



Radiocommunication Bureau (BR)

Addendum 1 to
Administrative Circular
CA/263

28 November 2022

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

Subject: **Preparation of contributions to the second session of the 2023 Conference Preparatory Meeting (CPM23-2, Geneva, 27 March – 6 April 2023)**

Administrative Circular [CA/263](#), dated 27 September 2022, announces the second session of the 2023 Conference Preparatory Meeting (CPM-23) to be held in Geneva from 27 March to 6 April 2023.

As indicated in Section 4 of the Circular, the CPM-23 Management Team meeting was held in Geneva on 9 and 10 November 2022 to consolidate the draft CPM Report to WRC-23, in accordance with Resolution ITU-R 2-8 and with the decisions taken at the first session of CPM-23.

The draft CPM Report to WRC-23 is now available in English on the [CPM contribution web page](#), as Document CPM23-2/1 at: www.itu.int/md/R19-CPM23.2-C-0001/en. Versions of this document in the other official languages of the Union will be published as soon as possible and at least two months prior to CPM23-2.

The draft CPM Report represents the basis for the work of the second session of CPM-23 and shall be used as the reference document for the preparation of contributions.

Details concerning the submission of contributions as early as possible to CPM23-2 are given in Section 5 of [CA/263](#), where the applicable deadlines are indicated as well as the requirements from [Resolution ITU-R 1-8](#) on the formatting and limitation in length of the contributions. To that end, the contributions may be based on the structure of the draft CPM Report and should not include parts of this draft CPM Report that are not proposed to be modified. To facilitate the selection of the relevant part(s) of this draft CPM Report in the valid CPM23-2 document template, the Bureau is finalizing a beta version of the CPI tool for CPM23-2. Additional information on this tool should be made available as soon as possible in the [CPM webpage](#).

In addition, Member States and Sector Members are urged to use the relevant ITU-R [Template](#) when preparing contribution(s) to CPM23-2, and to take into account the [Guidelines](#) established for this purpose which can be found on the [CPM webpage](#), or directly at:

www.itu.int/dms_pub/itu-r/oth/0a/0a/ROA0A00000D0001PDFE.pdf

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