coordination between the RAG and TSAG Chairmen.

12   Any other business (agenda item 13)

12.1   RAG noted document RAG04-1/1, conveying information on the project "Telecom Industry Initiative", which was initiated within the UN Economic Commission for Europe (UNECE), as well as the ongoing activities in this respect.

12.2   RAG noted the announcement of contributions, for the next meeting of the RAG, which will deal with some specific subjects (use of certain terminology, etc).

Annexes: 3

Annex 1

Agenda for the twelfth meeting of the Radiocommunication Advisory Group

		Documents RAG04-1/
1	**Opening remarks**	
2	**Approval of the agenda**	
3	**Study Group activities, including the implementation of decisions of RA-03 relevant to RAG**	
3.1	Consideration of specific matters assigned to RAG by RA-03 in accordance with Resolution ITU-R 52	3(§2.1), 20
3.2	Study Group structure: report on the deliberations of certain Study Groups as requested by RA-03 (establishment of a single WP within ITU-R for HF issues, merger of SG 1 and SG 3, merger of SG 8 and SG 9 to form a single terrestrial SG, with mobile satellite issues to SG 4)	3(§2.2), 7, 8, 13
3.3	Working methods of the ITU-R Study Groups, including the impact of Resolution 115 (Marrakesh, 2002) (Resolutions ITU-R 1-4, 15-3 and 49, progress report from the convenor of the RAG correspondence group on EDH)	3(§2.3), 4(§2), 15, 17, 18, 19(§2-5), 19Add1, 25
3.4	Status of Associates (condition of participation of Associates; recommendations to Council on financial contributions and situations regarding denunciation and arrears) (Resolution ITU-R 43)	3(§2.4)
3.5	ITU-R patent policy; other patent, copyright and trade-mark issues	3(§2.5), 5
3.6	Liaison and collaboration with the ITU-T Sector and review of the results of WTSA-04 relevant for ITU-R (Resolutions ITU-R 6-1, 17-2, 47 and 50)	3(§2.6), 20
3.7	Liaison and collaboration with the ITU-D Sector (Resolutions ITU-R 7-1 and 48)	3(§2.7)
3.8	Liaison and collaboration with other organizations (Resolutions ITU-R 9-2 and 41-1, Guidelines prepared by BR)	2, 3(§2.8), 6, 16, 22
4	**Preparations for WRC-07 and other related issues**	3(§3), 19(§1)
5	**Preparations for RRC-06 and other related issues**	3(§4), 10, 14
6	**Issues related to RA-07** (status report on the discussions within C-04 on the need for RA in 2007) (Resolution 77 (Rev. Marrakesh, 2002))	19(§1)
7	**Operational planning and linkage to strategic and financial planning**	
7.1	Consideration of the possible working arrangements within RAG with a view to addressing the issues related to operational planning in a timely, efficient and structured manner	3(§6.1)
7.2	Consideration of the Director's report on implementation of the Operational Plan and update of the Plan for 2005	3(§6.2), 4, 11, 19(§6)

7.3	Review of performance indicators in the Operational Plan (progress report from the convenor of the RAG correspondence group on operational planning in ITU-R)	3(§6.3), 23
7.4	Examination and execution of the biennial budget 2004-2005	26
7.5	Information on the draft budget for the ITU-R Sector for the biennium 2006-2007	
7.6	Linking the strategic, financial and operational planning in ITU	3(§6.6)
7.7	Considerations concerning the new cost allocation methodology in the light of the Report on the Consultancy Project	3(§6.7)
8	**Information on issues that are considered in working groups of other bodies**	
8.1	Status of observers (status report on the activities within the Council Working Group on observers and on the decisions from C-04)	3(§7.1), 9, 21
8.2	Processing of satellite network filings (results of the most recent meetings related to SAT-BAG activities, e.g. C-04)	3(§7.2)
8.3	Cost recovery of satellite network findings: results of the most recent discussions	3(§7.3)
8.4	Management of the ITU (status report on the follow up actions regarding the Report of the Group of Specialists and the Report on the Consultancy Project, in the areas relevant for ITU-R)	3(§7.4), 4
8.5	Review of the ITU structure (Resolution 106 (Rev. Marrakesh, 2002), status report on the activities within the Council Working Group to review the ITU structure)	24
9	**Preparations for WSIS: expected input from ITU-R**	
10	**ITU-R meeting schedule**	19(§1)
11	**Recent developments in spectrum management activities**	12
12	**Date of next meeting**	
13	**Any other business**	1

B. Gracie
Chairman, Radiocommunication Advisory Group

Annex 2

Conclusions of RAG regarding the implementation of
Resolution 115 (Marrakesh, 2002)

1.   Introduction

RAG considered the impact of Resolution 115 (Marrakesh, 2002) on the working methods of ITU-R study groups and on the process of regulatory and service publications. Taking into account the provisions of Resolution 115 (Marrakesh, 2002), Decisions 5 and 6 (Marrakesh, 2002), as well as Resolutions ITU-R 1-4, 15-3 and 49, RAG agreed on the following proposals:

2.   The use of six languages in study group activities

2.1   Translation

2.1.1   Treatment of draft Recommendations

2.1.1.1 Working parties and task groups transfer to study groups drafts of new and revised Recommendations in the language used for their development.

2.1.1.2 Draft Recommendations are adopted and approved in the language used for their development.

2.1.1.3 Translation into the other five official and working languages of ITU commences immediately after their approval, with any necessary alignment between the versions in the different languages undertaken by BR in conjunction with the Conferences Department.

Note 1. A language group might not request that all Recommendations be translated into its language, provided that any financial savings resulting from such a request, are used by this group for other translation needs.

Note 2. Possible consequential amendments to the original text need to be reviewed by the editorial group of the study group concerned, before being published.

Note 3. ITU-R Recommendations approved in 2005 to be used by the RRC-06 will need to be translated into the other languages with high priority to be available before RRC-06.

Note 4. Pursuant to CS 173, the French text prevails in the cases of disputes and discrepancy.

2.1.1.4 Council is invited to consider approaches outlined in 2.1.1.2 and 2.1.1.3 above and to decide on their application from 1 January to 31 December 2005 as an interim measure. The Council is also invited to decide on measures to be applied after 1 January 2006 to enable full implementation of Resolution 115 (Marrakesh, 2002).

2.1.2   Treatment of administrative circulars and circular letters concerning study group activities

2.1.2.1 For those letters announcing meetings that will be conducted in a single language, the letters are prepared and dispatched only in that language.

2.1.2.2 For all other administrative circulars and circular letters relating to study group activities, dispatch will be made in all languages of the Union following alignment undertaken in BR in conjunction with the Conferences Department.

2.1.3   Treatment of draft Questions

Draft Questions, annexed to administrative circulars (CAR), are dispatched to Member States in all languages of the Union for approval by consultation. Prior to dispatch, the alignment of the texts (Questions and administrative circulars) will be undertaken by BR in conjunction with the Conferences Department.

2.1.4   Treatment of other texts, e.g. CPM Report

The texts are adopted in six official and working languages of the Union. Any subsequent alignment would be undertaken by BR in conjunction with the Conference Department as soon as practicable.

2.1.5   Treatment of ITU-R Handbooks

The need for publication of Handbooks in six languages should be studied by BR and reported to Council 2005 for its consideration.

2.2   Interpretation

BR will investigate the specific interpretation requirements for each meeting requiring interpretation.

Note 1. A language group might not request interpretation into its language, provided that any financial savings resulting from such a request, are used by this group for other needs of interpretation and/or translation.

3.   The use of six languages for regulatory and service publications

3.1   Radio Regulations

Proposed action: to be implemented in 2005 with high priority.

3.2   RRB Rules of Procedure

Proposed action: publication of the consolidated set of Rules of Procedure, including results of the December 2004 meeting of RRB, in six languages in the 2005 timeframe. For the release of new adopted Rules of Procedure after RRB meetings, see item 4 below.

3.3   Preface to the IFL and to the BR International Frequency Information Circular (BR IFIC)

Proposed action: to be implemented by the end of 2004.

3.4   BR IFIC (Space Services) and the SRS on CD-ROM

Proposed action: to release Space BR IFIC, including notice forms (Special Sections, Parts), in six languages as from 1 January 2005. Timing for the release of electronic notification software package in six languages to be further considered in 2006 time frame, taking into account that the description of items used by software and associated database are already available in six languages in the Preface.

3.5   BR IFIC (Terrestrial Services)

3.5.1   Data retrieved with an inquiry tool (TerRaQ)

Proposed action: to be available in six languages from 1 January 2005.

3.5.2 Notice forms

Proposed action: to be implemented as from 1 January 2005.

3.6 Service publications

Proposed action: the need or otherwise for the publications listed below (BR will provide the list) to be available in six languages will be studied by the BR and reported to the Council 2005 for its consideration.

3.7 HFBC on CD-ROM

Proposed action: the need for immediate translation of HFBC on CD-ROM will be studied by the BR and reported to the Council 2005, taking into account other priorities and resource requirements.

4. Administrative circulars, circular letters (CA, CR, CCRR) and attached annexes

Proposed action: availability in six languages will be implemented gradually in 2005.

5. Correspondence with administrations

Proposed action: correspondence in six languages will be implemented gradually in 2005 and 2006.

6. Electronic publications on the web

Proposed action: availability of such publications in six languages will be studied by the BR in close cooperation with other ITU Sectors and the General Secretariat and reported to Council 2005 for its consideration.

General note

The studies to be presented to the Council should contain and address the following issues:

- description of the related subject;
- costing elements relating to the implementation of the proposed course of action;
- evaluation of the resources requirements for human resources and other related expenditure;
- issues relating to the capability or possibility of implementation of the proposed course of action;
- propose timetable for the implementation.

Annex 3

Provisional guidelines for preparation of the questionnaire

1.   The questions raised should be clear, simple to understand and transparent and on the subject under consideration.

2.   The questions should be of a technical and operational nature.

3.   The questions should normally be formulated in such a manner as a "yes" or "no" reply could clearly satisfy its objective. An abstention box should be foreseen for cases where neither a "yes" nor a "no" reply would be possible to provide.

4.   The questions should raise one single topic at a time and should not address a multiple purpose issue.

5.   The number of questions raised on a particular subject should be limited to minimize efforts for response.

The questionnaire should be adopted at the level of a working party or study group, with the agreement of Member States attending the meeting and should be sent through the Chairman of a parent study group to the Director, BR for processing.

The following should appear on the cover page of the circular letter issued by the Director:

Provisional guidelines for publication of questionnaire

At the request of the Chairman of Study Group X the attached document/questionnaire is published for consideration of the Administrations of Member States, Sector Members and Associates, as appropriate. The Radiocommunication Bureau does not make any engagement nor assume any responsibility with respect to the content of the attachment or any follow-up action as may be required.

Provisional guidelines for the evaluation and analysis of answers received

1.   The working party or study group should identify an appropriate group to study, analyse and evaluate the responses to the published questionnaire.

2.   Ambiguous and unclear replies, as well as replies not directly related to the questions, should not be taken into account.

3.   A clear and non-ambiguous summary of answers should be prepared with "Questions Raised" in the left hand column and "Yes" or "No" or "Abstention/No Reply" in the right hand column. This summary should indicate the total score of replies received and also indicate the total number of replies regarding Member States, Sector Members and Associates.

4.   The results obtained would be non valid if it is not representative with regard to the area or region to which the question is addressed.

5.   The results obtained, if they are representative should be used with absolute care and caution in order to avoid any misleading and inappropriate impression and in no way should prejudge the/a decision to be eventually taken by the Conference or meeting concluding on the results.

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