



Radiocommunication Bureau (BR)

Administrative Circular
CA/221

8 May 2015

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

Subject: **3rd ITU Inter-regional Workshop on WRC-15 Preparation
Geneva, 1-3 September 2015**

By means of this Administrative Circular, I have the pleasure to invite your Administration or Organization to attend the 3rd ITU Inter-regional Workshop on WRC-15 Preparation, which is organized in response to Resolution 72 (Rev.WRC-07).

The meeting will be chaired by Mr François Rancy, Director of the Radiocommunication Bureau. It will be held in the ITU Headquarters in Geneva, from 1 to 3 September 2015. The opening session will take place at 0930 hours on 1 September 2015.

Based on the ITU-R preparatory studies and methods to satisfy the topics on the WRC-15 agenda that are included in the CPM Report to WRC-15, as well as on up-to-date information regarding the Bureau and regional preparations for RA-15 and WRC-15, this meeting will provide participants with the opportunity to exchange views and have a better understanding of the common views, positions and/or proposals of the concerned entities.

To meet these objectives, input documents in English are invited, in particular from the regional groups. They may be submitted by electronic mail to the BR Secretariat (brsgd@itu.int), preferably **not later than 24 August 2015**.

A preliminary programme for this meeting is proposed in the **Annex**. It will be available at www.itu.int/go/ITU-R/wrc-15-irwsp-15 and will be updated as new or modified information becomes available.

Please note that the meeting will be conducted in a “paperless” environment, i.e. all of the documents for the meeting will be available on the above-mentioned website. Participants are, therefore, requested to bring their laptop PCs. The Service Desk (servicedesk@itu.int) has prepared a limited number of laptops for those who do not have one.

Interpretation

The meeting will be held with interpretation in the six official languages.

Remote participation

In order to facilitate remote participation in the meeting, an audio and video webcast of the presentations and discussions in the six official languages is planned to be provided through the ITU Internet Broadcasting Service (IBS). Participants do not need to register for the meeting to use the webcast facility.

Participation/Visa requirements/Accommodation

Advance registration to ITU-R events is mandatory and carried out exclusively online through ITU-R Designated Focal Points (DFPs). Advance online registration for this event will open on 1 June 2015. Individuals wishing to be registered should contact the DFP for their entity. The list of ITU-R DFPs is available at:

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

On-site badging and registration will take place at the entrance of the ITU Montbrillant building (2 rue de Varembe, 1202, Geneva) from 0800 hours on 1, 2 and 3 September 2015. Please note that the confirmation of registration sent to each participant by e-mail should be presented, together with photo identification, in order to receive an event participant badge.

Information regarding hotel accommodation for meetings held in Geneva is available at: www.itu.int/travel.

Citizens of some countries are required to obtain a visa in order to enter Switzerland. When needed, visa support from the ITU must also be requested by the DFP during the on-line registration process. Please allow up to four (4) weeks for visa support to be provided by the ITU. Further information can be found at www.itu.int/en/ITU-R/information/events.

For further information regarding the 3rd ITU Inter-regional Workshop on WRC-15 Preparation, contact Mr Philippe Aubineau, Counsellor for the CPM, Radiocommunication Bureau (Tel.: +41 22 730 5992 or e-mail: philippe.aubineau@itu.int).



François Rancy
Director

Annex: 1

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

3rd ITU Inter-regional Workshop on WRC-15 Preparation

**Preliminary Programme
(Geneva, 1-3 September 2015)**

Day 1 (Tuesday, 1 Sept. 2015)	Day 2 (Wednesday, 2 Sept. 2015)	Day 3 (Thursday, 3 Sept. 2015)
0930-1000 hours Opening	0900-1020 hours WRC-15 agenda item 1.1 *	0900-1020 hours WRC-15 agenda item 7 *
1000-1020 hours – Break	1020-1040 hours – Break	1020-1040 hours – Break
1020-1200 hours Status of the overall ITU and Regional Groups preparations for RA-15 and WRC-15	1040-1200 hours WRC-15 agenda items 1.2 and 1.3 * (incl. information on AI 9.1 (9.1.7))	1040-1200 hours WRC-15 agenda items 7 (Cont'd) and 9.1 (issue 9.1.2) * (incl. information on AI 9.1 issues 9.1.3, 9.1.5, 9.1.8)
1200-1400 hours – Break	1200-1400 hours – Break	1200-1400 hours – Break
1400-1530 hours WRC-15 agenda item 1.5 and Global flight tracking for civil aviation (Resolution 185 (Busan, 2014)) * (incl. information on AIs 1.17 & 1.18)	1400-1520 hours WRC-15 agenda items 1.6, 1.8 and 1.9.1 * (incl. information on AI 1.7)	1400-1520 hours WRC-15 agenda items 1.11, 1.12 and 1.14 * (incl. information on AI 1.13)
1530-1550 hours – Break	1520-1540 hours – Break	1520-1540 hours – Break
1550-1700 hours WRC-15 agenda items 1.16 and 1.4 * (incl. information on AI 1.15)	1540-1700 hours WRC-15 agenda items 1.9.2 and 1.10 * (incl. information on AI 9.1 (9.1.1))	1540-1700 hours - WRC-15 agenda item 10 - Conclusion and closing

* Presentation and explanation of the common views, positions and/or proposals on the topics on the WRC-15 agenda from the regional groups (African Group/ATU, APT-APG, Arab Group/ASMG, CITEL-PCC.II, RCC, CEPT-CPG), with references to the relevant parts of the CPM Report to WRC-15 and to positions of other organizations (e.g. ICAO, IMO, WMO, etc.). The order of presentations on the topics on the WRC-15 agenda is indicative at this stage and may be subsequently modified as deemed appropriate.