



INTERNATIONAL TELECOMMUNICATION UNION

Radiocommunication Bureau
(Direct Fax N°. +41 22 730 57 85)

Administrative Circular
CA/176

31 October 2008

To Administrations of Member States of ITU and Radiocommunication Sector Members

Subject: Sixteenth meeting of the Radiocommunication Advisory Group,
Geneva, 4-6 February 2009

1 The sixteenth meeting of the Radiocommunication Advisory Group (RAG) is to be held at the ITU headquarters in Geneva from 4 to 6 February 2009 inclusive. As stated in Article 11A of the ITU Convention, the RAG is open to representatives of administrations of Member States and representatives of Sector Members and to the Chairmen of the study groups and other groups. The principal duties of the RAG are, *inter alia*, to review priorities, programmes, operations, financial matters and strategies related to Radiocommunication Assemblies, study groups and the preparation of radiocommunication conferences, and any specific matters as directed by a conference of the Union, a Radiocommunication Assembly or the Council. The RAG recommends measures to foster cooperation and coordination with other standards bodies, with the Telecommunication Standardization Sector, the Telecommunication Development Sector and the General Secretariat.

2 The draft agenda of the meeting has been established in consultation with the Chairman of RAG, and is contained in **Annex 1**.

3 I would like to take this opportunity to invite contributions related to the respective agenda items.

4 Contributions should be submitted to the Director of the Radiocommunication Bureau (BR), in electronic form, at brrag@itu.int, which will accelerate their availability through the web. Contributions should be received by BR ***no later than 15 December 2008***, with a view to providing the documents in six languages. Contributions received by the Director after that date will be published in the original language only. A copy of each contribution should also be sent to the RAG Chairman and Vice-Chairmen at the addresses given in **Annex 2**.

5 The RAG meeting will open at 1000 hours on 4 February 2009 in Room B (2nd Basement, ITU Tower Building) and registration will begin at 0830 hours on 3 February 2009 in the entrance of the Montbrillant building. The RAG meeting will complete its work at 1700 hours on 6 February 2009. The RAG meeting will be preceded by a meeting of the Chairmen and Vice-Chairmen of ITU-R Study Groups (CVC-15), which will take place on 3 February 2009, starting at 1400 hours in Room B.

6 The cost of travel and accommodation in Geneva for participants is the responsibility of the administration/organization concerned. A number of hotels in Geneva and the surrounding area have agreed to offer preferential rates to delegates participating in ITU conferences and meetings. Information on the list of these hotels, as well as on the procedure to follow for the reservation of hotels, is available from the ITU website (see <http://www.itu.int/travel/index.html>). Bookings must be made by delegates in their own name, without going through a travel agent or airline company. Bookings should be sent by post or fax directly to the hotel using the form attached (**Annex 3**).

7 It is intended that delegate registration for the RAG will be carried out exclusively online. For the fifteenth meeting, RAG-08, each Member State/Sector Member was requested to designate a Focal Point to be responsible for the handling of all registration requests belonging to his/her administration/organization. The list of DFPs designated for that meeting (2008) will be used for the sixteenth meeting of the RAG. The username and ID number to access the online registration will be sent electronically on Friday, 14 November. Online registration will commence on 1 December. Annex 4 is to be completed **only** if a Member State or Sector Member wishes to modify the Focal Point currently indicated on the webpage for RAG-09. Please note that the official TIES DFP for new Sector Members (since January 2008) were included on the list.

8 I would like to remind you that citizens of some countries are required to obtain a visa in order to enter and spend time in Switzerland. The visa must be requested and obtained from the office (embassy or consulate) representing Switzerland in your country or, if there is no such office in your country, from the one that is closest to the country of departure. If problems are encountered, the Union can, at the official request of the administration or company you represent, approach the competent Swiss authorities in order to facilitate delivery of the visa. For delegates/participants who have made their request online via their respective Member State/Sector Member DFP, the process for requesting visa support has been simplified. If ITU Headquarters' assistance is required, the request for support in obtaining a visa may be made by the DFP at the time of completion of the registration request for the individual concerned. On the bottom of the registration form, the DFP will find several questions which must be completed fully and accurately. The required information is as follows:

Date of birth

Passport number

Passport issuance and expiry dates

The visa support procedure will subsequently follow automatically. The delegate/participant will be notified via the Confirmation of Registration form sent to his/her e-mail address that the visa support request has been received and is being processed.

9 The Bureau remains at your disposal for any questions concerning this Administrative Circular (contact person in the Radiocommunication Bureau: Mr Fabio Leite, telephone: +41 22 730 5940, e-mail: fabio.leite@itu.int).

V. Timofeev
Director, Radiocommunication Bureau

Annexes: 4

Distribution:

- Administrations of Member States of the ITU
- Radiocommunication Sector Members
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups and the Special Committee on Regulatory/Procedural Matters
- Chairman and Vice-Chairmen of the Radiocommunication Advisory Group
- Chairman and Vice-Chairmen of the Conference Preparatory Meeting
- Members of the Radio Regulations Board
- Secretary-General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX 1

**Draft agenda for the sixteenth meeting of the
Radiocommunication Advisory Group**

Geneva, 4-6 February 2009

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Decisions of Council-08 relevant to RAG
- 4 Study group activities:
 - 4.1 Working methods of the ITU-R study groups
- 5 WRC issues
 - 5.1 WRC-07 post-conference activities
 - 5.2 WRC-11 preparation
- 6 Draft operational plan for 2010-2013
- 7 Date of next meeting
- 8 Any other business

J.B. YAO KOUAKOU
Chairman, Radiocommunication Advisory Group

ANNEX 2

**Name and address of the Chairman and Vice-Chairmen of the
Radiocommunication Advisory Group**

Chairman

Mr J.B. Yao Kouakou

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ANNEX 3

This confirmation form should be sent directly to the hotel of your choice



INTERNATIONAL TELECOMMUNICATION UNION



Confirmation of the reservation made on to hotel

at ITU preferential tariff

..... single/double room from time of arrival..... to

Name:

First name:

Address:

.....

.....

.....

Tel.: Fax:

Credit card to guarantee this reservation AX/VISA/DINERS/EC
other

No. validity

Date Signature

ANNEX 4

**Sixteenth meeting of the
Radiocommunication Advisory Group (RAG)
4-6 February 2009**

REGISTRATION OF PARTICIPANTS

Registration for RAG-16 will be carried out exclusively *on-line* at the RAG website www.itu.int/ITU-R/go/rag09-registration/ .

Please complete the following form only in the case where the name of the DFP has changed from the last RAG meeting. To confirm your DFP, please consult the list on the RAG webpage.

Name of Member State: _____		
<i>or</i>		
Name of Sector Member: _____		
Designated Focal Point:		
_____	_____	_____
<i>First name</i>	<i>Initial</i>	<i>Last name</i>

<i>Telephone</i>		

<i>e-mail address</i>		

For submission of the above form, or for any additional information, please contact the Radiocommunication Bureau Secretariat by e-mail (linda.kocher@itu.int) or by fax (+ 41 22 730 6600).