



## **Lecture Text for**

### **Module 2-2: Document Management (WRC)**

- Submitting proposals and the handling the proposals at WRC
- Importance of the regional organizations

**Lecturer: Mr. Phillipe Aubineau**

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# Introduction of the Lecturer

## Mr. Phillipe Aubineau



### Biographical notes

**Mr. Philippe Aubineau** is Counsellor at the Radiocommunication Bureau (BR) of the International Telecommunication Union (ITU). He is responsible since June 2006 for ITU-R Study Group 1 on Spectrum Management and the Conference Preparatory Meeting for the World Radiocommunication Conference (WRC). From 2006 to 2015, he was also responsible for the ITU-R Special Committee on regulatory and procedural matters. Previous to taking up his current duties as Counsellor, he worked as radiocommunication engineer at the France Telecom research center where he was in charge of international frequency planning, coordination and registration for satellite networks.

He then joined the Space Services Department of the BR. Since 1995, he participated with increasing level of responsibility in all the WRCs of the ITU, which review and revise the Radio Regulations – the international treaty governing the use of the radio frequency spectrum and the satellite orbit.

Philippe Aubineau graduated from the University of Nice-Sophia Antipolis in France.



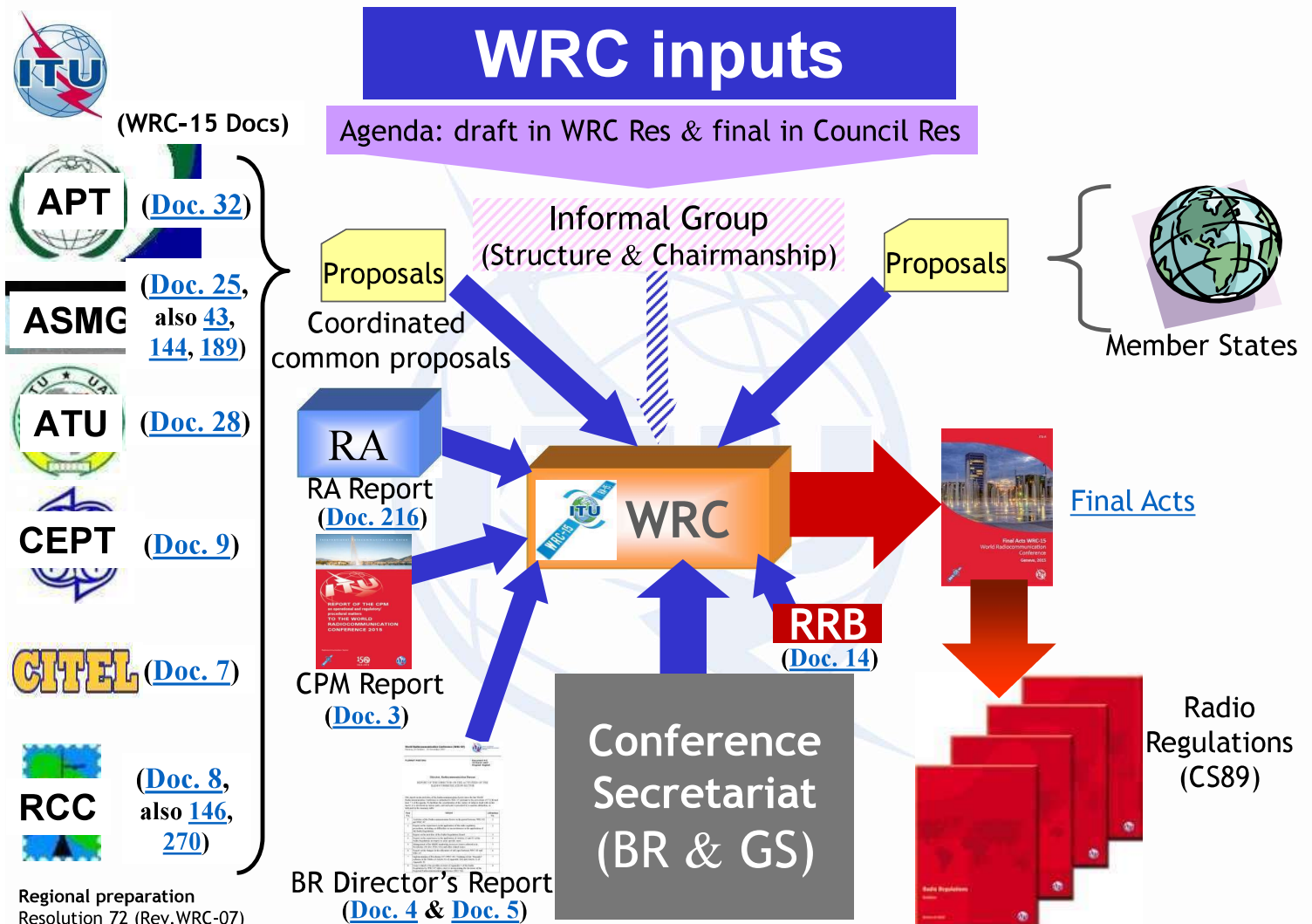
# **Module 2-2: Document Management**

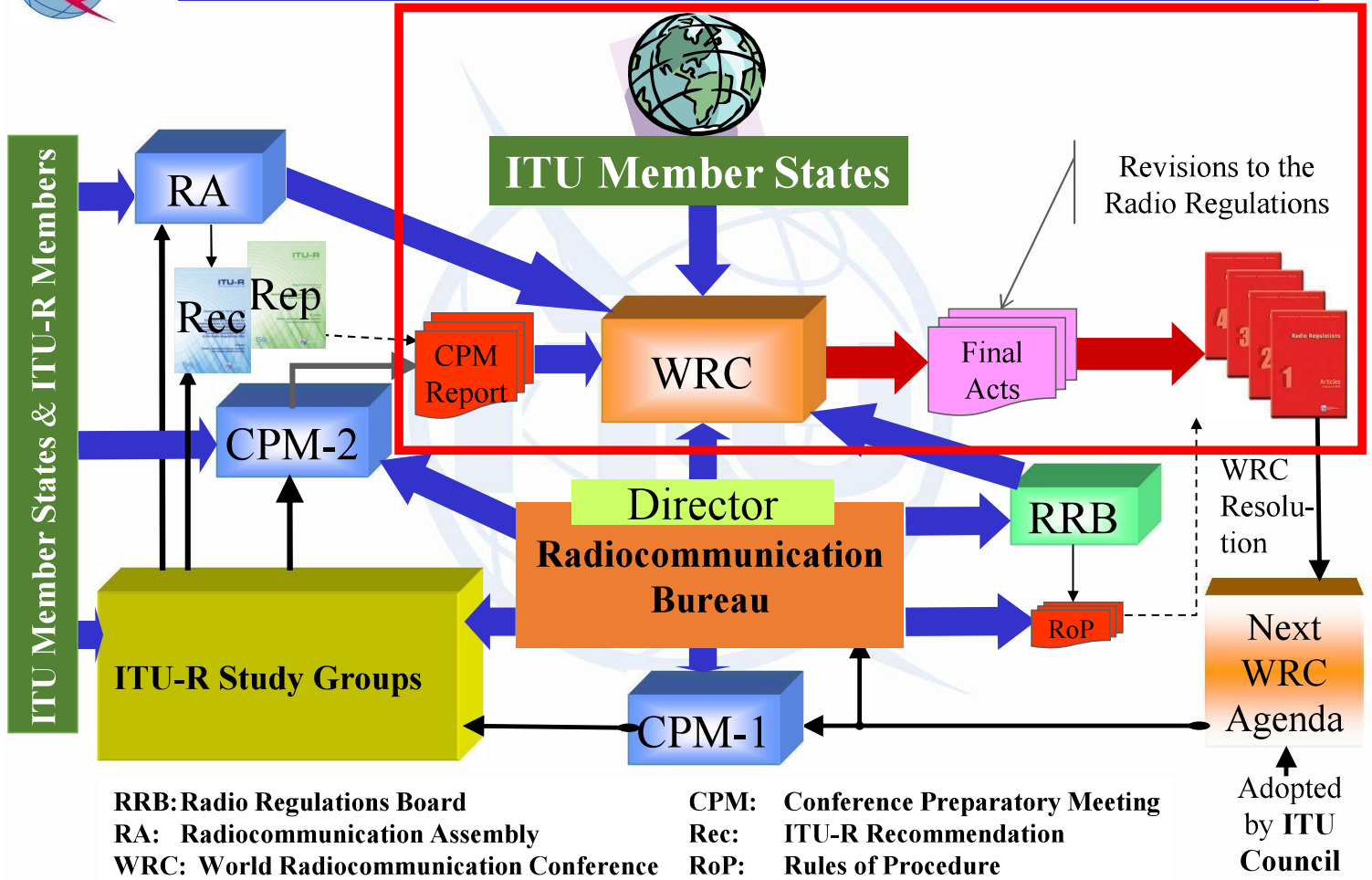
***Philippe Aubineau***  
**Counsellor, ITU-R Study Groups,  
Radiocommunication Bureau, ITU**

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- 3. Importance of regional organizations (common proposals)**
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2. **Preparation and submission of proposals**
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4. **WRC Document types and Workflow**





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## Table of Contents

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# Preparation of proposals (main reference texts)

## Radio Regulations (RR) – latest edition



- ✓ Articles (Vol. 1)
  - ✓ Appendices (Vol. 2)
  - ✓ W(A)RC Res. & Rec. (Vol. 3)
- (Vol. 4 includes the ITU-R Rec. incorporated by reference)

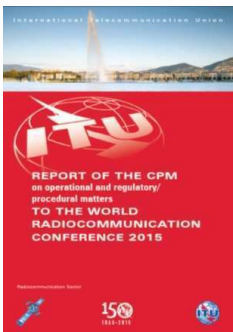
Council Resolution on the WRC agenda

Texts of the WRC agenda items with references to associated WRC Resolutions (in RR Vol.3)

Booklet on WRC Agenda and relevant resolutions



## Report of the CPM (available six month prior to WRC)



- ✓ Summary & Analysis of the results of ITU-R studies
- ✓ Methods to satisfy the agenda items
- ✓ Regulatory & procedural considerations

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# Preparation of proposals - (guidelines 1/3)

- Information & examples of RR modifications are provided prior to a WRC ([Guidelines for the Preparation of Proposals for WRC15](#) will be updated prior to WRC-19)
- Main possible actions on RR provisions, Res. and/or Rec.

<b>ADD</b>	Proposal to add new text to the RR
<b>MOD</b>	Proposal to amend RR text by addition, deletion or replacement of words or figures
<b>SUP</b>	Proposal to delete RR text / RR provision(s), Resolution(s) or Recommendation(s)
<b><u>NOC</u></b>	Proposal for RR text to be <u>maintained without change</u>



## ➤ Other possible actions

ADD*	Proposal to add existing text from elsewhere in the RR
(MOD)	Proposal to amend RR text, from an editorial point of view
SUP*	Proposal to transfer text elsewhere in the Radio Regulations
NOC	RR text for which no change is indicated (not a proposal)

## ANNEX 2 - EXAMPLES ON HOW TO MODIFY RR ARTICLE 5 FREQUENCY

### ALLOCATION TABLES ..... 13

6<sup>th</sup> example: Splitting an existing frequency band and adding new rows with modifications

Step 1: For example, case of a split of the following table/row selected from RR Article 5:

...

Step 2: Turn off track changes and copy Step 1 row as many times as necessary, twice below:

...

Step 3 (final): Turn on track changes and make relevant changes to finalize the proposal below:

MOD ABC/999/1

8.3-110 kHz

Allocation to services		
Region 1	Region 2	Region 3
<u>90-110100</u>	RADIONAVIGATION <u>MOD 5.62</u> Fixed <u>MOD 5.64</u>	
<u>90100-110105</u>	<del>RADIONAVIGATION 5.62</del> FIXED <u>ADD 5.62bis</u> Fixed <del>5.64</del> <u>ADD 5.64bis</u>	



# New Conference Proposals Interface for WRC-19

[www.itu.int/net4/Proposals/CPI/WRC19](http://www.itu.int/net4/Proposals/CPI/WRC19)

- Preliminary version to be used for preparation of draft documents with proposed actions (MOD, ADD, etc.) to RR-2016 texts

Username (TIES):

Password:

**Sign in** (to access the screen below)



Committed to connecting the world

WRC-19, ITU Conference Proposals Interface (CPI)

عربي 中文 Français Русский Español | [Log out](#)



### My browser

All WRC-19   on provision number only

**WRC-19** Collapse all ▲

- ▶ ARTICLES
- ▶ APPENDICES
- ▶ RESOLUTIONS
- ▶ RECOMMENDATIONS
- GENERAL MATTERS

### My skeleton

0 item

Agenda item

#	Ag. item	Action	Provision	Mapping
List of the WRC-19 agenda items (issues)				

**2016 Edition of the Radio Regulations**



## Include RR text(s) in a draft document

(main steps)

Additional information can be found in the [CPI \(preliminary version\) User Guide for WRC-19](#)

### My browser

All WRC-19   on provision number only

1 results

- ARTICLES
- CHAPTER II - Frequencies
  - ARTICLE 5 - Frequency allocations
    - Section IV
      - 5.167A

### My skeleton

1 item

Agenda item

#	Ag. item	Action	Provision	Mapping
1	1.1	MOD	5.167A	Vol. I/Chp. II/Art. 5/Sec. IV/5.167A

**RR text view**

Vol.1/Chp. II/Art. 5/Sec. IV/5.167A

5.167A *Additional allocation:* in Indonesia and Thailand, the frequency band 50-54 MHz is also allocated to the fixed, mobile and broadcasting services on a primary basis. (WRC-15)

**Action selection (e.g. MOD) for "My skeleton"**

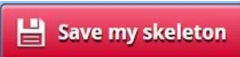
- ADD
- ADD\*
- MOD**
- (MOD)
- SUP
- SUP\*
- NOC
- NOC

Repeat steps 1 to 4 to add other RR text(s) (provisions, etc.)





# Draft Doc. created with CPI for WRC-19

- Sample Doc. generated by CPI when clicking on  \*. The Doc. is also attached to an email sent by CPI to the User

Sample Doc. part not relevant at this stage

- Using WRC-19 and ITU-R Study Group Document Templates
- No button yet in CPI to submit WRC-19 proposals (will be in a future version)

Sample RR texts correctly formatted

**World Radiocommunication Conference (WRC-19)**  
Sharm el-Sheikh, Egypt, 28 October – 22 November 2019

**PLENARY MEETING**

**Addendum 1 to Document 4465-E**  
20 February 2018  
Original: English

**Asia-Pacific Telecommunity Common Proposals**  
PROPOSALS FOR THE WORK OF THE CONFERENCE

Agenda item 1.1  
1.1 to consider an allocation of the frequency band 50-54 MHz to the amateur service in Region 1, in accordance with **Resolution 658 (WRC-15)**;

**ARTICLE 5**  
**Frequency allocations**  
**Section IV – Table of Frequency Allocations**  
(See No. 2.1)

**MOD ASP/4465A1/1**  
**5.167A** *Additional allocation:* in Indonesia and Thailand, the frequency band 50-54 MHz is also allocated to the fixed, mobile and broadcasting services on a primary basis. (WRC-15)  
**Reasons:**


\* An intermediate screen appears to enter the name of the country/regional group and the Doc. suffix number. This information is not necessary at this stage and can be ignored by clicking on "Save my skeleton".  
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# Email incl. Doc. created with CPI

 IS Conference Proposals Interface, ITU  
Document skeleton created - R16-WRC19-C-4465 - A1

To: Aubineau, Philippe

Message  R16-WRC19-C-4465!A1!MSW-E.docx

Dear Sir/Madam,

The attached WRC-19 proposal skeleton has been created with the WRC-19 Conference Proposals Interface (CPI) Application using the 2016 Edition of the Radio Regulations and the WRC-19 Document Template.

The attached skeleton has been saved in the CPI Application with the following information:

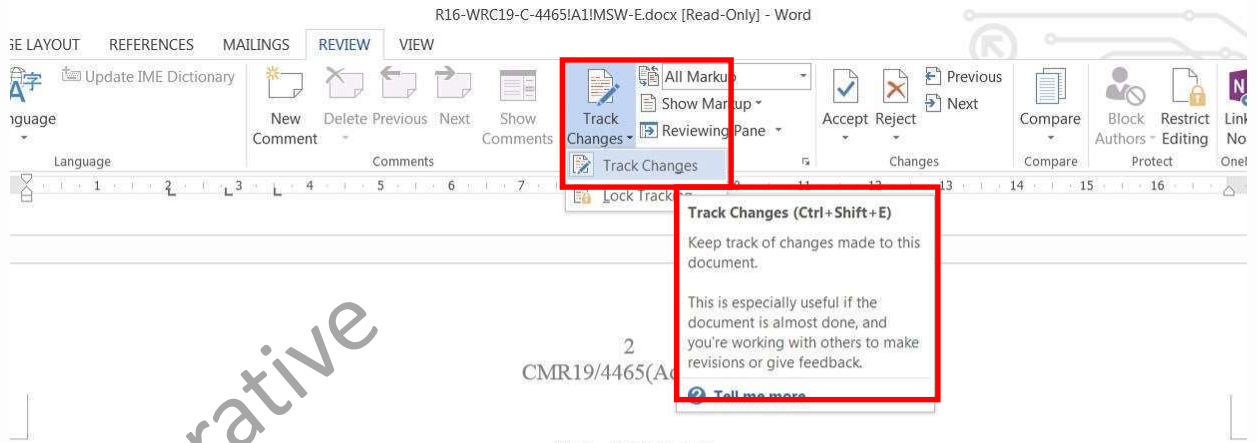
Provisional Document Number:	R16-WRC19-C-4465 - A1
Meeting:	World Radiocommunication Conference 2019 (WRC-19)
Document Source(s):	Asia-Pacific Telecommunity Common Proposals
Document Title:	Proposals for the work of the conference
TIES Account:	Aubineau, Philippe (aubineau)
Registration Timestamp:	2/20/2018 5:35:17 PM
Ticket name:	A00CDB1A-639F-41A6-B2CA-812D773E4A05
Original Language:	English

→ In case you omitted to select some provisions/proposals in the attached skeleton? [Click here to retrieve and check/modify this skeleton](#) directly in the CPI Application.

→ If the attached skeleton contains all provisions/proposals you need to prepare a draft document: amend the Radio Regulations texts as appropriate following (for the time being) Sections 2.5, 3.4 and 3.6 to 3.9, as well as Annex 2, of the [Guidelines on the preparation of proposals for WRC-15](#) (similar features and new ones are under development for the Guidelines on the preparation of proposals for WRC-19, which cannot be submitted at this stage).

→ If you wish to create another skeleton: [Click here to access the CPI Application](#).

**Important note:** In the further editing of the attached skeleton for the preparation of a draft document, it is important to keep using the MS Word styles embedded in the WRC-19 Document Template, in order to maintain the correct formatting of the RR texts and associated actions (MOD, ADD, etc. with the reasons, if any). These MS Word styles are also embedded in the updated ITU-R Study Groups Document Template and will also be included in the future CPM19-2 Document Template.



Illustrative example

## ARTICLE 5

### Frequency allocations

#### Section IV – Table of Frequency Allocations (See No. 2.1)

**MOD ASP/4465A1/1**

**5.167A** *Additional allocation:* in **Indonesia** **India** and Thailand, the frequency band 50-54 MHz is also allocated to the fixed, mobile and broadcasting services on a primary basis. (WRC-15)

**Reasons:**

Possible exercise: creation, using CPI, of a document containing proposals for the work of WRC-19

- **On agenda item 1.9.1**
- **To each agenda item is associated a suffix (add.) number (further information to be provided by the Secretariat)**  
**agenda item 1.9.1 → Add.9-Add.1 → A9-A1**
- **3 proposals on this document on agenda item 1.9.1:**
  - 1. “MOD” on App. 18**
  - 2. “MOD” on Res. 362,**
  - 3. “ADD” a Draft New Resolution**

<https://www.itu.int/net4/Proposals/CPI/WRC19>

## Template for the submission of proposals for agenda items

**Annex 2 to  
Resolution 804 (Rev.WRC-12)**  
Principles for establishing  
agendas for WRCs

**Subject:** \_\_\_\_\_

**Origin:** \_\_\_\_\_

**Proposal:** \_\_\_\_\_

**Background/reason:** \_\_\_\_\_

**Radiocommunication services concerned:** \_\_\_\_\_

**Indication of possible difficulties:** \_\_\_\_\_

**Previous/ongoing studies on the issue:** \_\_\_\_\_

<b>Studies to be carried out by:</b>	<b>with the participation of:</b>

**ITU-R Study Groups concerned:** \_\_\_\_\_

**ITU resource implications, including financial implications (refer to CV126):** \_\_\_\_\_

**Common regional proposal:** Yes/No      **Multicountry proposal:** Yes/No  
**Number of countries:** \_\_\_\_\_

**Remarks**

## Submission of proposals

### Information based on what was provided in the Guidelines for the Preparation of Proposals for WRC15

- **Once ready, proposals should be submitted by email at [email address of the Secretariat to be provided] or through the CPI proposal submission feature (not yet available)**
- **Deadlines for the submissions will be indicated in the invitation letters to WRC-19, taking into account the following:**



(see ITU  
Basic Texts)

- ✓ **GR No. 40:**  
**submission at least 4 months prior to the start of WRC-19**
- ✓ **PP-14 Res. 165\*:** firm submission no later than  
**14 calendar days before the opening of WRC-19, so as to ensure timely translation and consideration by delegations**

\* Resolution 165 may be revised at PP-18 prior to WRC-19



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## WRC Regional Preparation (1/2)



(see RR Vol. 3)

### Resolution 72 (Rev.WRC-07)

on world and regional preparations for WRCs

- Regional groups invited to continue their preparations for WRCs, including possible convening of joint meetings of regional groups formally and informally
- BR Director to assist the regional preparations on e.g.:
  - ✓ organization of regional preparatory meetings
  - ✓ organization of information sessions (before & after CPM-2)
  - ✓ identification of major issues to be resolved by the WRC
  - ✓ facilitation of regional and interregional formal and informal meetings - objective of reaching a possible convergence of interregional views on major issues



(see ITU Basic Texts)

Also address in PP Resolution 80 (REV. MARRAKESH, 2002) on WRC process, with e.g.:

- support the regional harmonization of common proposals, as stated in Res. 72 (Rev. WRC-2000), for submission to WRCs



# WRC Regional Preparation (2/2)

See details @ [www.itu.int/go/wrc-19-regional](http://www.itu.int/go/wrc-19-regional)

## Regional preparation for WRC-19

YOU ARE HERE HOME > ITU-R > CONFERENCES AND MEETINGS > WRC > WRC-19 > REGIONAL PREPARATION FOR WRC-19

SHARE



Asia-Pacific Telecommunity (APT)



Arab Spectrum Management Group (ASMG)



African Telecommunications Union (ATU)



European Conference of Postal and Telecommunications Administrations (CEPT)



Inter-American Telecommunication Commission (CITEL)



Regional Commonwealth in the Field of Communications (RCC)

▶ Resolution 72 (Rev. WRC-07)

### Asia-Pacific Telecommunity (APT)

3<sup>rd</sup> APG-19: 12-16 March 2018, Perth, Australia

### African Telecommunications Union (ATU)

3<sup>rd</sup> APM-19: [17-21 Sep. 2018, Cairo, Egypt]

### Inter-American Telecommunication Commission (CITEL)

31<sup>st</sup> PCC.II: [16-20 July 2018, Mexico]

### Arab Spectrum Management Group (ASMG)

23<sup>rd</sup> ASMG: 7-11 April 2018, Marrakech, MRC

### European Conference of Postal and Telecommunications Administrations (CEPT)

6<sup>th</sup> CPG-19: [26-29 June 2018, Turku, Finland]

### Regional Commonwealth in the Field of Communications (RCC)

5<sup>th</sup> RCC WG: 13-15 Mar. 2018 (video conference)

Informal Group (Chairman: Mr. T. Al Awadhi, [tariq.alawadhi@tra.gov.ae](mailto:tariq.alawadhi@tra.gov.ae))

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## ITU Inter-Regional Workshops on WRC-19 Preparation

[Webpage](#)

1<sup>st</sup> Workshop on 21-22 Nov. 2017

[Webpage](#)

- To be scheduled halfway through the preparatory cycle
  - ⇒ Presentation and review of the on-going preparatory studies of the ITU-R responsible groups for CPM-19
  - ⇒ Presentation of the organization, preliminary views, draft priorities and positions of the regional groups

2<sup>nd</sup> Workshop [21-23 November 2018]\*

- To be scheduled few months prior to CPM19-2
  - ⇒ Presentation of the Draft CPM Report to WRC-19 (explanation of the draft Methods to satisfy the WRC-19 agenda items)
  - ⇒ Presentation and review of the regional groups' draft views, positions and common proposals

3<sup>rd</sup> Workshop [Q3 2019]\*

- To be scheduled few months prior to WRC-19
  - ⇒ Presentation of the CPM & Dir. Reports to WRC-19
  - ⇒ Presentation and review of the regional groups' draft views, positions and common proposals

\* Updated information on meeting dates to be provided later on at: [www.itu.int/en/events/Pages/Calendar-Events.aspx?sector=ITU-R](http://www.itu.int/en/events/Pages/Calendar-Events.aspx?sector=ITU-R)





(WRC-15 Docs)

# Common proposals to WRC



(Doc. 32)

2888 MS Proposals to WRC-15  
(submitted in 678 Documents)

~2/3 were common proposals



(Doc. 25,  
also 43, 144, 189)



(Doc. 28)



(Doc. 9)



(Doc. 7)



(Doc. 8,  
also 146, 270)



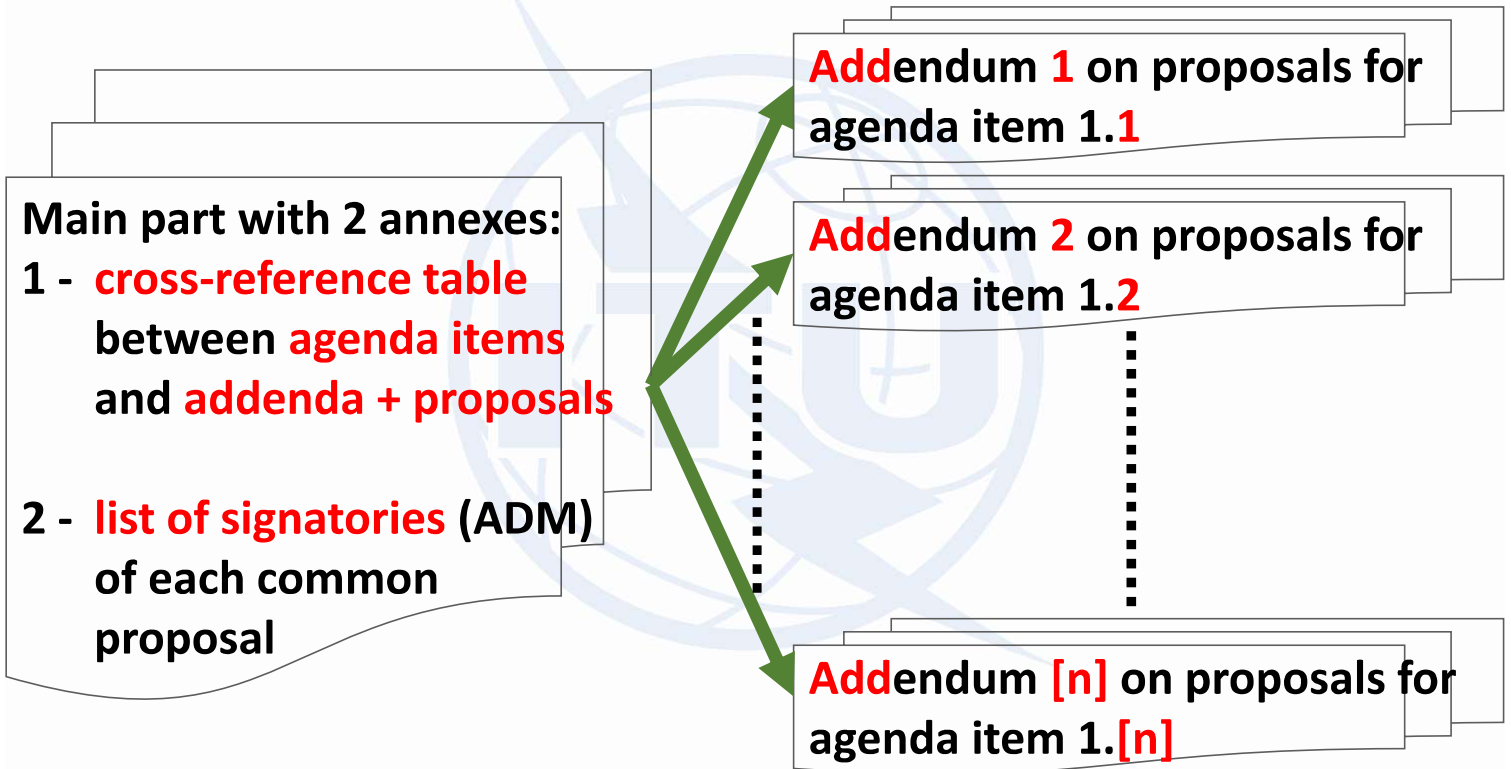
Regional preparation  
Resolution 72 (Rev.WRC-07)

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## Possible structure of a document with common proposals



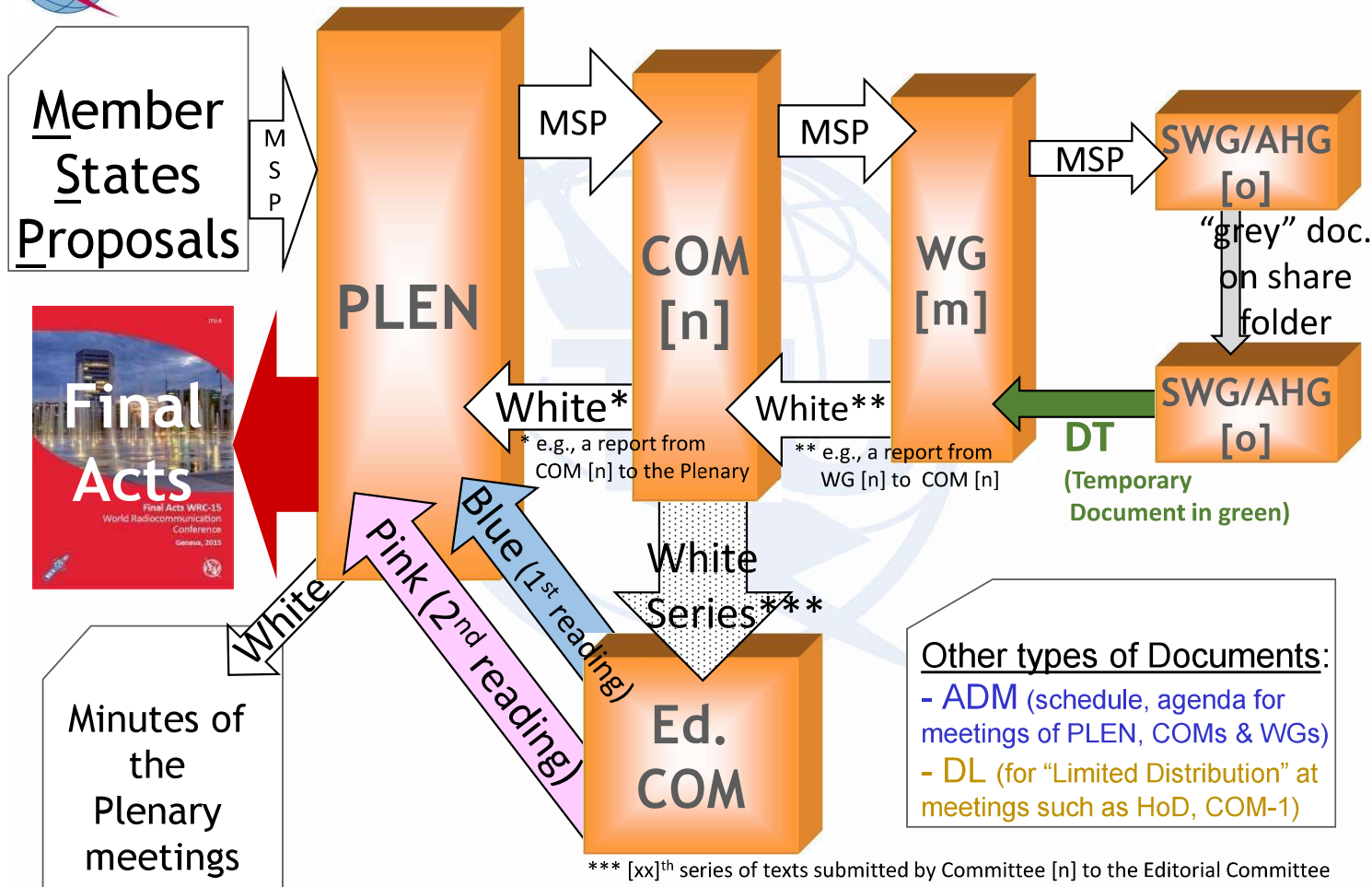
## 1. Entities involved

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# Document types and Workflow





# WRC-15 Proposals Management System

[www.itu.int/net4/proposals/WRC15/](http://www.itu.int/net4/proposals/WRC15/)



Committed to connecting the world  
WRC-15, Proposals Management Web  
عربي 中文 Español Français Русский

[Committees](#) [Actions](#) [Agenda](#)

WRC-15

Full Text Search

Document Type/Color:

Agenda Item:  Action:  Source:

Proposal Number:  RR Provision/Reference:  Mapping:

Destination:  Received Since:  Received Before:

1008 documents, 6047 proposals

English	Agenda Item	Action	Source	Doc. Number	Proposal	Provision/Reference	Mapping	Destination	Received	Properties
	1.5	ADD	R3	501	7	RESOLUTION COM4/5	DRAFT NEW Res.	PLEN	11/26/2015	
	1.1	ADD	R3	501	6	5.R1b	Art.S/Chp. III/Art. 5/Sec. IV/1 300-1 525 MHz	PLEN	11/26/2015	

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## WRC-15 document folders

[www.itu.int/go/wrc-15](http://www.itu.int/go/wrc-15)

World Radiocommunication Conference 2015 (WRC-15), Geneva, Switzerland, 2-27 November 2015



YOU ARE HERE HOME > ITU-R > CONFERENCES AND MEETINGS > WRC > WRC-15

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WRC-15 Homepage

ITU Inter-regional Workshops on WRC-15 Preparation

Regional preparation for WRC-15

WRC-15 Documents and Proposals

Preparation of proposals for the work of WRC-15

Participation and Registration

Practical Information for Participants

Structure, Timetable, Schedule, Webcast and

### About the World Radiocommunication Conference

World radiocommunication conferences (WRC) are held every three to four years. It is the job of WRC to review, and, if necessary, revise the Radio Regulations, the international treaty governing the use of the radio-frequency spectrum and the geostationary-satellite and non-geostationary-satellite orbits. [More >](#)

#### WRC-15 documents

- Final Acts
- Contributions (C)
- Proposal Management System
- Temporary Documents (DT)
- Administrative Documents (ADM) English only
- WRC-15 SharePoint
- Other Documents and WRC-15 Sync Application

#### Quick Links

Invitation and Credentials

Contacts

Member States:

- Circular Letter No. 15/02 (Invitation letter to WRC-15 for Member States) (2015-01-19 & 2015-06-17)
- Circular Letter No. 15/35 (Invitation letter - Informal Meeting of Heads of Delegation) (2015-09-07)

State of Palestine:

- DM-15/1003 (2015-01-19)

Observers:

- DM-15/1000 (2015-01-19)

BR Administrative Circular (CA):

- CA/219 (2015-02-17)

Credentials:

- Circular Letter No. 15/018 (2015-04-14)
- Circular Letter No. 15/037 (2015-08-31)



Document Type/Color

Any Value

---

Proposal

Green

White

WhiteSeries

Blue

Pink

WRC-15 Documents (TIES protected):

- Contributions (C) (**Proposal, White, WhiteSeries, Blue & Pink**)
- WRC-15 Proposal Management System  
This tool provides an easy-to-use web access to the proposals for the work of the Conference
- Series of texts submitted by the Editorial Committee to the Plenary Meeting (First Reading - Blue) (**Blue**)
- Series of texts submitted by the Editorial Committee to the Plenary Meeting (Second Reading - Pink) (**Pink**)
- Temporary Documents (DT) (**Green**)
- Information Documents (INFO) *english only*
- Administrative Documents (ADM) *english only*

## Example of filtering with PMS on (Blue Doc & AI 8)

Full Text Search

Filtering

Export content(s) Export results

Document Type/Color: **Blue**

Agenda Item: **8**

Action: Any Value

Source: Any Value

Doc. Number (e.g.: 5 A10):

Proposal Number:

RR Provision/Reference:

Mapping: Any Value

Subject: Any Value

Destination: Any Value

Received Since:

Received Before:

Reset Apply

5 documents, 99 proposals

English	Arabic	Chinese	Spanish	French	Russian	Agenda Item	Action	Source	Doc. Number	Proposal	Provision/Reference	Mapping	Destination	Received	Properties
						8	MOD	B23	497	1	5.342	Art.S/Chp. II/Art. 5/Sec. IV/5.342	PLEN	11/26/2015	
						8	MOD	B20	493	7	5.430	Art.S/Chp. II/Art. 5/Sec. IV/5.430	PLEN	11/26/2015	



# Some statistics on WRC-15

Took place from 2 to 27 November 2015 in Geneva

➤ **3275 Participants**  
(2780 from MS & 495 from OE)

➤ **162 Member States**

➤ **130 Observers**

➤ **678 Documents**  
submitted with MS proposals

➤ **2888 MS Proposals**  
~2/3 of common proposals



# Thank you!

