



Radiocommunication Bureau

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**Addendum 1 to
Administrative Circular
CACE/601**

2 April 2013

**To Administrations of Member States of the ITU, Radiocommunication Sector Members,
ITU-R Associates participating in the work of the Radiocommunication Study Group 1
and ITU-R Academia**

**Subject: Meeting of the ITU-D/ITU-R Joint Group on Resolution 9
(Rev. Hyderabad, 2010), Geneva, 13 June 2013**

By means of this Addendum to Administrative Circular [CACE/601](#), we wish to announce that a meeting of the ITU-D/ITU-R Joint Group on Resolution 9 (Rev. Hyderabad, 2010) will take place in Geneva on 13 June 2013 following the meeting of ITU-R Study Group 1 on 12 June 2013.

Individuals wishing to attend should inform ITU-R, by e-mail, at: ITU-R.Registrations@itu.int.

Further details regarding this meeting are provided in the Annex.

François Rancy
Director, Radiocommunication Bureau

Annex: 1

Distribution:

- Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of Radiocommunication Study Group 1
- ITU-R Associates participating in the work of Radiocommunication Study Group 1
- ITU-R Academia
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups and Special Committee on Regulatory/Procedural Matters
- 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



Telecommunication Development Bureau (BDT)

Ref. Circular BDT/IP/CSTG/019

Geneva, 22 March 2013

To:

- Administrations of ITU Member States
- Observer (Resolution 99)
- ITU-D Sector Members, Associates, Academia
- ITU-R Sector Members, Academia, Associates participating in ITU-R Study Group 1
- Chairmen, Vice-Chairmen, Rapporteurs, and Vice-Rapporteurs for ITU-D Study Groups
- Observers (Regional, Intl. Organizations)

Subject: Meeting of the ITU-D/ITU-R Joint Group on Resolution 9 (Rev. Hyderabad, 2010), Geneva, 13 June 2013

Dear Sir/Madam,

We are pleased to invite your Administration/organization to participate in the **2013 Meeting of the ITU-D/ITU-R Joint Group on Resolution 9** (Rev. Hyderabad, 2010) dedicated to the participation of countries, particularly developing countries, in spectrum management.

The meeting will take place at ITU Headquarters on **13 June 2013**, immediately following the ITU-R Study Group 1 block of meetings from 4 to 12 June 2013 (see the Radiocommunication Bureau (BR) [Circular Letter 1/LCCE/93](#) and [BR Administrative Circular CACE/601](#)).

Detailed information on how to register and apply for fellowships, how to submit contributions, along with other practical information for this meeting of the ITU-D/ITU-R Joint Group on Resolution 9 is attached in **Annex 1** and available on the dedicated website at: <http://www.itu.int/net3/ITU-D/stg/blkmeetings.aspx?blk=13158>

As you will recall, I made a call to the membership to put forward proposals for candidates to fill the position of ITU-D Co-Chairman for the Joint ITU-D/ITU-R Group on Resolution 9 for the remainder of the 2010-2014 study period.

I am very grateful to the members who submitted their proposals for this important post and it is my pleasure to inform you that the new ITU-D Co-Chairman for the Joint ITU-D/ITU-R Group on Resolution 9 is Mr Fadel Digham from the National Telecom Regulatory Authority (NTRA), Egypt. The Co-Chairman has an active role to play in ensuring the timely and successful achievement of the objectives established for Resolution 9 at WTDC-10 and I am confident he can count on your support.

I look forward to your continued involvement and active participation in the work of our Study Groups.

Yours faithfully,

[Original signed]

Brahima Sanou
Director

Annex: 1

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Annex 1

Meeting details

The detailed agenda for the meeting along with other practical information can be found on the ITU-D Study Group website at: <http://www.itu.int/net3/ITU-D/stg/blkmeetings.aspx?blk=13158>.

Detailed information on mandate and the outputs expected from the work of the Joint Group on Resolution 9 (Rev. Hyderabad, 2010) can be found online at: <http://www.itu.int/net3/ITU-D/stg/rgqlist.aspx?rgq=D10-RES9&stg=2>

Registration and fellowship requests

Pre-registration will be carried out exclusively online through the Focal Points designated by each administration and entity entitled to participate. Online registration will open on **Monday, 1 April 2013**. Online registration can be done at: <http://www.itu.int/net3/ITU-D/meetings/registration/>

On-site registration will begin on 13 June 2013 at 08h30 and will take place in the ITU Montbrillant Building. Delegates who do not pre-register will require a letter of accreditation from the Designated Focal Point of their entity to register onsite. Pre-registered delegates will only need to bring their letter of confirmation and a photo ID.

The role of a registration Focal Point is to handle registration formalities for his/her respective administration/entity. The list of Focal Points can be accessed using a **TIES** log-in at this [address](#).

To modify the contact details of a Focal Point for registration or to change the Focal Point, an official fax from an authorized official should be sent to the BDT Meetings Registration Service (+41 22 730 5545/+41 22 730 5484 or by e-mail to: bdtmeetingsregistration@itu.int), providing the updated details: last name, first name and e-mail address.

You will find registration details and all other logistical information such as accommodation and visa arrangements on the dedicated website for the meeting noted above.

Within the budget available, *one full* fellowship per country may be granted to participants from countries with a GDP per capita less than 2'000 USD, with priority to Least Developed Countries (LDCs), and to participants who will present a contribution to the meeting.

Please note that you must first **submit** your registration for the meeting before you can receive the fellowship form.

The approved and signed fellowship forms must be returned to the Fellowship Service **no later than 1 May 2013**. *Forms received after the deadlines will not be considered.*

Interpretation

Interpretation will be provided based on the requests of participants and the constraints of the rooms. You are, therefore, invited to indicate on the registration form, before **15 April 2013** whether you require a language other than English.

Remote participation in the meetings

The pilot for remote participation in the activities of the ITU-D Study Group that was started during the meetings in 2011 will be extended to the 2013 meeting of the ITU-D/ITU-R Joint Group on Resolution 9. In parallel, the standard webcast in all languages of the meeting will continue to be provided.

Contributions

Your contributions to the work of the Joint Group will be highly appreciated. You may of course feel free to co-ordinate your proposals with other Administrations and organizations. A joint contribution requires the written approval of the parties involved in order to authorize its release.

As per Resolution 1 (Rev Hyderabad, 2010) input to Study Group or Rapporteur Group meetings may be of five types: a) Contributions for action; b) Contributions for information; c) Background documents; d) Temporary documents; e) Liaison statements.

Contributions to the Study Groups can be submitted for consideration as "for action" or "for information". Contributions requiring action received at least two months before a meeting will be published and distributed in time for the said meeting. These contributions will be translated (if needed) and posted for access by participants in the requested language before the date set for the meeting.

The contribution should be submitted with an abstract providing an overview of the content of the document. The contribution should clearly indicate what kind of action that the meeting is requested to take.

A contribution "for action" will be considered as a delayed contribution when it is submitted after the agreed translation deadline, but at least seven calendar days before the opening of the meeting. The delayed contribution for action will be published in the original language only but will appear in the agenda of the meeting.

Contributions submitted to a meeting "for information" are those which do not require any specific action under the agenda of the meeting. These documents are published in the original language only and posted on the website under a separate number scheme. The information documents need to be submitted with a detailed abstract which will be shared translated for the meeting.

Contributions "for action" and/or "for information" should not exceed five (5) pages and must be submitted using the online template available at: <http://www.itu.int/ITU-D/CDS/contributions/sg/index.asp>

In accordance with provision 12.1 of Resolution 1, the deadline for the submission of contributions has been set for **13 April 2013**. Documents arriving after the deadline will be distributed in the original language only.

Documentation

The meeting will be paperless. Delegates are urged to bring their laptops in order to download all meeting documents locally and to access the website for new documents. A user guide to synchronize documents is available at:

http://www.itu.int/ITU-D/study_groups/SGP_2010-2014/reference_documents/ITU-D_UserGuideSync.pdf

Delegates are asked to ensure that they have TIES accounts to be able to access the documents for the Study Group meetings through the website. Information on how to request a TIES account can be found at: <http://www.itu.int/TIES/index.html>

Practical information

For the meetings held in Geneva, please note that a strict procedure for visas is in force in Switzerland. Participants are urged to read carefully the procedures available at this [address](#). Please note that the processing of a request for a Schengen visa takes a minimum of three weeks. A list of Geneva hotels offering preferential ITU rates can be found on the website at: <http://www.itu.int/travel/>.

Do not hesitate to contact the **ITU-D Study Group Secretariat** (Ms Christine Sund, ITU-D Study Groups Coordinator) with any questions you may have regarding these meetings and the activities of the ITU-D Study Groups (by e-mail: devsg@itu.int or tel.: +41 22 730 5999)