



*Radiocommunication Bureau*  
(Direct Fax N°. +41 22 730 57 85)

Administrative Circular  
CA/136

15 June 2004

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

**Subject:** Twelfth meeting of the Radiocommunication Advisory Group,  
Geneva, 22-26 November 2004

1. I would like to invite you to attend the twelfth meeting of the Radiocommunication Advisory Group (RAG) to be held at ITU headquarters in Geneva from 22 to 26 November 2004, inclusive. As stated in Article 11A of the ITU Convention, the RAG is open to representatives of administrations of Member States and representatives of Radiocommunication Sector Members and to Chairmen of the Study Groups and other 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**.
3. I would like to take this opportunity to invite contributions related to the respective agenda items, bearing in mind the fact that this is the first meeting of RAG after the entry into force, on 1 January 2004, of the Plenipotentiary Conference (PP-02) amendments to the ITU Convention, which enlarged the mandate of the RAG.
4. Contributions should be submitted to the Director of the Radiocommunication Bureau (BR), preferably in electronic form, at the [brrag@itu.int](mailto:brrag@itu.int) address, which will accelerate their availability through the web. In accordance with Resolution ITU-R 1-4, such contributions must be received by the BR ***no later than 22 August 2004***, with a view to their translation. 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.

5. The meeting will open at 1000 hours on 22 November 2004 and registration will be possible as of 0830 hours. Detailed information concerning the meeting rooms will be displayed on screens at the entrances to ITU headquarters. The meeting will complete its work at 1200 hours on 26 November 2004. You may wish to note that the 14<sup>th</sup> meeting of the Radiocommunication Study Group Chairmen and Vice-Chairmen will be held in the afternoon of 26 November 2004.
6. 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. Information on the list of these hotels, as well as on the procedure to follow for the reservation of hotels, is available from the ITU website (see <http://www.itu.int/travel/index.html> ). 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**).
7. 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 **no later than 22 October 2004**. The registration form found in **Annex 4** should be duly completed (one per participant) and submitted with the list.
8. 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.
9. 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](mailto:gavrilov@itu.int)).

V. Timofeev  
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/136)

### **Draft agenda for the twelfth meeting of the Radiocommunication Advisory Group**

**Geneva, 22 - 26 November 2004**

- 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 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)
  - 3.3 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)
  - 3.4 Status of Associates (condition of participation of Associates; recommendations to Council on financial contributions and situations regarding denunciation and arrears) (Resolution ITU-R 43)
  - 3.5 ITU-R patent policy; other patent, copyright and trade-mark issues
  - 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)
  - 3.7 Liaison and collaboration with the ITU-D Sector (Resolutions ITU-R 7-1 and 48)
  - 3.8 Liaison and collaboration with other organizations (Resolutions ITU-R 9-2 and 41-1, Guidelines prepared by BR)
- 4 Preparations for WRC-07 and other related issues**
- 5 Preparations for RRC-06 and other related issues**
- 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))
- 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
  - 7.2 Consideration of the Director's report on implementation of the Operational Plan and update of the Plan for 2005

- 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)
- 7.4 Examination and execution of the biennial budget 2004-2005
- 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
- 7.7 Considerations concerning the new cost allocation methodology in the light of the Report on the Consultancy Project

**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)
- 8.2 Processing of satellite network filings (results of the most recent meetings related to SAT-BAG activities, e.g. C-04)
- 8.3 Cost recovery of satellite network findings: results of the most recent discussions
- 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)

**9 Preparations for WSIS: expected input from ITU-R**

**10 ITU-R meeting schedule**

**11 Date of next meeting**

**12 Any other business**

B. Gracie  
Chairman, Radiocommunication Advisory Group

ANNEX 2

(to Administrative Circular CA/136)

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

**Chairman**

**Mr. B.A. GRACIE**

Industry Canada  
300 Slater Street, Jetn 1688D  
OTTAWA, Ontario K1A 0C8  
Canada

Tel: +1 613 998 4254

Fax: +1 613 998 4530

E-mail: [gracie.bruce@ic.gc.ca](mailto:gracie.bruce@ic.gc.ca)

**Vice-Chairmen**

**Mr. N. KISRAWI**

Syrian Telecommunications Establishment (STE)  
STE Permanent Representative to the ITU  
9 champ d'Anier  
1209 GENEVA  
Switzerland

Tel: +41 22 798 8451

Fax: +41 22 788 9251

E-mail: [nabil.kisrawi@ties.itu.int](mailto:nabil.kisrawi@ties.itu.int)

**Mr. W. LUTHER**

Federal Communications Commission - FCC  
International Bureau  
455 12th Street S.W.  
WASHINGTON, D.C. 20554  
United States of America

Tel: +1 202 418 0729

Fax: +1 202 418 7270

E-mail: [william.luther@fcc.gov](mailto:william.luther@fcc.gov)

**Mr. A. PAVLIOUK**

Radio Research and Development Institute (NIIR)  
16 Kazakova Street  
105064 MOSCOW  
Russian Federation

Tel: +7 095 267 0682

Fax: +7 095 261 1108

E-mail : [alexander.pavliouk@ties.itu.int](mailto:alexander.pavliouk@ties.itu.int)

**Mr. I. SAMAKE**

Société des Télécommunications du Mali (SOTELMA)  
Boîte Postale 740  
BAMA KO  
Mali (Republic of)

Tel: +223 2 211 240

Fax: +223 2 219 941

E-mail: [idrissa.samake@sotelma.ml](mailto:idrissa.samake@sotelma.ml)

ANNEX 3

(to Administrative Circular CA/136)

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 INTERNATIONALE DES TELECOMMUNICATIONS  
INTERNATIONAL TELECOMMUNICATION 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 individual/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

Nº ..... validité/validity/validez .....

Date/Date/Fecha ..... Signature/Signature/Firma .....

ANNEX 4  
(to Administrative Circular CA/136)



**Registration Form**  
**Radiocommunication Advisory Group Meeting**  
**Geneva, Switzerland, 22 - 26 November 2004**

*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: .....

- |   |  |
|---|--|
| <input type="checkbox"/> Recognized Operating Agencies                  | <input type="checkbox"/> Intergovernmental Organizations Operating Satellite Systems |
| <input type="checkbox"/> Scientific or Industrial Organizations         | <input type="checkbox"/> Other Entities Dealing with Telecommunication Matters       |
| <input type="checkbox"/> Regional and other International Organizations | <input type="checkbox"/> United Nations and its Specialized Agencies                 |
| <input type="checkbox"/> Regional Telecommunication Organizations       | <input type="checkbox"/> Associate Members   |

**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

Place des Nations  
CH-1211 Geneva 20  
Switzerland

Telephone: +41 22 7305802  
Telefax: +41 22 7306600  
Email: linda.kocher@itu.int