

RESOLUTION ITU-R 1-5

Working methods for the Radiocommunication Assembly, the Radiocommunication Study Groups, and the Radiocommunication Advisory Group

(1993-1995-1997-2000-2003-2007)

The ITU Radiocommunication Assembly,

considering

- a) that the duties and functions of the Radiocommunication Assembly are stated in Article 13 of the ITU Constitution and Article 8 of the ITU Convention;
- b) that the duties, functions and organization of the Radiocommunication Study Groups and the Radiocommunication Advisory Group (RAG) are briefly described in Articles 11, 11A and 20 of the Convention;
- c) 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 the 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 of the Radiocommunication Assembly, the Radiocommunication Study Groups, and the Radiocommunication Advisory Group shall be as follows¹.

PART 1

Working methods

1 The Radiocommunication Assembly

1.1 The Radiocommunication Assembly, in undertaking the duties assigned to it in Article 13 of the Constitution, Article 8 of the Convention and the General Rules of Conferences, Assemblies and Meetings of the Union, shall conduct the work of each Assembly by setting up committees, as may be required, to address organization, work programme, budget control, and editorial matters.

¹ In accordance with No. 160G of the Convention, the Radiocommunication Advisory Group also adopts its own working procedures compatible with those adopted by the Radiocommunication Assembly.

1.2 There shall also be established a Steering Committee, presided over by the Chairman of the Assembly, and composed of the Vice-Chairmen of the Assembly and the Chairmen and Vice-Chairmen of the Committees.

1.3 Heads of Delegations shall:

- consider the proposals regarding the organization of the work and the establishment of relevant committees;
- draw up the proposals concerning the designation of Chairmen and Vice-Chairmen of the committees, Study Groups (SGs), Special Committee on Regulatory/Procedural Matters (SC), Conference Preparatory Meeting (CPM), the Radiocommunication Advisory Group (RAG), and the Coordination Committee for Vocabulary (CCV).

1.4 All committees referred to in § 1.1 shall cease to exist with the closing of the Radiocommunication Assembly 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 Radiocommunication Assembly to texts.

1.5 The Radiocommunication Assembly 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.

1.6 The Radiocommunication Assembly shall:

- consider the reports of the Director of the Radiocommunication Bureau (hereinafter, the Director) and of the Chairmen of the Study Groups, the Chairman of the CPM, the Chairman of the SC, and the Chairman of the Coordination Committee for Vocabulary (CCV);
- approve the programme of work arising from the review of existing Questions and new Questions, determining the priority, urgency and time-scale for the completion of their study, taking into account the financial implications (see Resolution ITU-R 5);
- delete any Question that a Study Group Chairman, at two consecutive Assemblies, reports as having received no study contributions, unless a Member State, Sector Member or Associate 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;
- decide, in the light of the approved programme of work, on the need to maintain, terminate or establish Study Groups (see Resolution ITU-R 4), and allocate to each of them the Questions to be studied;
- give special attention to problems of particular interest to developing countries by grouping Questions of interest to the developing countries as far as possible, in order to facilitate their participation in the study of those Questions;
- review and approve revised or new ITU-R Resolutions;
- approve draft Recommendations, 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 Study Groups, as set out elsewhere in this Resolution or in other ITU-R Resolutions, as appropriate;
- take note of the Recommendations approved since the last Radiocommunication Assembly, paying special attention to the Recommendations incorporated by reference within the Radio Regulations.

1.7 In accordance with No. 137A of the Convention, and the provisions of Article 11A of the Convention, the Radiocommunication Assembly may assign specific matters within its competence, except those relating to the procedures contained in the Radio Regulations, to the Radiocommunication Advisory Group for advice on the action required on those matters.

1.8 The Radiocommunication Advisory Group is authorized in accordance with Resolution ITU-R 52 to act on behalf of the Assembly in the period between Assemblies.

1.9 The Radiocommunication Assembly shall report to the next World Radiocommunication Conference 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.

1.10 A Radiocommunication Assembly 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 a Radiocommunication Assembly.

2 Radiocommunication Study Groups

2.1 Each Study Group shall perform an executive role, including the planning, scheduling, supervision, delegation and approval of the work and other related matters.

2.2 The work of each Study Group, within the scope defined in Resolution ITU-R 4, shall be organized by the Study Group itself on the basis of proposals by its Chairman in consultation with the Vice-Chairmen.

2.3 Each Study Group 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 World Radiocommunication Conferences and Radiocommunication Assemblies. The plan may be reviewed at each meeting of the Study Group.

2.4 The Study Groups may establish subgroups necessary to facilitate the completion of their work. With the exception of Working Parties, introduced in § 2.5, the terms of reference and milestones of subgroups established during a Study Group meeting shall be reviewed and adjusted at each Study Group meeting as appropriate.

2.5 The Study Groups will normally set up Working Parties to study the Questions assigned to the Study Group. Working Parties are understood to exist over an undefined period to answer Questions put before the Study Group. Each Working Party will study Questions and will prepare draft Recommendations and other texts for consideration by the Study Group. To limit the resource impact on the Radiocommunication Bureau, Member States, Sector Members and Associates, a Study Group shall establish by consensus and maintain only the minimum number of Working Parties, normally three or four Working Parties.

2.6 A Study Group may also establish one or more Task Groups 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 Working Party; appropriate liaison between the work of a Task Group and the Working Parties may be required. Given the urgent nature of the issues that need to be assigned to a Task Group, deadlines will be established for the completion of the work of a Task Group, and the Task Group will be disbanded upon completion of the assigned work.

2.7 Establishment of a Task Group shall be an action taken by a Study Group during its meeting and shall be the subject of a Decision. For each Task Group, the Study Group shall prepare a text listing:

- the specific matters to be studied within the Question assigned and the subject of the draft Recommendation(s) and/or draft Report(s) to be prepared;
- the reporting date;
- the name and address of the Chairman and any Vice-Chairmen.

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

2.8 When necessary, to bring together inputs that cover multiple Study Groups, or to study Questions requiring the participation of experts from more than one Study Group, Joint Working Parties (JWP) or Joint Task Groups (JTG) may be established by the Study Groups as proposed by the relevant Study Group Chairmen.

2.9 When Working Parties or Task Groups are assigned preparatory studies on matters to be considered by World or Regional Radiocommunication Conferences (see Resolution ITU-R 2), the work should be coordinated by the relevant Study Groups, Working Parties and Task Groups. The final reports of the Working Parties or Task Groups may be submitted directly to the Conference Preparatory Meeting (CPM) process, normally at the meeting called to consolidate Study Group texts into the draft CPM Report, or exceptionally via the relevant Study Group.

2.10 Study Groups, Working Parties and Task Groups shall conduct their work as far as possible by correspondence, using electronic means of communication.

2.11 As a complement to this Resolution, it is the duty of the Director to periodically issue updated versions of guidelines on the working methods and procedures within the Radiocommunication Bureau (BR) which may affect the work of Study Groups and their subordinate groups. (See *noting*.) The guidelines need also to include matters relating to the provision of meetings and correspondence groups, as well as aspects concerning documentation (see Section 8).

2.12 The Director will maintain a list of Member States, Sector Members and Associates participating in each Study Group, Working Party or Task Group and exceptionally, Joint Rapporteur Groups if so deemed necessary (see § 2.15).

2.13 In some cases, when urgent or specific issues arise that require analysis, it might be suitable for a Study Group, Working Party or Task Group 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 and Associates participating in the work of the Study Groups, 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 Rapporteur should submit the drafts as a contribution to the parent group in sufficient time before the meeting to allow for comments.

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

2.15 In addition to the above, in some special cases, the establishment of a Joint Rapporteur Group (JRG) consisting of Rapporteur(s) and other experts from more than one Study Group might be envisaged. A Joint Rapporteur Group should report to the Working Parties or Task Groups of the relevant Study Groups. The provisions in § 2.12 concerning Joint Rapporteur Groups will apply only to those Joint Rapporteur Groups which have been identified as requiring special support by the Director in consultation with the Chairmen of the relevant Study Groups.

2.16 Correspondence Groups may also be established under the leadership of an appointed Correspondence Group Chairman. The Correspondence Group differs from the Rapporteur Group in that the Correspondence Group performs its work only via electronic correspondence and no meetings are required. A Correspondence Group must have clearly defined Terms of Reference and may be established and its Chairman appointed by a Working Party, a Task Group, a Study Group, the CCV, or the RAG.

2.17 Participation in the work of the Rapporteur and Correspondence Groups of the Study Groups is open to representatives of Member States, Sector Members and Associates. Participation in the work of the Rapporteur and Correspondence Groups of the RAG is open to representatives of Member States, representatives of Sector Members, and to Chairmen of the Study Groups. Any views expressed and documentation submitted to these groups should indicate the Member State, Sector Member or Associate, as appropriate for the group, making the submission.

2.18 Matters of substance, within the mandate of a Study Group, may only be considered within Study Groups, Working Parties, Joint Working Parties, Task Groups, Joint Task Groups, Rapporteur Groups, Joint Rapporteur Groups and Correspondence Groups.

2.19 Each Study Group may set up an Editorial Group to ensure that the technical vocabulary used is correct. In that case, it 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 work of an Editorial Group is conducted by correspondence. The agreed texts are provided by BR to the designated members of the Editorial Group as and when they become available in the official languages.

2.20 The Chairman of a Study Group may establish a Steering Committee composed of all Vice-Chairmen, Working Party Chairmen and their Vice-Chairmen, as well as the Chairmen of subgroups to assist in the organization of the work.

2.21 The Study Group Chairmen, in consultation with their Vice-Chairmen and with the Director, shall plan the schedule of Study Group, Task Group and Working Party meetings for the forthcoming period, taking account of the budget allocated to Study Group activities. The Chairmen shall consult with the Director to ensure that the provisions of §§ 2.23 and 2.24 below are appropriately considered especially as they apply to available resources.

2.22 Study Groups shall consider at their meetings, the draft Recommendations, Reports, progress reports and other texts prepared by Task Groups and Working Parties. To facilitate participation, a draft agenda shall be published, at latest, six weeks in advance of each meeting, indicating, to the extent possible, specific days for consideration of different topics.

2.23 For meetings held outside Geneva, the provisions of Resolution 5 of the Plenipotentiary Conference (Kyoto, 1994) shall apply. Invitations to hold meetings of the Study Groups or their Task Groups and Working Parties 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 Study Groups 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".

2.24 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 Chairmen, shall establish and publish a programme of meetings in a timely manner. This programme should take into account relevant factors, including:

- the expected participation when grouping the meetings of a certain Study Group, Working Parties or Task Groups;
- the desirability of contiguous meetings on related topics;
- the capacity of the ITU resources;
- the requirements for documents to be used in meetings;
- the need for coordination with the other activities of the ITU and other organizations;
- any directive issued by the Radiocommunication Assembly concerning the Study Group meetings.

2.25 A Study Group meeting should, wherever appropriate, be held immediately after Working Party and Task Group meetings. The agenda of such a Study Group meeting should contain the following points:

- if some Working Parties and Task Groups have met earlier and have prepared draft Recommendations, for which the approval process in accordance with § 10 is to be applied, a list of such draft Recommendations, each accompanied by a summary of the proposal (i.e. summary of the new or revised Recommendation);
- a description of the topics to be addressed by the Working Party and Task Group meetings just before the Study Group meeting for which draft Recommendations may be developed.

2.26 The agenda for Working Party and Task Group meetings, which are immediately followed by a Study Group 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.

2.27 Each Study Group may adopt draft Recommendations. The draft Recommendations shall be approved according to the provisions of § 10. Additionally, each Study Group is encouraged to update, and should continue to review the maintained Recommendations with proper justification for old ones and, if they are found no longer necessary, should propose their deletion. (See § 11.)

2.28 Each Study Group may adopt draft Questions for approval in accordance with the provisions of § 3.