



Radiocommunication Bureau

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Circular Letter
CR/254

31 March 2006

To Administrations of Member States of the ITU¹

Subject: Preparatory activities related to the first planning iteration at RRC-06
Deadline for submission of modified digital requirements: 21 April 2006

References: Report of the second meeting of the Intersessional Planning Group (IPG),
Geneva, 20-24 February 2006 (Administrative Circular CA/158)

To the Director General

Dear Sir/Madam,

1 The Intersessional Planning Group (IPG), at its second meeting (20-24 February 2006), considered, *inter alia*, the actions that would need to be undertaken by the administrations, the Planning Exercise Team (PXT) and the Radiocommunication Bureau in the period which precedes the RRC-06, with a view to creating conditions for the smooth conduct of the numerous activities at RRC-06, with particular emphasis on the activities envisaged for the first week of the conference. The IPG assumed that after evaluating the results of the first and the second synthesis of the draft Plan, administrations may wish to modify their requirements, with the intention of improving the draft Plan. Therefore, and in order to reduce the workload at the beginning of the conference, the IPG recommended the following course of action:

1.1 The Bureau was invited to make provisions, which would enable administrations to submit their modified requirements that are intended to improve the draft Plan, prior to the beginning of the second session. To provide the Bureau with sufficient time to process these submissions, with a view to including them in the calculation process associated with the first iteration (e.g. validation of the requirements, possible exchange of correspondence with the administrations, etc.), the IPG concluded that all modified requirements shall reach the Bureau not later than **Friday, 21 April 2006 at 2359 hours**, Geneva time.

1.2 Upon receipt of the modified requirements, the Bureau would validate and publish them on its web site, <http://www.itu.int/ITU-R/terrestrial/pub-reg/rrc06/index.html>.

1.3 The matter will be presented to the Conference, in its early stages, for its decision on the use of these modified requirements for the purpose of conducting the first planning iteration during RRC-06.

¹ *This Circular Letter is primarily addressed to the Member States of Region 1 (except Mongolia) and to the Islamic Republic of Iran. It is for information only for other Member States.*

2 The following arrangements will be implemented for the processing of the modified digital requirements:

2.1 Administrations that intend to modify their digital broadcasting requirements with the intention of improving the draft Plan shall submit *all* their requirements for the conduct of the first planning iteration at RRC-06, in the electronic format specified in Circular Letter CR/242 and its Corrigendum 1.

2.2 It is essential that administrations submit a single file containing the *complete set of their digital requirements* (i.e. those that are modified and those that remain unchanged).

2.3 Administrations are strongly recommended to use BR's "RRC Requirements" software for data capture, data correction, data validation, and final assembling of files to be submitted to the BR. The latest version of this software can be downloaded from <http://www.itu.int/ITU-R/terrestrial/pub-reg/rrc/index.html>.

2.4 The information received from administrations will be validated by the BR and will be posted on the dedicated web page on the ITU website, together with the relevant validation reports.

2.5 In accordance with the IPG-2 decision, the Bureau will disregard the information included in the sections </COORD_A> (successful pre-coordination with analogue broadcasting service of other administrations) and <COORD_O> (successful pre-coordination with primary services other than broadcasting of other administrations), if any.

3 For the processing of digital requirements during the Conference, the Bureau envisages the establishment of different arrangements, if required, which will deal only with the submission of additions, modifications and suppressions of the previously submitted requirements. Details will be dealt with in an information document for RRC-06.

4 The IPG-2 also considered issues related to the submission of administrative declarations for the conduct of the first planning iteration at RRC-06, which will be related to the modified requirements and the modified format of the administrative declarations that will be used for the planning process at RRC-06 (including the first iteration). The implementation aspects regarding the submission of administrative declarations related to the modified digital requirements, in the new format, are under consideration within the Bureau and will be dealt with in an Addendum to this Circular Letter.

5 As the ultimate responsibility for submission of the requirements and the administrative declarations remains with the administration of the Member State concerned, the Bureau envisages to implement a mechanism of electronic submission of requirements and administrative declarations, through the web, using certain security measures (e.g. submission by a certified source which would be identified by a password provided by the BR). The Delegate Registration System was enhanced to provide a unique ID number for each delegate. Each delegation would identify the delegates which would be authorized to submit requirements and/or administrative declarations on behalf of that delegation. Such identification will be provided at the time of the registration, using the registration form attached to this Circular Letter. In addition, each delegation will be provided with a specific password and all transactions would be registered and would be traceable. Advance registration of the authorized submitters would be possible immediately after the dispatch of this Circular Letter, using the form attached hereto. Further explanation would be included in an information document at the beginning of the conference.

6 The Bureau remains at the disposal of your Administration for any clarification you may require with respect to the subjects covered in this Circular Letter.

Yours faithfully,

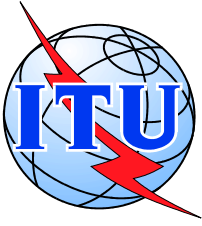
V. Timofeev
Director, Radiocommunication Bureau

Annex

Distribution:

- Administrations of Member States of the ITU
- Members of the Radio Regulations Board

ANNEX 1¹



**REGIONAL RADIOCOMMUNICATION
CONFERENCE (RRC-06)**

Geneva, 15 May – 16 June 2006

You are kindly requested to return this form, duly completed, to the RRC Secretariat, fax no. +41 22 730 6600
or e-mail directly to linda.kocher@itu.int by:

Monday, 8 May 2006²

This form is to be completed by Member States³ in the Planning Area only. A form should be completed for each
"Appointed Submitter" (a delegate to RRC-06 officially authorized to submit data files concerning digital
requirements and/or administrative declarations via ITU's "RRC-06 Web Submission system").

ADMINISTRATION CODE:

Mr

Mrs

Ms

Miss

Last Name:

First Name:

OFFICIAL ADDRESS:

Street Address:

City/State/Code/Country:

Business tel.: Fax:

E-mail:

Signature of Head of Department/Delegation: _____

Date: _____

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**FOR ITU-R SECRETARIAT USE ONLY**

Appointed Submitter's ID Number: \_\_\_\_\_

Registered in database:  Yes  No

ITU Staff Member: \_\_\_\_\_

<sup>1</sup> Due to the current functionality of the Data Registration System, this form may be submitted in E/F/S only.

<sup>2</sup> This form may also be submitted to the Office of Document Control at the time of registration.

<sup>3</sup> Also applicable to the Palestinian Authority.

