RESOLUTION ITU-R 1-9

Working methods for the Radiocommunication Assembly, the Radiocommunication Study Groups, the Radiocommunication Advisory Group and other groups of the Radiocommunication Sector

(1993-1995-1997-2000-2003-2007-2012-2015-2019-2023)

The ITU Radiocommunication Assembly,

considering

a) that the functions, duties and organization of the ITU Radiocommunication Sector (ITU-R) are described in Chapter II of the ITU Constitution and Section 5 of the ITU Convention;

abis) that the duties and functions of the Radiocommunication Assembly (RA) are stated in Article 13 of the Constitution and Article 8 of the Convention;

b) that the duties, functions and organization of the Radiocommunication Study Groups (SGs) and the Radiocommunication Advisory Group (RAG) are briefly described in Articles 11, 11A and 20 of the Convention;

bbis) that, in accordance with the above articles of the Constitution and Convention, ITU-R shall study the rational, equitable, efficient and economical use of the radio-frequency spectrum by all radiocommunication services and adopt Recommendations and Reports on radiocommunication matters;

bter) that the Radio Regulations incorporate a number of ITU-R Recommendations, including some by reference;

c) that the RA is authorized to adopt the working methods and procedures for the management of the Sector's activities in accordance with No. 145A of the Constitution and No. 129A of the Convention;

d) Resolutions ITU-R 2, 36 and 52, concerning the Conference Preparatory Meeting, the Coordination Committee for Vocabulary and RAG, respectively;

e) that Resolution 165 (Rev. Dubai, 2018) of the Plenipotentiary Conference sets firm submission deadlines for proposals from participants in conferences and assemblies of the Union, sets a firm submission deadline for secretariat documents, and applies to the RA;

f) that Resolution 208 (Rev. Bucharest, 2022) of the Plenipotentiary Conference establishes the appointment procedure and the maximum term of office for Chairs and Vice-Chairs of Sector Advisory Groups, SGs and other groups and recalls Resolution 70 (Rev. Bucharest, 2022) of the Plenipotentiary Conference, on mainstreaming a gender perspective in ITU and promoting gender equality and the empowerment of women and girls through telecommunications/information and communication technologies;

g) that Resolution 191 (Rev. Bucharest, 2022) of the Plenipotentiary Conference establishes methods and approaches for the coordination of efforts among the three Sectors of the Union;

h) Resolution ITU-R 72, on promoting gender equality and equity, and bridging the contribution and participation gap between women and men in ITU-R activities;

i) that Resolution 154 (Rev. Bucharest, 2022) of the Plenipotentiary Conference establishes methods and approaches for the use of the six official languages of the Union on an equal footing;

j) that the General Rules of conferences, assemblies and meetings of the Union have been adopted by the Plenipotentiary Conference,

noting

that the Director of the Radiocommunication Bureau is authorized by this Resolution, in close cooperation with RAG when needed, to periodically issue updated versions of guidelines on working methods which complement and are additional to this Resolution,

resolves

that the working methods and documentation of the RA, the SGs, the RAG and other groups of the Radiocommunication Sector shall be in accordance with Annexes 1 and 2.

ANNEX 1

Working methods of ITU-R

A1.1   Introduction

A1.1.1   As mentioned in Article 12 of the Constitution, the ITU Radiocommunication Sector (ITU-R), bearing in mind the particular concerns of developing countries, fulfils the purposes of the Union, as stated in Article 1 of the ITU Constitution, relating to radiocommunication:

a)   by ensuring the rational, equitable, efficient and economical use of the radio-frequency spectrum by all radiocommunication services, including those using the geostationary-satellite or other satellite orbits, subject to the provisions of Article 44 of the Constitution, and

b)   by carrying out studies without limit of frequency range and adopting recommendations on radiocommunication matters.

A1.1.2   The Radiocommunication Sector works through world radiocommunication conferences (WRCs) and regional radiocommunication conferences (RRCs), the Radio Regulations Board (RRB), radiocommunication assemblies (RAs), the Radiocommunication study groups (SGs), conference preparatory meetings (CPMs), the Radiocommunication Advisory Group (RAG), other groups, and the Radiocommunication Bureau (BR), headed by the elected Director. This Resolution deals with the RA, the SGs, the RAG, the CPM and other groups of the Radiocommunication Sector.

A1.2   The Radiocommunication Assembly

A1.2.1   Functions

A1.2.1.1   The RA shall:

a)   consider the reports of the Director of BR and of the Chairs of the SGs, the Chair of the CPM, the Chair of the RAG pursuant to No. 160I of the Convention and the Chair of the Coordination Committee for Vocabulary (CCV);

b)   approve, taking into account the priority, urgency and time-scale for the completion of the studies and the financial implications, the programme of work[1] (see Resolution ITU-R 5) arising from the review of:

  *b*1)   existing and new Questions;

  *b*2)   existing and new ITU-R Resolutions, and

  *b*3)   topics to be carried forward to the next study period, as identified in the SG Chairs Reports to the RA;

c)   delete any Question that an SG Chair, at two consecutive Assemblies, reports as having received no study contributions, unless a Member State, Sector Member or Associate[2] reports that it is undertaking studies on that Question and will contribute the results of those studies prior to the next Assembly, or unless a newer version of the Question is approved;

d)   decide, in the light of the approved programme of work, on the need to maintain, terminate or establish SGs (see Resolution ITU-R 4) and, where appropriate, other groups, and allocate to each of them the Questions to be studied;

e)   appoint Chairs and Vice-Chairs of the SGs, RAG, CPM, CCV and, as applicable, other groups established by the RA, pursuant to the provisions of Resolution 208 (Rev. Bucharest, 2022) of the Plenipotentiary Conference and taking into account the proposals of the meeting of Heads of Delegation (see § A1.2.1.2 below);

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[1] RAG should consider and recommend modifications to the programme of work in accordance with Resolution ITU-R 52.

[2] In accordance with Article 19 (No. 241A) of the Convention, the RA may decide to admit an entity or an organization to participate as Associate in the work of a given study group. The provisions governing the participation of Associates are contained in Articles 19, 20 and 33 of the Convention.

In accordance with Resolution 209 (Rev. Bucharest, 2022) of the Plenipotentiary Conference, small and medium enterprises meeting the requirements in that Resolution may participate in the work of the Sectors of the Union as Associates.

f) give special attention to radiocommunication matters of common interest to developing countries and consider grouping Questions of interest to the developing countries as far as possible, in order to facilitate their participation in the study of those Questions;

g) review and consider the approval of revised or new ITU-R Resolutions;

h) consider the modification, approval or rejection of draft ITU-R Recommendations proposed by the SGs and the membership, and any other documents within its scope, or make arrangements for the delegation of the consideration and approval of draft Recommendations and other documents to the SGs, as set out elsewhere in this Resolution or in other ITU-R Resolutions, as appropriate;

i) take note of the Recommendations approved since the preceding RA, paying special attention to the Recommendations incorporated by reference within the Radio Regulations;

j) communicate to the next WRC a list of the ITU-R Recommendations containing text incorporated by reference in the Radio Regulations which have been revised and approved during the previous study period;

k) adopt the working methods and procedures for the management of the Sector's activities in accordance with No. 145A of the Constitution.

A1.2.1.2 Heads of Delegations shall meet:

a) prior to the inaugural meeting of RA, to make proposals regarding the organization of the work and the establishment of relevant committees;

b) to draw up the proposals concerning the designation of Chairs and Vice-Chairs of the committees, SGs, CPM, the RAG, the CCV, and other established groups, taking into account Resolution 208 (Rev. Bucharest, 2022) of the Plenipotentiary Conference.

A1.2.1.2*bis*The heads of delegation can also meet if the need arises and at the invitation of the Chair of the RA to consider any pending issues, with the aim of consulting and coordinating to reach consensus.

A1.2.1.3 In accordance with No. 137A of the Convention, and the provisions of Article 11A of the Convention, the RA may assign specific matters within its competence, except those relating to the procedures contained in the Radio Regulations, to the RAG for advice on the action required on those matters (see also Resolution ITU-R 52).

A1.2.1.4 The RA shall report to the next WRC on the progress in matters that may be included in agendas of future Radiocommunication Conferences as well as on the progress of ITU-R studies in response to requests made by previous Radiocommunication Conferences.

A1.2.1.5 An RA may express its opinion relating to the duration or agenda of a future Assembly or, when appropriate, to the application of the provisions of Section 4 of the General Rules of Conferences, Assemblies and Meetings of the Union relating to the cancellation of an RA.

A1.2.1.6 In accordance with Resolution 191 (Rev. Bucharest, 2022) of the Plenipotentiary Conference, the RA identifies subjects in common with other ITU Sectors where work is to be done and that require internal coordination within ITU.

A1.2.1.7 The Director shall issue, in electronic form, information that will include preparatory documents for the RA.

A1.2.2   Structure

A1.2.2.1   Each RA shall conduct its work by setting up committees, as may be required, to address organization, work programme, budget control, and editorial matters, typically:

a)   the Budget Control Committee, *inter alia*, examines the estimated total expenditure of the assembly and estimates the financial needs of ITU-R up to the next RA and the costs to ITU-R and ITU as a whole entailed by the execution of the decisions of the RA;

b)   the Editorial Committee perfects the wording of texts arising from RA deliberations, such as Resolutions, without altering their sense and substance, and aligns the texts in the official languages of the Union;

c)   the Committee on the structure and work programme of the Study Groups examines the structure and the work programme of the SGs and revises, as appropriate, the list of Questions to be studied and proposes, as a consequence, on the basis of contributions received, draft new Resolutions and/or revisions of ITU-R Resolutions assigned to the Committee by the RA;

d)   the Committee on working methods of the RA and SGs adopts the appropriate working methods of the RA and SGs in accordance with the Constitution and Convention and proposes, as a consequence, on the basis of contributions received, draft new Resolutions and/or revisions of ITU-R Resolutions assigned to the Committee by the RA.

A1.2.2.2   In addition to committees mentioned in § A1.2.2.1, the RA shall also establish a Steering Committee, presided over by the Chair of the Assembly, and composed of the Vice-Chairs of the Assembly and the Chairs and Vice-Chairs of the Committees.

A1.2.2.3   All committees referred to in § A1.2.2.1 shall cease to exist with the closing of the RA except, if required, the Editorial Committee. The Editorial Committee shall be responsible for aligning and perfecting the form of any texts prepared during the meeting and of any amendments made by the RA to texts.

A1.2.2.4   The RA may also establish, by Resolution, committees or groups that meet to address specific matters, if required. The terms of reference should be contained in the establishing Resolution, taking into account the appropriate distribution of workload between the committees.

A1.2.2.5   The Chairs of the SGs, RAG and CCV and the Chairs of other groups set up by the preceding RA should make themselves available to participate in the Committee on the structure and work programme of the Study Groups.

A1.2.3   Voting

A1.2.3.1   Should there be a need for a vote by Member States at an RA, the vote shall be conducted according to the relevant sections of the Constitution, the Convention and the General Rules of conferences, assemblies and meetings of the Union.

A1.3   Radiocommunication Study Groups

A1.3.1   Functions

A1.3.1.1   Each SG shall perform an executive role in carrying out studies and adopting Recommendations and Questions, as well as approving Decisions, Reports, Opinions and Handbooks, on radiocommunication matters under its mandate, including the planning, scheduling, supervision, delegation and approval of the work and other related matters.

A1.3.1.2   The work of each SG, within the scope defined in Resolution ITU-R 4, shall be organized by the SG itself on the basis of proposals by its Chair in consultation with the Vice-Chairs. New or revised Questions or Resolutions approved by the RA on topics referred to it by the Plenipotentiary Conference, any other conference, the Council or the Radio Regulations Board, pursuant to No. 129 of the Convention, shall be studied. In accordance with Nos. 149 and 149A of the Convention and Resolution ITU-R 5, studies on topics within the scope of the SG may be undertaken without Questions and the results may be included in draft Recommendations and other documentation, which may also cover topics relating to agenda items of WRC, as appropriate. The topics of such studies, especially the scope of work, should be posted on the ITU website. Where a study initiated without a Question is expected to last more than four years, the SG is encouraged to develop an appropriate Question.

A1.3.1.3   Each SG shall maintain a plan for its work that considers a period of at least four years ahead, taking due account of the related schedule of WRCs, RRCs and RAs. The plan may be reviewed at each meeting of the SG.

A1.3.1.4   The SGs may establish subgroups necessary to facilitate the completion of their work. With the exception of Working Parties (WPs) and Task Groups (TGs), introduced in § A1.3.2, the terms of reference and milestones of subgroups established during an SG meeting shall be reviewed and adjusted at each SG meeting as appropriate.

A1.3.1.4*bis*Each SG shall appoint Chairs of WPs and TGs, taking into account Resolution 208 (Rev. Bucharest, 2022) of the Plenipotentiary Conference and the desire to observe fully the principle of equitable geographical distribution among regional telecommunication organizations, as well as mainstreaming a gender perspective in the policies of all ITU Sectors.

A1.3.1.4*ter*To bring new perspectives in leading the WPs and to provide opportunities for different competent candidates to serve in these appointed capacities, the maximum number of terms in office for WP Chairs shall be two, extendable to three if circumstances necessitate.[3]

A1.3.1.5   When WPs, Joint Working Parties (JWPs), TGs or Joint Task Groups (JTGs) (defined in § A1.3.2) are assigned preparatory studies on matters to be considered by WRCs or RRCs (see Resolution ITU-R 2), the work should be coordinated by the relevant SGs, WPs, JWPs and TGs or JTGs.

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[3]   Note: the term(s) of office of WP Chairs prior to the 2024-2027 study cycle shall not be taken into account for calculating the maximum number of terms of office for WP Chairs.

When preparing ITU-R recommendations and reports to be referenced in the CPM Report, WPs, JWPs, TGs or JTGs shall plan, to the extent practicable, their works such that these ITU-R recommendations and reports are submitted to the relevant SG in time for adoption and approval in accordance with the relevant section of Annex 2, prior to the WRC.

A1.3.1.5*bis* The final draft CPM texts prepared by the WPs, TGs or JTGs may be submitted directly to the CPM process, normally at the meeting called to consolidate SG texts into the draft CPM Report, or exceptionally via the relevant SG. In some cases, supporting materials that were developed to address WRC agenda items may not be published as ITU-R recommendations or reports but will be contained in WP, JWP, TG or JTG documentation.

A1.3.1.6   Electronic means of communication (Resolution 167 (Rev. Bucharest, 2022) of the Plenipotentiary Conference) shall be used as far as possible to facilitate the work of, and remote participation in, SGs, WPs, JWPs, TGs, JTGs and other subordinate groups, both during and between their respective meetings.

A1.3.1.6*bis* When required by exceptional circumstances and with the agreement of the membership, an SG may organize its meetings and/or the meetings of its WPs and subordinate groups in fully virtual format.

A1.3.1.7   The Director will maintain a list of Member States, Sector Members, Associates and Academia participating in each SG, WP or TG and, exceptionally, Rapporteur Groups (RGs) and Joint Rapporteur Groups (JRGs) if so deemed necessary (see § A1.3.2.8).

A1.3.1.8   Matters of substance, within the scope of an SG, may only be considered within SGs, WPs, JWPs, TGs, JTGs, RGs, JRGs and Correspondence Groups (CGs) (defined in § A1.3.2) as well as within Inter-Sector Rapporteur Groups (IRGs) (see § A1.6.1.3).

A1.3.1.9   The SG Chairs, in consultation with their Vice-Chairs and with the Director, shall plan the schedule of SG, WP, TG and other group meetings for the forthcoming period, taking account of the budget allocated to SG activities. The Chairs shall consult with the Director to ensure that the provisions of §§ A1.3.1.11 and A1.3.1.12 below are appropriately considered especially as they apply to available resources.

A1.3.1.10 SGs shall consider at their meetings, the draft Recommendations, Reports, Questions, progress reports and other texts prepared by WPs and TGs, as well as contributions submitted by the membership, the relevant international organizations, Rapporteurs, RGs and CGs established by the same SG. To facilitate participation, a draft agenda shall be published in the Administrative Circular announcing the meeting, at latest, three months in advance of each meeting, indicating, to the extent possible, specific days for consideration of different topics.

A1.3.1.11   For meetings held outside Geneva, the provisions of Resolution 5 (Kyoto, 1994) of the Plenipotentiary Conference shall apply. Invitations to hold meetings of the SGs and/or their WPs and TGs away from Geneva should be accompanied by a statement indicating the host's agreement to defray the additional expenditure involved and the host's acceptance of *resolves* 2 of Resolution 5 (Kyoto, 1994) which states "that invitations to hold development conferences and meetings of the SGs of the Sectors away from Geneva should not be accepted unless the host government provides at least adequate premises and the necessary furniture and equipment free of charge, except that in the case of developing countries equipment need not necessarily be provided free of charge by the host government, if the government so requests".

A1.3.1.12   To ensure the efficient use of the resources of the Radiocommunication Sector and of the participants in its work and to reduce the amount of travel involved, the Director, in consultation with the Chairs, shall establish and publish a programme of meetings in a timely manner, normally planning at least one year in advance. This programme should take into account relevant factors, including:

a)   the expected participation when grouping the meetings of a certain SG, WPs or TGs;

b)   the desirability of contiguous meetings on related topics;

c)   the capacity of the ITU resources;

d)   the requirements for documents to be used in meetings;

e)   the need for coordination with the other activities of ITU and other organizations;

f)   any directive issued by the RA concerning the SG meetings.

A1.3.1.13   An SG meeting should, wherever appropriate, be held immediately after WP and TG meetings, in the same venue or city. The draft agenda of such an SG meeting should contain the following points:

a)   draft new or revised Recommendations prepared earlier by the relevant WP or TG, for which the approval process in accordance with § A2.6 of Annex 2 is to be applied, a list of such draft Recommendations, each accompanied by a summary of the new or revised Recommendation;

b)   a description of the topics to be addressed by the WP and TG meetings just before the SG meeting for which draft Recommendations may be developed.

A1.3.1.13*bis*   SGs will normally meet once or twice a year in conjunction with a normal block of associated WP/TG meetings. An SG meeting may be required at the beginning of the study cycle for formalizing the structure of work and associated WPs and TGs (see also §§ A1.3.2.2 and A1.3.2.3), and appointing their Chairs in accordance with §§ A.1.3.1.4*bis* and A1.3.1.4*ter*, as applicable. The Bureau will take these requirements into account when developing the schedule for the SGs following each WRC in accordance with § A1.3.1.3 within budget limitations.

A1.3.1.14   The draft agenda for WP and TG meetings, which are immediately followed by an SG meeting, should indicate as specifically as possible the topics to be addressed, and should indicate where it is anticipated that draft Recommendations are to be considered.

A1.3.1.15   The Director shall issue, in electronic form, at regular intervals, information that will include:

a)   an invitation to participate in the work of the SGs for the next meeting;

b)   information on electronic access to relevant documentation;

c)   a schedule of meetings with updates, as appropriate;

d)   any other information that could be of assistance to the membership.

A1.3.1.16   SGs will grant high priority, for the continuation of their work, to the Questions meeting guidelines defined in *a)* and *b)* below, with an intent to manage as efficiently as possible the scarce resources of ITU, taking into account the need to give appropriate priority to topics addressed to them by relevant ITU bodies, such as Plenipotentiary Conferences, WRCs, RRCs and the RRB:

a)   Questions which are within the mandate of ITU-R:

             This guideline ensures that Questions and their associated studies are related to the conduct of radiocommunication matters, in line with Nos. 150-154 and 159 of the Convention, "a) use of the radio-frequency spectrum in terrestrial and space radiocommunication and of the geostationary-satellite and other satellite orbits; b) characteristics and performance of radio systems; c) operation of radio stations; and d) radiocommunication aspects of distress and safety matters". However, new or revised Questions, when adopted, shall not include any reference to spectrum matters covering proposals on allocation unless requested under an RA agenda item relating to the Question, or in a WRC Resolution seeking studies by ITU-R;

b)   Questions that relate to work being conducted by other international entities:

             If such work is being conducted elsewhere, the SG should liaise with such other entities, in accordance with § A1.6.1.4 of this Resolution and Resolution ITU-R 9, to determine the most appropriate way to conduct the studies, with a view to taking advantage of external expertise.

A1.3.2   Structure

A1.3.2.1   Each SG should establish a Steering Committee presided over by the Chair of the SG, and be composed of all Vice-Chairs, WP and TG Chairs and their Vice-Chairs, as well as the Chairs of subgroups to assist in the organization of the work.

A1.3.2.1*bis*The mandate of a Vice-Chair shall be to assist the Chair in matters relating to the management of the study group, including substitution for the Chair at official ITU-R meetings or replacement of the Chair should he or she be unable to continue with study group duties. Each Vice-Chair should be assigned specific functions based upon the study group's programme of work, preferably at the beginning of the study period, after consultation with the study group Vice-Chairs. Each WP Chair provides technical and administrative leadership and should be recognized as having a role of equal importance to that of a study group Vice-Chair. The steering committee members are encouraged to assist the Chair in the study group management role, for example in responsibilities for liaison activities, cooperation and collaboration with other standardization organizations, forums and consortia outside ITU, and promotion of the related study group activities.

A1.3.2.1*ter* Chairs and Vice-Chairs of SG, TG, WP and other groups, and rapporteurs, shall be impartial in the performance of their duties.

A1.3.2.1*quater* Study group Chairs and Vice-Chairs should participate in RA and in RAG to represent their respective study groups. It is expected that the Chairs and the Vice-Chairs, having assumed their duties, will receive from their Member State or Sector Member the support necessary for the performance of their duties throughout the period until the next RA.

A1.3.2.1*quinquies* In order to facilitate, encourage and enable broader participation in the work of the concerned groups, especially for persons originating from developing countries, and in accordance with Resolution 213 (Dubai, 2018) and the ITU fellowships policy, ITU should provide necessary support for the participation of Chairs and Vice-Chairs of ITU-R groups, as well as other delegates, to the meetings of their respective groups, as far as possible and practicable.

A1.3.2.2 To facilitate their work, at the first meeting after RA in accordance with § A1.3.1.13*bis* above, the SGs shall normally establish their Working Party structure taking into consideration the topics within their scope, and topics based on the Questions assigned to them, as well as topics in accordance with § A1.3.1.2 above. WPs are understood to exist over an undefined period to study the Questions and the topics put before the SG and will prepare draft Recommendations and other texts for consideration by the SG. To limit the resource impact on the BR and ITU-R membership, an SG shall establish by consensus[4] and maintain only the minimum number of WPs.

A1.3.2.3 Each SG may also establish a minimum number of TGs, as necessary, to which it may assign the studies of those urgent issues and the preparation of those urgent Recommendations that cannot reasonably be carried out by a WP; appropriate liaison between the work of a TG and the WPs may be required. Given the urgent nature of the issues that need to be assigned to a TG, deadlines will be established for the completion of the work of a TG, and the TG will be disbanded upon completion of the assigned work.

A1.3.2.4 Establishment of a TG shall be an action taken by an SG during its meeting and shall be the subject of a Decision. For each TG, the SG shall prepare a text listing:

a) the specific matters to be studied within the Question or topic assigned and the subject of the documentation to be prepared;

b) the reporting date;

c) the name and address of the Chair and any Vice-Chairs.

In addition, for the case of an urgent Question or topic arising between SG meetings, such that it cannot reasonably be considered at a scheduled SG meeting, the Chair, in consultation with the Vice-Chairs and the Director, may take action to establish a TG, in a Decision indicating the urgent Question or topic to be studied. Such action shall be confirmed by the following SG meeting.

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[4] Consistent with the United Nations practice, consensus is understood to mean the practice of adopting decisions by general agreement in the absence of any formal objection and without a vote.

A1.3.2.5   When necessary, to bring together inputs that cover multiple SGs, or to study Questions or topics requiring the participation of experts from more than one SG, JWPs or JTGs may be established by the SGs as proposed by the relevant SG Chairs, or by the RAG in accordance with Resolution ITU-R 52, or by decision of the first session of CPM to carry out studies in preparation for the next WRC, as specified in Resolution ITU-R 2. In either case, the work of the JWP or JTG should be specified as for a Task Group (see § A1.3.2.4).

A1.3.2.5*bis* WPs, TGs, JWPs and JTGs shall normally work by consensus. However, after all efforts to reach consensus have been exhausted, the WPs, TGs, JWPs and JTGs may take decisions, e.g. on the adoption of documents to be submitted to the SGs. However, the Chairs of the WPs, TGs, JWPs and JTGs will invite the objecting Member State(s) to include an attributed short statement in the relevant document and/or a more detailed statement in the Chair's Executive Report to the SG meeting or in the meeting Report, at the discretion of that Member State(s).

A1.3.2.6   In some cases, when urgent or specific issues arise that require analysis, it might be suitable for an SG, WP or TG to appoint a Rapporteur, with clearly defined terms of reference, who, being an expert, can carry out preliminary studies or conduct a survey among Member States, Sector Members, Associates and Academia participating in the work of the SGs, mainly by correspondence. The method used by the Rapporteur, be it via personal study or survey, is not guided by working methods but is the choice of the individual Rapporteur. Therefore, the results of that work are assumed to represent the views of the Rapporteur. It might also be useful to appoint a Rapporteur to prepare draft Recommendation(s) or other ITU-R texts. In this case, the preparation of draft Recommendation(s) or other ITU-R texts should be clearly mentioned in the terms of reference and the Rapporteur should submit the drafts as a contribution to the parent group in sufficient time before the meeting to allow for comments.

A1.3.2.7   A Rapporteur Group may also be established by an SG, WP or TG to handle urgent or specific issues that require analysis. An RG differs from the Rapporteur in that, in addition to an appointed Rapporteur, the RG has a membership and the results of the RG shall represent the agreed consensus of the Group or reflect the diversity of views of the participants in the Group. An RG must have clearly defined terms of reference. As much work as possible should be performed by correspondence. However, if necessary, an RG may hold a meeting to further its work. The work of the RG shall be conducted with limited support provided by BR.

A1.3.2.8   In addition to the above, in some special cases, the establishment of a JRG consisting of Rapporteur(s) and other experts from more than one SG might be envisaged. A JRG should report to the WPs or TGs of the relevant SGs. The provisions in § A1.3.1.7 concerning JRGs will apply only to those JRGs which have been identified as requiring special support by the Director in consultation with the Chairs of the relevant SGs.

A1.3.2.9   CGs may also be established by WPs, TGs, SGs, CCV or RAG with clearly defined Terms of Reference and appointed Chairs. The CG differs from the RG in that the CG performs its work only via electronic correspondence and no meetings are required.

A1.3.2.10   Participation in the work of the RGs, JRGs and CGs is open to representatives of Member States, Sector Members, Associates and Academia. Any views expressed and documentation submitted to these groups should indicate the Member State, Sector Member, Associate or Academia, as the case may be, making the submission.

A1.3.2.11   Each SG may nominate liaison Rapporteur(s) to the CCV to ensure that the technical vocabulary and the grammar in the approved texts are correct. In that case, the Rapporteur(s) would also ensure that the approved texts are aligned and have the same meaning in the six languages of ITU and are easily comprehensible to all users. The agreed texts are provided by BR to the designated Rapporteur(s) as and when they become available in the official languages.

A1.4   The Radiocommunication Advisory Group

A1.4.1   As stipulated in § A1.2.1.3, the RA may assign specific matters within its competence, except those relating to the procedures contained in the Radio Regulations, to the RAG for advice on the action required on those matters.

A1.4.2   The RAG is authorized in accordance with Resolution ITU-R 52 to act on behalf of the Assembly in the period between Assemblies. The report on RAG activity on the fulfilment of specific functions shall be submitted to the next RA.

A1.4.3   In accordance with No. 160G of the Convention, the RAG adopts its own working procedures compatible with those adopted by the RA.

A1.4.3*bis*   In general, the same rules of procedure that apply to SGs shall also apply to RAG and its meetings.

A1.4.4   Participation in the work of the RGs and CGs of RAG is open to representatives of Member States and Sector Members, and to Chairs of the SGs. Any views expressed and documentation submitted to these groups should indicate the Member State or Sector Member, as the case may be, making the submission.

A1.4.5   RAG shall be made aware of the non-attendance of Vice-Chairs at RAG and SG meetings, in accordance with Resolution 208 (Rev. Bucharest, 2022) of the Plenipotentiary Conference, and raise the issue through the Director with the ITU-R membership concerned in order to encourage and facilitate participation in these roles.

A1.5   Preparations for World and Regional Radiocommunication Conferences

A1.5.1   The procedures outlined in Resolution ITU-R 2 apply to the preparation for WRCs. As appropriate, they may be adapted by an RA to apply to the case of an RRC.

A1.5.2   Preparations for WRCs will be carried out by CPM (see Resolution ITU-R 2).

A1.5.3   In preparation for a WRC or RRC, there may be a need to obtain additional information through a Questionnaire. Questionnaires issued by the Bureau should be limited to the required technical and operational characteristics to perform the necessary studies, unless such questionnaires stem from a decision of a WRC or RRC.

A1.5.4   The Director shall issue, in electronic form, information that will include CPM preparatory documents and final Reports.

A1.6   Other considerations

A1.6.1   Coordination among Study Groups, Sectors and with other international organizations

A1.6.1.1   Meetings of Study Group Chairs and Vice-Chairs

As soon as practical after each RA, as well as when the need arises, the Director will call a meeting of the Chairs and Vice-Chairs of SGs and may invite Chairs and Vice-Chairs of WPs and other subordinate groups. At the discretion of the Director, other experts may be invited on an *ex-officio* basis. The purpose of the meeting is to ensure the most effective conduct and coordination of the work of the SGs, in particular regarding studies in response to relevant ITU-R Resolutions, with the view to avoid duplication of work between several SGs. The Director shall serve as Chair of this meeting. If appropriate, such meetings could be held by electronic means (see also Resolution 167 (Rev. Bucharest, 2022) of the Plenipotentiary Conference).

A1.6.1.2   Liaison Rapporteurs

Coordination between SGs may be ensured by the appointment of SG Liaison Rapporteurs to participate in the work of the other SGs, the CCV or relevant groups of the other two Sectors.

A1.6.1.3   Intersector Groups

In specific instances, complementary work on certain topics may be conducted by SGs in the Radiocommunication Sector, as well as in the Telecommunication Standardization Sector, and the Telecommunication Development Sector. In such circumstances, it may be agreed between the two Sectors or among the three Sectors to establish an Intersector Coordination Group (ICG) or an Intersector Rapporteur Group (IRG). For details on these groups, see Resolution ITU-R 75.

A1.6.1.4   Other international organizations

When cooperation and coordination with other international organizations is necessary, the interface shall be provided by the Director. Liaison on specific technical matters, following consultation with the Director, may be carried out by WPs or TGs, or by a representative appointed by an SG. For details on this process, see Resolution ITU-R 9.

A1.6.2   Director's Guidelines

A1.6.2.1   As a complement to this Resolution, it is the duty of the Director, in close cooperation with RAG where necessary, to periodically issue updated versions of guidelines on the working methods and procedures within the BR which may affect the work of SGs and their subordinate groups (see *noting*). The guidelines may include matters relating to the provision of meetings and correspondence groups, as well as aspects concerning documentation.

A1.6.2.2   The guidelines issued by the Director shall contain guidance on preparation of contributions, the deadlines for their submission and details of the various types of documents, including reports and documents prepared by Chairs, and liaison statements. The guidelines should also address practical matters concerning the effective distribution of documents by electronic means. The guidelines contain the mandatory common format for new and revised ITU-R Recommendations.

ANNEX 2

Documentation of ITU-R

A2.1   General principles

In the following sections A2.1.1 and A2.1.2, "texts" is used for ITU Radiocommunication Sector (ITU-R) Resolutions, Decisions, Questions, Recommendations, Reports, Handbooks and Opinions, as defined in §§ A2.3 to A2.9.

A2.1.1   Presentation of texts

A2.1.1.1   Texts should be as brief as possible, taking account of the necessary content and without repeating content from other texts, and should relate directly to the ITU-R Resolution, Decision, Opinion, Recommendation, Report or Question/topic or part thereof being studied.

A2.1.1.2   Each text should include a reference to related texts and, where appropriate, to pertinent items of the Radio Regulations, without any interpretation or qualifications of the Radio Regulations or suggesting any change to an allocation status.

A2.1.1.3   Texts shall be presented showing their number (including, for Recommendations and Reports, their series), their title and an indication of the year of their initial approval, and, where appropriate, the year of approval of any revisions.

A2.1.1.4   Annexes, Attachments, and Appendices to any of these texts should be considered equivalent in status, unless otherwise specified.

A2.1.2 Publications of texts

A2.1.2.1   All texts shall be published in electronic form as soon as possible after approval and may also be made available in paper form subject to the publication policy of ITU.

A2.1.2.2   Approved new or revised ITU-R Resolutions, Recommendations, Opinions, Decisions and Questions will be published in all the official languages of the Union as soon as practicable. Other texts will be published, as soon as practicable, in English only or in all the official languages of the Union, depending on the decision of the relevant group.

A2.2   Preparatory documentation and contributions

A2.2.1   Preparatory documentation for Radiocommunication Assemblies

Preparatory documentation shall include:

a)   draft texts, prepared by Radiocommunication study groups (SGs), for approval;

b)   a Report from the Chair of each SG, the Coordination Committee for Vocabulary (CCV), the Radiocommunication Advisory Group (RAG)[5] and the Conference Preparatory Meeting (CPM), reviewing activities since the preceding Radiocommunication Assembly (RA), including from each SG Chair a list of:

   *b*1)   topics identified to be carried forward to the next study period;

   *b*2)   Questions and Resolutions for which no input documentation has been received for the period mentioned in § A1.2.1.1 of Annex 1. Should an SG believe that a certain Question or Resolution should be maintained, the Report from the Chair must include an explanation;

c)   a Report by the Director of the Radiocommunication Bureau (BR), which should include proposals for the future work programme;

d)   a list of Recommendations approved since the previous RA;

e)   contributions submitted from Member States and ITU-R Sector Members addressed to the RA.

A2.2.2   Contributions to the Radiocommunication Assembly

A2.2.2.1   In accordance with Resolution 165 (Rev. Dubai, 2018) of the Plenipotentiary Conference, the following deadlines apply for the submission of contributions and other texts to the RA:

a)   contributions shall be received no later than 21 calendar days before the opening of the RA;

b)   secretariat documents, including study group Chair's reports, shall be submitted no later than 35 calendar days before the opening of the RA.

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[5] Pursuant to No. 160I of the Convention, RAG prepares a Report for the RA, submitted through the Director of BR.

A2.2.2.2   Contributions shall be provided to the Director electronically, with some exceptions for developing countries unable to do so. The Director may return a document that does not comply with the guidelines, for it to be brought into line.

A2.2.2.3   The secretariat shall post contributions as received on the RA website, as a rule, within one working day.

A2.2.3   Preparatory documentation for Radiocommunication study group meetings

Preparatory documentation shall include:

a)   any directives issued by the RA with respect to the SG, including this Resolution;

b)   draft Recommendations and other texts (as defined in §§ A2.3 to A2.9) prepared by working parties (WPs) or task groups (TGs);

c)   Chair's executive reports from each WP, TG and rapporteur group (RG), summarizing the progress and conclusions of any work carried out by the group since the previous meeting and the work to be accomplished at the next meeting (these reports may also include considerations about the procedure to be followed for adoption and approval of the draft Recommendations to be considered by the meeting (see § A2.6));

d)   the contributions to be considered at the meeting;

e)   documentation prepared by BR, particularly of an organizational or procedural nature, for clarification purposes or in response to SG requests;

f)   the summary record of the preceding meeting;

g)   an outline agenda indicating: draft Recommendations to be considered, draft Questions to be considered, reports from WPs and TGs to be received, and draft Decisions, draft Opinions, draft Handbooks and draft Reports to be approved.

A2.2.4   Contributions to meetings of Radiocommunication study groups, the Coordination Committee for Vocabulary and other groups

A2.2.4.1   For meetings of all SGs, the CCV and their subordinate groups (WPs, TGs, etc.), the following deadlines apply for the submission of contributions:

a)   *where translation is required,* contributions should be received at least three months prior to the meeting, and will be made available not later than four weeks before the meeting. For submissions to the second session of the CPM, see Resolution ITU-R 2. For later contributions, no commitment can be made by the Secretariat to ensure the document will be available at the opening of the meeting in all the required languages;

b)   otherwise, for documents *not requiring translation*, contributions (including Revisions, Addenda and Corrigenda to contributions) shall be received not later than 12 calendar days (1600 hours UTC) prior to the start of the meeting to be made available for the opening of the meeting. The deadline applies only to contributions from the membership. The secretariat shall post contributions as received on a webpage established for this purpose within one working day, and post within three working days the official versions on the website once reformatted. The membership should submit their contributions using the template published by ITU-R.

The secretariat cannot accept submissions later than the aforementioned deadline. Documents not available at the opening of a meeting cannot be discussed at the meeting.

A2.2.4.2   Contributions shall be provided to the Director electronically, with some exceptions for developing countries unable to do so. The Director may return a document that does not comply with the guidelines, for it to be brought into line.

A2.2.4.3   Contributions should be sent to the Chair and Vice-Chairs, if any, of the group concerned as well as to the Chair and Vice-Chairs of the SG.

A2.2.4.4   Each contribution should clearly indicate the Question, Resolution or topic and the group (e.g. SG, WP, TG) for which it is intended, and be accompanied by the details of a contact person as may be needed to clarify the contribution.

A2.2.4.5   Contributions should be limited in length (if possible, less than ten pages) and be prepared using standard word-processing software, without using any auto-formatting facility; modifications to existing text should be indicated by means of revision marks (using "Track Changes").

A2.2.4.6   Following the meetings of WPs or TGs, the Chairs of the groups concerned shall prepare a report for their future meetings giving information regarding progress made and work in progress. These Reports should be prepared within one month of the end of the meeting concerned. In addition, annexes to a Chair's Report, which contain draft texts for which further study is needed, should be issued by BR within two weeks of the end of the meeting.

A2.2.4.7   When articles are referred to in documents submitted to the BR, such references or bibliography should refer to published materials which are readily available through library services.

A2.3   ITU-R Resolutions

A2.3.1   Definition

A text giving instructions on the organization, methods or programmes of the RA or SG work.

A2.3.2   Adoption and approval

A2.3.2.1   Each SG may adopt, by consensus of all Member States attending the meeting of the SG, draft revised or new Resolutions for approval by the RA.

A2.3.2.2   The RA shall review and may approve revised or new ITU-R Resolutions.

A2.3.3   Suppression

A2.3.3.1   Each SG as well as the RAG may propose, by consensus of all Member States attending the meeting of the SG or the RAG, to the RA to suppress a Resolution. Such a proposal shall be accompanied by supporting explanations.

A2.3.3.2   The RA may suppress Resolutions based on proposals from the membership, SGs or the RAG.

A2.4   ITU-R Decisions

A2.4.1   Definition

A text giving instructions on the organization of the work of an SG.

A2.4.2   Approval

Each SG may approve, by consensus of all Member States attending the meeting of the SG, revised or new Decisions.

A2.4.3   Suppression

Each SG may delete Decisions by consensus of all Member States attending the meeting of the SG.

A2.5   ITU-R Questions

A2.5.1   Definition

A statement of a technical, operational or procedural study, generally seeking a Recommendation, Report or Handbook (see Resolution ITU-R 5). Each Question shall indicate in a concise form the reason for the study and specify the scope of the study as precisely as possible. It should also, to the extent practicable, include a work programme (i.e. milestones for the progress of the study and expected date of completion) and indicate the form in which the response should be prepared (e.g. as a Recommendation or other text, etc.).

A2.5.2   Adoption and approval

A2.5.2.1   General considerations

A2.5.2.1.1 New or revised Questions, proposed within SGs, may be adopted by an SG according to the process contained in § A2.5.2.2, and approved:

a)   by the RA (see Resolution ITU-R 5);

b)   by consultation in the interval between RAs, after adoption by an SG, according to provisions contained in § A2.5.2.3.

A2.5.2.1.2 SGs will evaluate draft new Questions proposed for adoption against the guidelines set forth in § A1.3.1.16 of Annex 1 and will include such evaluation when submitting them to administrations for approval according to this Resolution.

A2.5.2.1.3 Each Question shall be assigned to only one SG.

A2.5.2.1.4 Concerning new or revised Questions approved by the RA on topics referred to it by the Plenipotentiary Conference, any other conference, the Council or the RRB, pursuant to No. 129 of the Convention, the Director shall, as soon as possible, consult with the SG Chairs and Vice-Chairs and shall determine the appropriate SG to which the Question shall be assigned, and the urgency for the studies.

A2.5.2.1.5 The SG Chair, in consultation with the Vice-Chairs, shall, to the extent possible, assign the Question to a single WP or TG or, dependent upon the urgency of a new Question, shall propose the establishment of a new TG, (see § A1.3.2.4 of Annex 1), or shall decide to refer the Question to the next SG meeting. In order to avoid duplication of effort, in cases where a Question is relevant to more than one WP, a specific WP responsible for consolidating and coordinating the texts shall be identified.

A2.5.2.1.6 Updating or deletion of ITU-R Questions

A2.5.2.1.6.1   In view of translation and production costs, any updating of ITU-R Questions for which substantial revision has not been made within the last 12 years should, as far as possible, be avoided.

A2.5.2.1.6.2   SGs should continue to review their Questions, particularly older texts, and, if they are found to be no longer necessary or obsolete, should propose their revision or deletion. In this process, the following factors should be taken into account:

a)   if the contents of the Questions still have validity, are they really so useful as to be continuously applicable to ITU-R?

b)   is there another Question developed later which handles the same (or quite similar) topic(s) and could cover the points included in the old text?

c)   in the case that only a part of the Question is regarded as still useful, the possibility to transfer the relevant part to another Question developed later.

A2.5.2.1.6.3   To facilitate the review work, the Director shall endeavour, before each RA, in consultation with the Chairs of the SGs, to prepare lists of ITU-R Questions that may be identified in § A2.5.2.1.6.1. After the review by the relevant SGs, the results should be reported to the next RA through the Chairs of the SGs.

A2.5.2.2 Adoption

A2.5.2.2.1 Main elements regarding the adoption of a new or revised Question

A2.5.2.2.1.1   A draft Question (new or revised) shall be considered to be adopted by the SG if not opposed by any delegation representing a Member State attending the meeting. If a delegation of a Member State opposes the adoption, the Chair of the SG shall consult with the delegation concerned in order for the objection to be resolved. In the case where the Chair of the SG cannot resolve the objection, the Member State shall provide in written form the reason(s) for its objection.

A2.5.2.2.2 Procedure for adoption at a Study Group meeting

A2.5.2.2.2.1   An SG may adopt draft new or revised Questions, when their texts are available in electronic form at the start of the SG meeting.

A2.5.2.3 Approval

A2.5.2.3.1 When a draft new or revised Question has been adopted by an SG, by the procedures given in § A2.5.2.2, then the text shall be submitted for approval by Member States.

A2.5.2.3.2 Approval of new or revised Questions may be sought:

–   by consultation of the Member States as soon as the text has been adopted by the relevant SG;

–   if justified, at an RA.

A2.5.2.3.3 At the SG meeting where a draft new or revised Question is adopted, the SG shall decide to submit the draft new or revised Question for approval either at the next RA or by consultation of the Member States.

A2.5.2.3.4 When it is decided to submit a draft new or revised Question for approval, with detailed justification, to the RA, the SG Chair shall inform the Director and request that he takes the necessary action to ensure that it is included in the agenda for the Assembly.

A2.5.2.3.5 When it is decided to submit a draft new or revised Question for approval by consultation, the following conditions and procedures apply:

A2.5.2.3.5.1   For the application of the approval procedure by consultation, within one month of an SG's adoption of a draft new or revised Question, according to § A2.5.2.2, the Director shall request Member States to indicate within two months whether they approve or do not approve the proposal. This request shall be accompanied by the complete final text of the draft new or revised Question.

A2.5.2.3.5.2   The Director shall also inform Sector Members participating in the work of the relevant SG under the provisions of Article 19 of the Convention that Member States are being asked to respond to a consultation on a proposed new or revised Question. This information should be accompanied by the complete final texts for information only.

A2.5.2.3.5.3   If 70 per cent or more of the replies from Member States indicate approval or if there are no replies, the proposal shall be accepted. If the proposal is not accepted, it shall be referred back to the SG.

Any comments received along with responses to the consultation shall be collected by the Director and submitted to the SG for consideration.

A2.5.2.3.5.4   Those Member States who indicate that they do not approve the draft new or revised Question shall provide their reasons and should be invited to participate in the future consideration by the SG and its WPs and TGs.

A2.5.2.3.6 Should minor, purely editorial amendments or correction of evident oversights or inconsistencies in the text as presented for approval be necessary, the Director may correct these with the agreement of the Chair of the relevant SG(s).

A2.5.2.4   Editorial amendments

A2.5.2.4.1 Radiocommunication SGs are encouraged, where appropriate, to editorially update Questions in order to reflect recent changes, such as:

a)   ITU structural changes;

b)   renumbering of Radio Regulation provisions[6], provided the Radio Regulation provision text is not changed;

c)   updating of cross-references between ITU-R texts.

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6 The BR should be consulted in this respect.

A2.5.2.4.2 Editorial amendments should not be regarded as draft revisions of Questions as specified in §§ A2.5.2.2 to A2.5.2.3, but each editorially updated Questions should be accompanied, until the next revision, by a footnote stating "Radiocommunication Study Group (*nomenclature of Study Group to be inserted as appropriate*) made editorial amendments to this Question in the year (*insert year in which amendments have been made*) in accordance with Resolution ITU-R 1".

A2.5.2.4.3 Each SG may editorially update Questions, by consensus of all Member States attending the meeting of the SG. Should one or more Member State(s) consider that the amendment is more than an editorial update and object to it, the procedures for adoption and approval of draft revisions specified in §§ A2.5.2.2 to A2.5.2.3 should apply.

A2.5.3 Suppression

A2.5.3.1 Each SG shall identify, to the Director, Questions that may be suppressed because studies have been completed, may no longer be necessary or have been superseded. Decisions to delete Questions should take into account the status of telecommunication technology, which may differ from country to country and between Regions.

A2.5.3.2 The deletion of existing Questions shall follow a two-stage process:

a) agreement to the deletion by an SG if no delegation representing a Member State attending the meeting opposes the deletion;

b) following this agreement to delete, approval by Member States, by consultation, or forward of the relevant proposals to the next RA, with justification for the action.

Approval of the deletion of Questions by consultation shall be undertaken by using the procedures described in § A2.5.2.3. The Questions proposed for deletion may be listed in the same Administrative Circular treating draft Questions under these procedures.

A2.6 ITU-R Recommendations

A2.6.1 Definition

An answer to a Question, part(s) of a Question or topics referred to in § A1.3.1.2 of Annex 1, which, within the scope of existing knowledge, research and available information, normally provides recommended specifications, requirements, data or guidance for recommended ways of undertaking a specified task; or recommended procedures for a specified application, and which is considered to be sufficient to serve as a basis for international cooperation in a given context in the field of radiocommunications.

As a result of further studies, taking into account developments and new knowledge in the field of radiocommunications, Recommendations are expected to be revised and updated (see § A2.6.2). However, in the interests of stability, Recommendations should not normally be revised more frequently than every two years, unless the proposed revision, which complements rather than changes the agreement reached in the previous version, urgently needs to be included, or unless significant errors or omissions are identified.

Each Recommendation should include a brief "scope" clarifying the objective of the Recommendation. The scope should remain in the text of the Recommendation after its approval.

NOTE 1 – When Recommendations provide information on various systems relating to one particular radio application, they should be based on criteria relevant to the application, and should include, where possible, an evaluation of the recommended systems, using those criteria. In such cases, the relevant criteria and other pertinent information are to be determined, as appropriate, within the SG.

NOTE 2 – Recommendations should be drafted taking account of the Common Patent Policy for ITU-T/ITU-R/ISO/IEC on intellectual property rights, available at http://www.itu.int/ITU-T/dbase/patent/patent-policy.html.

NOTE 3 – Study Groups may develop wholly within the Study Group itself, without the need for concurrence by other SGs, Recommendations that include "protection criteria" for radiocommunication services within their mandate. However, SGs developing Recommendations that include sharing criteria for radiocommunication services must obtain agreement, prior to their adoption, of the SGs responsible for those services.

NOTE 4 – A Recommendation may contain certain definitions of specific terms that do not necessarily apply elsewhere; however the applicability of the definitions should be clearly explained in the Recommendation.

NOTE 5 – References to ITU-R Reports in a Recommendation are of an informative nature.

A2.6.2   Adoption and approval

A2.6.2.1   General considerations

A2.6.2.1.1 When a study has reached a mature state, based on a consideration of existing ITU-R documentation and of contributions from Member States, Sector Members, Associates or Academia, and has resulted in a draft new or revised Recommendation as agreed by the appropriate WP, TG or JTG, as the case may be, the approval process to be followed is in two stages:

a)   adoption by the SG concerned (see also Note 3 above); dependent on circumstances, the adoption may take place at a Study Group meeting or by correspondence following the SG meeting (see § A2.6.2.2);

b)   following adoption, approval by the Member States, either by consultation between RAs or at an RA (see § A2.6.2.3).

If there is no objection by any Member State attending the meeting, when adoption of a draft new or revised Recommendation is sought by correspondence, its approval is undertaken simultaneously (PSAA procedure). This procedure shall not be applied to ITU-R Recommendations incorporated by reference in the Radio Regulations.

A2.6.2.1.2 Approval may only be sought for a draft new or revised Recommendation within the SG's mandate as defined by the Questions allocated to it in accordance with Nos. 129 and 149 of the Convention or by topics within the scope of Study Group (see § A1.3.1.2 of Annex 1). Approval may however also be sought for revision of an existing Recommendation within the SG's mandate for which no current Question exists.

A2.6.2.1.2*bis*   When a WP initiates the development of a draft Recommendation (new or revised) that falls within the scope of more than one SG, the WP in which the work on the Recommendation has started shall consult as soon as possible, preferably when studies on the subject in question are initiated and no later than when the document is considered as a draft Recommendation, with the WPs concerned in order to agree on the responsible WP and establish a plan, with a timeframe, as to how the responsible WP and those concerned WP(s) would proceed with the work.

The work on the draft Recommendation would be conducted between the responsible WP and those concerned WPs until the text becomes mature. The Study Group that led the work would then proceed with the procedures for adoption and approval of the draft Recommendation specified in §§ A2.6.2.2, A2.6.2.3 and A2.6.2.4, as applicable.

A2.6.2.1.2*ter*   When a WP initiates the development of a draft Recommendation (new or revised) that falls exceptionally under the joint responsibility of more than one SG, the work should be carried out jointly between the WPs concerned. Once the text is agreed upon by these WPs, the SG that holds its meeting earlier should review the draft Recommendation and forward it with any comments to the other SG. The other SG should then decide whether to proceed with the adoption and approval procedures specified in §§ A2.6.2.2, A2.6.2.3 and A2.6.2.4, as applicable, or to send it back to the SG that held its meeting earlier and the WPs concerned, if there are objections to the text. In the latter case, in consultation with the Chairs of the respective SGs, joint efforts between the WPs concerned (e.g. a joint WP meeting) should be undertaken to address the objections in a timely manner.

A2.6.2.1.3 Where a draft Recommendation (new or revised) has been developed by a JWP or a JTG (see § A1.3.2.5 of Annex 1), all the relevant SGs shall agree the draft Recommendation or adopt it according to the procedures for adoption specified in § A2.6.2.2. In cases where adoption has been reached by all the relevant SGs, the procedures for approval specified in § A2.6.2.3 shall be applied only once. Otherwise, the procedures for simultaneous adoption and approval by correspondence specified in § A2.6.2.4 shall be applied only once.

A2.6.2.1.4 The Director shall promptly notify, by circular letter, the results of the above procedure, indicating the date of entry into force, as appropriate.

A2.6.2.1.5 Should minor, purely editorial amendments or the correction of evident oversights or inconsistencies in the text be necessary, the Director may correct these with the agreement of the Chair(s) of the relevant SG(s).

A2.6.2.1.6 Any Member State or Sector Member considering itself to be adversely affected by a Recommendation approved in the course of a study period may refer its case to the Director, who shall submit it to the relevant SG for prompt attention.

A2.6.2.1.7 The Director shall inform the next RA of all cases notified in conformity with § A2.6.2.1.6.

A2.6.2.1.9 Updating or deletion of ITU-R Recommendations

A2.6.2.1.9.1   In view of translation and production costs, any updating of ITU-R Recommendations for which substantial revision has not been made within the last 10-15 years should, as far as possible, be avoided.

A2.6.2.1.9.2   SGs (including CCV) should continue to review maintained Recommendations, particularly older texts, and, if they are found to be no longer necessary or obsolete, should propose their revision or deletion. In this process, the following factors should be taken into account:

a)   if the contents of the Recommendations still have validity, are they really so useful as to be continuously applicable to ITU-R?

b)   is there another Recommendation developed later which handles the same (or quite similar) topic(s) and could cover the points included in the old text?

c)   in the case that only a part of the Recommendation is regarded as still useful, the possibility to transfer the relevant part to another Recommendation developed later.

A2.6.2.1.9.3   To facilitate the review work, the Director shall endeavour, before each Radiocommunication Assembly, in consultation with the Chairs of the SGs, to prepare lists of ITU-R Recommendations that may be identified in § A2.6.2.1.9.1. After the review by the relevant SGs, the results should be reported to the next RA through the Chairs of the SGs.

A2.6.2.2   Adoption

A2.6.2.2.1 Main elements regarding the adoption of a new or revised Recommendation

A2.6.2.2.1.1   A draft Recommendation (new or revised) shall be considered to be adopted by the SG if not opposed by any delegation representing a Member State attending the meeting or responding to the correspondence. If a delegation of a Member State opposes the adoption, the Chair of the SG shall consult with the delegation concerned in order for the objection to be resolved. In the case where the Chair of the SG cannot resolve the objection, the Member State shall provide in written form the reason(s) for its objection.

A2.6.2.2.1.2   If there is an objection to the text that cannot be resolved, one of the following procedures, whichever is applicable, shall be followed:

a)   if there is another meeting of the SG before the Radiocommunication Assembly, the Chair of the SG shall refer the text back to the WP or TG, as appropriate, giving the reasons for such objection so that the matter may be considered and resolved in the relevant meeting;

b)   if there is no other SG meeting scheduled before the RA, the Chair of the SG, after having ensured that the relevant provisions of this Resolution have been applied, shall forward the text to the RA, except if the SG agrees otherwise. The Chair shall accompany the draft Recommendation with a report describing the situation, including the concerns that were raised and their associated reasons, and inviting the RA to make its utmost efforts to resolve the matter by consensus.

In all cases, the BR shall send, as soon as possible, to the RA, WP or TG, as appropriate, the reasons given by the SG Chair, in consultation with the Director, for the decision and the detailed objection from the administration that objected to the draft new or revised Recommendation.

A2.6.2.2.2 Procedure for adoption at a Study Group meeting

A2.6.2.2.2.1   Upon request of the SG Chair, the Director shall explicitly indicate the intention to seek adoption of new or revised Recommendations at an SG meeting when announcing the convening of the relevant SG meeting. The announcement shall include summaries of the proposals (i.e. summaries of the new or revised Recommendations). Reference shall be provided to the document where the text of the draft of the new or revised Recommendation may be found.

If this information has not been included in that announcement, it shall be distributed to all Member States and Sector Members and should be sent by the Director so that it shall be received, so far as practicable, at least four weeks before the meeting.

A2.6.2.2.2.2   An SG may adopt draft new or revised Recommendations, when their texts have been prepared sufficiently far in advance of the SG meeting so that they will have been available in electronic form at least four weeks prior to the start of the SG meeting.

A2.6.2.2.2.3   The SG should agree on summaries of draft new Recommendations and summaries of draft revisions to Recommendations, these summaries being included in subsequent Administrative Circulars relating to the approval process.

A2.6.2.2.3 Procedure for adoption by a study group by correspondence

A2.6.2.2.3.1   When a draft new or revised Recommendation has not been anticipated for specific inclusion in the agenda of an SG meeting, the participants at the SG meeting may decide, after due consideration, to seek adoption of the draft new or revised Recommendation by the SG by correspondence (see also § A1.3.1.6 of Annex 1).

A2.6.2.2.3.2   The SG should agree on summaries of draft new Recommendations and summaries of draft revisions to Recommendations.

A2.6.2.2.3.3   Immediately following the SG meeting, the Director should circulate these draft new or revised Recommendations to all Member States and Sector Members participating in the work of the SG for full SG consideration by correspondence.

A2.6.2.2.3.4   The period for SG consideration shall be two months following the circulation of the draft new or revised Recommendations.

A2.6.2.2.3.5   If, within this period for SG consideration, no objections are received from Member States, the draft new or revised Recommendation shall be considered to be adopted by the SG.

A2.6.2.2.3.6   If, within this period for consideration, an objection is received from a Member State and cannot be resolved, the draft new or revised Recommendation shall be considered as not adopted, and the procedure described in § A2.6.2.2.1.2 shall apply. A Member State objecting to the adoption shall inform the Director and the Chair of the SG of the reasons for the objection, and, when the objection cannot be resolved, the Director shall make the reasons available to the next meeting of the SG and its relevant WP.

A2.6.2.3   Approval

A2.6.2.3.1 When a draft new or revised Recommendation has been adopted by a SG, by the procedures given in § A2.6.2.2, then the text shall be submitted for approval by Member States.

A2.6.2.3.2 Approval of new or revised Recommendations may be sought:

a)   by consultation of the Member States as soon as the text has been adopted by an SG, by the procedures given in § A2.6.2.2;

b)   if justified, at an RA.

A2.6.2.3.3 At the SG meeting where a draft new or revised Recommendation is adopted or where it is decided to seek adoption by SG by correspondence, the SG shall decide to submit the draft new or revised Recommendation for approval either at the next RA or by consultation of the Member States, unless the SG has decided to use the procedure for simultaneous adoption and approval (PSAA) procedure as described in § A2.6.2.4.

A2.6.2.3.4 When it is decided to submit a draft new or revised Recommendation for approval, with detailed justification, to the RA, the SG Chair shall inform the Director and request that he takes the necessary action to ensure that it is included in the agenda for the Assembly.

A2.6.2.3.5 When it is decided to submit a draft new or revised Recommendation for approval by consultation, the following conditions and procedures apply:

A2.6.2.3.5.1   For the application of the approval procedure by consultation, within one month of an SG's adoption of a draft new or revised Recommendation, according to one of the methods in § A2.6.2.2, the Director shall request Member States to indicate within two months whether they approve or do not approve the proposal. This request shall be accompanied by the complete final text of the draft new Recommendation, or the complete final text, or modified parts of, the revised Recommendation.

A2.6.2.3.5.2   The Director shall also inform Sector Members participating in the work of the relevant SG under the provisions of Article 19 of the Convention that Member States are being asked to respond to a consultation on a proposed new or revised Recommendation. This information should be accompanied by the complete final texts, or revised parts of the texts, for information only.

A2.6.2.3.5.3   If 70 per cent or more of the replies from Member States indicate approval, or if there are no replies, the proposal shall be accepted. If the proposal is not accepted, it shall be referred back to the SG.

Any comments received along with responses to the consultation shall be collected by the Director and submitted to the SG for consideration.

A2.6.2.3.5.4   Those Member States who indicate that they do not approve the draft new or revised Recommendation shall provide their reasons and should be invited to participate in the future consideration by the SG and its WPs and TGs.

A2.6.2.3.5.5   When a new or revised draft Recommendation is adopted, but not approved, the SG may consider submitting the document to the RA for approval.

A2.6.2.3.6 Should minor, purely editorial amendments or correction of evident oversights or inconsistencies in the text as presented for approval be necessary, the Director may correct these with the agreement of the Chair of the relevant SG(s).

A2.6.2.4   Simultaneous adoption and approval by correspondence

A2.6.2.4.1 When an SG is not in a position to adopt the draft new or revised Recommendation according to the provisions of §§ A2.6.2.2.2.1 and A2.6.2.2.2.2, the SG shall use the procedure for simultaneous adoption and approval (PSAA) by correspondence, if there is no objection by any Member State attending the meeting.

A2.6.2.4.2 Immediately following the SG, the Director should circulate these draft new or revised Recommendations to all Member States and to Sector Members.

A2.6.2.4.3 The period for consideration shall be two months following the circulation of the draft new or revised Recommendations.

A2.6.2.4.4 If, within this period for consideration, no objection is received from a Member State, the draft new or revised Recommendation shall be considered to be adopted by the SG. Since the PSAA procedure has been followed, such adoption is considered to constitute approval and the procedure for approval in § A2.6.2.3 is unnecessary.

A2.6.2.4.5 If, within this period for consideration, an objection is received from a Member State and cannot be resolved, the draft new or revised Recommendation shall be considered as not adopted, and the procedure described in § A2.6.2.2.1.2 shall apply. A Member State objecting to the adoption shall inform the Director and the Chair of the SG of the reasons for the objection, and, when the objection cannot be resolved, the Director shall make the reasons available to the next meeting of the SG and its relevant WP.

A2.6.2.5   Editorial amendments

A2.6.2.5.1 SG (including CCV) are encouraged, where appropriate, to editorially update maintained Recommendations in order to reflect recent changes, such as:

a)   ITU structural changes;

b)   renumbering of Radio Regulation provisions[7], provided the Radio Regulation provision text is not changed;

c)   updating of cross-references between ITU-R Recommendations;

d)   deleting references to Questions that are no longer in force.

A2.6.2.5.2 Editorial amendments should not be regarded as draft revisions of Recommendations as specified in §§ A2.6.2.2 to A2.6.2.4, but each editorially updated Recommendation should be accompanied, until the next revision, by a footnote stating "Radiocommunication Study Group (*nomenclature of Study Group to be inserted as appropriate*) made editorial amendments to this Recommendation in the year (*insert year in which amendments have been made*) in accordance with Resolution ITU-R 1".

A2.6.2.5.3 Each SG may editorially update Recommendations, by consensus of all Member States attending the meeting of the SG. Should one or more Member State(s) consider that the amendment is more than an editorial update and object to it, the procedures for adoption and approval of draft revisions specified in §§ A2.6.2.2 to A2.6.2.4 should apply.

A2.6.2.5.4 Furthermore, editorial updating shall not be applied to the updating of ITU-R Recommendations incorporated by reference in the Radio Regulations. Such updating of ITU-R Recommendations shall be made through the two steps of adoption and approval procedures specified in §§ A2.6.2.2 and A2.6.2.3 of this Resolution.

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[7] The BR should be consulted in this respect.

A2.6.3   Suppression

A2.6.3.1   Each SG is encouraged to review the maintained Recommendations and, if they are found no longer necessary, should propose their deletion. Decisions to delete Recommendations should take into account the status of telecommunication technology, which may differ from country to country and between Regions. Therefore, even if some administrations are in favour of suppressing an old Recommendation, technical/operational requirements addressed in that Recommendation may still be important for some other administrations.

A2.6.3.2   The deletion of existing Recommendations shall follow a two-stage process:

a)   agreement to the deletion by an SG if no delegation representing a Member State attending the meeting opposes the deletion;

b)   following this agreement to delete, approval by Member States, by consultation.

Approval of the deletion of Recommendations by consultation may be undertaken when using either of the procedures described in § A2.6.2.3 or § A2.6.2.4. The Recommendations proposed for deletion may be listed in the same Administrative Circular treating draft Recommendations under either of these two procedures.

A2.7   ITU-R Reports

A2.7.1   Definition

A technical, operational or procedural statement, prepared by an SG on a given subject related to a current Question or the results of studies without Questions referred to in § A1.3.1.2 of Annex 1.

A2.7.2   Approval

A2.7.2.1   Each SG may approve revised or new Reports submitted to it for approval by the relevant WP, JWP, TG or JTG.

Normally the SG approves revised or new Reports by consensus of all Member States attending the meeting of the SG.

After all efforts to reach consensus have been exhausted, the Study Group may approve the Report reflecting any concerns raised by Member State(s) in the relevant parts of the report. A statement would be included in the Report and/or in the summary record of the SG meeting to reflect the concerns and objections raised against the Report, at the discretion of that Member State.

Any statement from a Member State contained in the Report shall be maintained, unless the Member State having made the statement formally agrees to its deletion.

A2.7.2.2   New or revised Reports developed jointly by more than one SG shall be approved by all the relevant SGs.

A2.7.3   Suppression

Each SG may delete Reports by consensus of all Member States attending the meeting of the SG.

A2.8 ITU-R Handbooks

A2.8.1 Definition

A text which provides a statement of the current knowledge, the present position of studies, or of good operating or technical practice, in certain aspects of radiocommunications, which should be addressed to a radio engineer, system planner or operating official who plans, designs or uses radio services or systems, paying particular attention to the requirements of developing countries. It should be self-contained, require no familiarity with other ITU Radiocommunication texts or procedures, but should not duplicate the scope and content of publications readily available outside ITU.

A2.8.2 Approval

Each SG may approve revised or new Handbooks by consensus of all Member States attending the meeting of the SG. The SG may authorize its concerned subordinate group to approve Handbooks.

A2.8.3 Suppression

Each SG may delete Handbooks by consensus of all Member States attending the meeting of the SG.

A2.9 ITU-R Opinions

A2.9.1 Definition

A text containing a proposal or a request destined for another organization (such as other Sectors of ITU, international organizations, etc.) and not necessarily relating to a technical subject.

A2.9.2 Approval

Each SG may approve revised or new Opinions by consensus of all Member States attending the meeting of the SG.

A2.9.3 Suppression

Each SG may delete Opinions by consensus of all Member States attending the meeting of the SG.