



Radiocommunication Bureau (BR)

Administrative Circular
CA/216

8 August 2014

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

Subject: Second session of the 2015 Conference Preparatory Meeting (Geneva, 23 March – 2 April 2015) for the purpose of preparing the CPM Report to the World Radiocommunication Conference 2015 (WRC-15) and to address preparatory studies for the following Conference

1 Introduction

1.1 In accordance with its Resolution 807, the World Radiocommunication Conference 2012 (WRC-12) resolved to activate the Conference Preparatory Meeting (CPM).

1.2 The principles governing the CPM, its scope and working methods were approved by the Radiocommunication Assembly 2012 (RA-12) in Resolution ITU-R 2-6.

1.3 Administrative Circular CA/201 of 19 March 2012 contains the results of the first session of the 2015 Conference Preparatory Meeting (CPM15-1, Geneva, 20-21 February 2012). Addendum 1 to CA/201 of 15 January 2013 provides other information, in particular on dates for completion of the work undertaken by the responsible groups of the Study Groups and on the structure and preparation of input texts for the draft CPM Report to WRC-15.

2 Date and place of the meeting

The second session of the 2015 Conference Preparatory Meeting (CPM15-2) will be held in the International Conference Centre of Geneva (CICG) and at the Headquarters of the Union from 23 March to 2 April 2015. On-site badging of participants will be possible in the ITU Montbrillant building on Sunday, 22 March from 1200 to 1700 hours. On Monday 23 March, participants' badging will commence in the same place at 0730 hours. There will be no on-site badging of participants at the CICG. The opening plenary of CPM15-2 will commence at 0930 hours on Monday 23 March at the CICG.

3 Programme of the meeting

The draft agenda, containing the programme of the meeting, is provided in the Annex to this Circular. The CPM Report to WRC-15 will be prepared in accordance with the outline adopted by CPM15-1 (see Annex 7 to [CA/201](#)), with due reference to the WRC-15 agenda contained in Council Resolution 1343 (C12).

4 Preparation of the draft consolidated CPM Report to WRC-15

4.1 In accordance with Resolution ITU-R 2-6 and with the decisions taken at CPM15-1, the draft consolidated CPM Report to WRC-15, based on inputs from the responsible groups of the Study Groups, will be prepared by the CPM Management Team at a meeting to be held from 1-5 September 2014.

4.2 The draft CPM Report to WRC-15 will represent the basis for the work of the second session of CPM-15. It will be made available on the CPM web page as document CPM15-2/1 following the CPM Management Team meeting in English, with the other languages of the Union being published as soon as possible and, at least, two months prior to CPM15-2.

4.3 In addition, the Special Committee (SC) on regulatory/procedural matters will prepare its draft Report at its meeting from 1 to 5 December 2014, based on contributions from the membership and inputs from the Study Groups. The Report from the SC will be submitted directly to CPM15-2.

5 Contributions

5.1 Participants are requested to submit contributions to the work of the second session of CPM-15 by electronic mail to:

cpm15-2@itu.int

A copy should also be sent to the CPM-15 Chairman, Vice-Chairmen and Chapter Rapporteurs. The pertinent addresses can be found in the Contacts on the CPM webpage at:

<http://www.itu.int/go/ITU-R/CPM>

5.2 Contributions will be processed according to the provisions laid down in Resolutions ITU-R 1-6 and ITU-R 2-6 (see also Section 6 below).

5.3 In accordance with Resolution ITU-R 1-6 and with the Guidelines for the working methods^{*}, the following deadlines apply:

5.3.1 Contributions should be received by the Bureau at least **3 months prior to the beginning of CPM15-2, i.e. by 23 December 2014**. For those contributions arriving after this date, no commitment can be made regarding their availability at the opening of the meeting in all six languages of the Union.

5.3.2 The **final deadline for the reception of contributions by the Bureau is 1600 hours UTC, 9 March 2015**. Contributions received by the Bureau later than the aforementioned deadline cannot be accepted. Contributions that are not available to participants at the opening of the meeting shall not be considered.

5.4 In addition, Resolution ITU-R 1-6 stipulates that contributions should be limited in length (if possible, less than ten pages) and be prepared using standard word-processing software, without using any auto-formatting facility; modifications to existing text should be indicated by means of revision marks (using "Track Changes").

* See at <http://www.itu.int/oth/ROA01000003>.

6 Availability of documents during CPM15-2

Contributions will be posted “as received” in the original language within one working day on the event webpage.

The official versions of the contributions and other input documents will be posted on:

<http://www.itu.int/md/R12-CPM15.02-C/en>

As for all meetings of the ITU-R Study Groups, **CPM15-2 will be completely paperless**. Wireless LAN facilities will be available for use by delegates in the meeting rooms. Printers are available in the cyber cafés of the CICG and 2nd basement of the Tower building and on the ground floor and first floor of the Montbrillant building for delegates who wish to print documents. In addition, the Service Desk (servicedesk@itu.int) has prepared a limited number of laptops for those who do not have one. An ITU [TIES account](#) is required to access CPM15-2 documents.

7 Webcast

Audio webcast of the CPM15-2 Plenary and Working Group sessions will be provided through the ITU Internet Broadcasting Service (IBS) in all languages. Participants do not need to register for the meeting to use the webcast facility, however, an ITU [TIES account](#) is required to access the CPM15-2 webcast.

8 Participation/Visa requirements/Accommodation

Advance registration to ITU-R events is mandatory and carried out exclusively online through Designated Focal Points (DFPs). Each ITU-R Member has been requested to designate a DFP responsible for the handling of all registration formalities, including visa support requests that should also be submitted by the DFP during the on-line registration process. Individuals wishing to be registered to an ITU-R event should directly contact the DFP for their entity. The list of ITU-R DFPs (TIES protected) as well as detailed information on event registration, visa support requirements, hotel accommodation, etc. can be found at:

www.itu.int/en/ITU-R/information/events

The contact person within the Radiocommunication Bureau for general matters regarding CPM15-2 is Mr. Philippe Aubineau (Tel: +41 22 730 5992 or by e-mail: philippe.aubineau@itu.int).



François Rancy
Director

Annex: Draft agenda for the second session of the 2015 Conference Preparatory 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

Annex

Draft agenda for the second session of the 2015 Conference Preparatory Meeting (CPM15-2)

Preparation of the CPM Report to the World Radiocommunication Conference 2015 (WRC-15)

(Geneva, from 23 March to 2 April 2015)

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Structure and working methods of the second session of CPM-15
- 4 Establishment of Working Groups
- 5 Assignment of documents
- 6 Preparation of the CPM Report to WRC-15
- 7 Any other business

A. ZOURMBA
Chairman, CPM-15
