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# INTERNATIONAL TELECOMMUNICATION UNION

## Radiocommunication Bureau

(Direct Fax No. +41 22 730 57 85)



Circular Letter  
CR/46

24 November 1995

### To Administrations of Members of the ITU

**Subject:** Rules of Procedure

**References:** Nos. 1001 and 1001.1 of the Radio Regulations  
Circular-letter CR/32 of 5 December 1994  
Circular-letter CR/39 of 3 July 1995

#### To the Director General

Dear Sir,

At the First Meeting of the newly-elected Radio Regulations Board, 1995, the Board has established and approved its internal working methods to complement the basic provisions which have been included in the Constitution and Convention.

Accordingly, it was decided to issue these working methods as a new Part C to the consolidated version of the Rules of Procedure (Edition 1994) published in Circular-letter CR/32 of 5.12.94, and subsequently amended by Circular-letter CR/39 of 3.7.95.

Furthermore, in accordance with the provisions of No. 95 of the ITU Constitution, the Radio Regulations Board has revised the Rule of Procedure concerning RR635 to bring it into line with that modified by WARC-92 and has adopted two new Rules of Procedure concerning the application of Appendices 30 and 30A of the Radio Regulations.

Attached to the present Circular-letter, you will find the Internal Working Methods of the Radio Regulations Board, the revised page (with the usual revision marks added) of the Rule concerning RR635, as well as the two new Rules on Appendices 30 and 30A.

Yours faithfully

Robert W. Jones  
Director, Radiocommunication Bureau

#### Annexes

##### Distribution:

- Administrations of Members of the ITU
- Members of the Radio Regulation Board

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# RULES OF PROCEDURE

## PART C

### INTERNAL WORKING METHODS OF THE RADIO REGULATIONS BOARD

#### **Introduction**

These working methods are intended to complement basic provisions which have been included in Article 14 of the Constitution and Article 10 of the Convention and in accordance with the provisions of No. 147 of the Convention (Geneva) 1992.

#### **I. Board meetings**

1. A meeting of the Board will be held approximately every three months and the specific date for the next meeting will be decided at the end of each Board meeting. Any subsequent change of date will only be made with the agreement of all the members.
2. The duration of the meeting will be decided by the Chairman and the Executive Secretary, taking into consideration the agenda of the meeting.
3. A convening notice which includes the specific agenda and the duration of the meeting should be prepared by the Executive Secretary of the Board after approval by the Chairman at least three weeks before the meeting and sent to members of the Board.
4. The agenda should include the following, as required:
  - a) approval of the minutes of the previous Board meeting;
  - b) approval of the new or revised Rules of Procedure (CS95);
  - c) consideration of Review of Findings which cannot be resolved by the use of the Rules of Procedure (CV171);
  - d) consideration of Reports on Harmful Interference (CV140, CV173);
  - e) consideration of any other matters which cannot be resolved by the Bureau (CS96);
  - f) matters concerning simplification of the Radio Regulations (Report on VGE meeting and exchange of views) (transitional arrangement) (Resolution 1, Geneva, 1992);
  - g) matters which should be referred to the Radiocommunication Conference (CS95, Resolution 1);

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- h) any item requested by any member of the Board;
- i) any item requested by the Director of the Radiocommunication Bureau;
- j) miscellaneous (CS97 etc.).

5. All documentation should be prepared by the Executive Secretary and distributed to the members normally two weeks before the meeting.

6. Meeting attendance will be as follows:

- Members
- Executive Secretary/Director of the Radiocommunication Bureau
- Secretary
- Minute writer(s)

The Director of the Radiocommunication Bureau may be accompanied by any necessary staff of the Bureau on a case-by-case basis.

7. The Board shall endeavour to reach its decisions unanimously. If it fails in that endeavour, a decision shall be valid only if at least two-thirds of the members of the Board vote in favour thereof. Each member of the Board shall have one vote; voting by proxy is not allowed (see CV146).

8. The minutes should clearly indicate whether the decision was unanimous or by majority. Minutes should be approved at the following meeting of the Board and maintained by the Executive Secretary.

9. A summary of decisions should be prepared by the Executive Secretary in a tabular form (subject, decision, follow-up) and approved by the Chairman of the Board.

## **II. Rules of Procedure**

### **1. Establishment or revision of Rules of Procedure**

1.1 Draft new Rules or draft revision of the existing Rules should be prepared by the Director of the Radiocommunication Bureau and the draft should be submitted to the Board for approval.

1.2 In submitting the draft Rules, the Director should also submit relevant material which explains the practical necessity of the new or revised Rules, as well as its possible impact on administrations, and other background information.

### **2. Possible review of Rules after publication**

2.1 The Rules are effective when approved by the Board. However, if comments are received from any administration after publication, the Board will review the Rules taking into account those comments collected by the Director from administrations and submitted to the Board and revise the Rules, if appropriate (CV169).

2.2 If there is continuing disagreement, the matter shall be submitted to a forthcoming World Radiocommunication Conference (CS95).

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### **III. Review of Findings**

1. Any review of a Finding which is requested by an administration and which cannot be resolved by the use of the Rules of Procedure shall be submitted to the Board with the information indicated below (CV171):
  - a) Brief explanation on the case including the history of the case.
  - b) All relevant documents which were received from the concerned administrations and those relevant documents which were sent by the Director of the Radiocommunication Bureau to that administration.
  - c) Brief statement by the Director to clarify the view of the Radiocommunication Bureau.
2. The Board will decide on the appropriate action.

### **IV. Recommendations on interference**

1. When an administration has requested an investigation for the resolution of a case of harmful interference in accordance with CV173, and the case has not been resolved within three months after efforts by the Director following the established procedures in the Radiocommunication Bureau, a report shall be submitted to the Board, which includes the following:
  - a) Brief explanation of the case which will include the degree of reported interference, history of the reported interference and the status of notification of the concerned assignments.
  - b) The statements by the administrations concerned which clarify the views of those administrations.
  - c) Draft recommendation to those administrations.
2. The Board will decide on the appropriate action.

### **V. Any other matters that cannot be resolved by the Bureau through the application of the Rules of Procedure**

The Director may raise any such matter. Such cases will be handled by the Board on a case-by-case basis (CS96).

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Part A1	<b>AR8</b>	page 6	rev.1
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- a) The successful application of Article 14 to the space services will give them the same status as the fixed and mobile services, i.e. primary.
  - b) In respect of the broadcasting service, irrespective of the result of the application of the procedure of Article 14, the space services can be operated only under RR435.
2. In accordance with the comments made under RR554, when an assignment is primary with respect to one service (or country) and secondary with respect to one service (or country), it will be recorded with symbol R in Column 13B2 indicating this situation and a reference to the appropriate footnote in Column 13B1.

### 635

1. In the band 223-230 MHz, in Region 1, the frequency allocation is shown in the Table as follows:

#### BROADCASTING

Fixed

Mobile

Additionally, in the same band and in accordance with RR635, the broadcasting service in Botswana, Lesotho, Malawi, Mozambique, Namibia, South Africa, Swaziland, Zimbabwe and Zambia is an alternative allocation on a primary basis subject to agreement obtained under the procedure set forth in Article 14 of the Radio Regulations.

2. The effect of footnote 635 is to require the nine administrations listed therein to apply the supplementary procedure of Article 14 in order to be able to operate the broadcasting service in a band which is already allocated on a primary basis to this service in the Table for Region 1. If the Bureau were to request the above administrations to apply the Article 14 procedure to their broadcasting assignments, these administrations would have no allocation in the band 223-230 MHz. The other consequence, i.e. the cancellation of the allocation to secondary services, fixed and mobile, is not significant.
3. On the basis of the above considerations, the Board is of the view that the inclusion of the band 223-230 MHz in RR635 is due to an oversight during WARC-79. As a consequence, the Board decided that the above administrations will not be requested to apply the Article 14 procedure to their broadcasting assignments in the band 223 - 230 MHz.

### 641

The Board understands that the successful application of the Article 14 procedure will lead to a status restricted to operation on a non-interference basis (see RR435). The mobile-satellite service shall not cause harmful interference to the services appearing in the Table, including the space operation service (space-to-Earth) in the band 267-272 MHz. In other respects, paragraphs 1 and 2 in the comment made under RR591 apply.

Part A1	<b>AP30</b>	page 6	rev. <u>1</u>
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[ ADD the following provision: ]

#### **4.3.5**

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3. In order to establish a formal date of receipt for the purpose of treatment (in the date order) of the proposed modifications, the Bureau, pursuant to provisions 4.3.5 of Appendix 30, shall examine *inter alia* the completeness and correctness of the information submitted by administrations. Should the Bureau find that the information is incomplete or incorrect it shall request the administration responsible for the network to provide the missing information within 30 days. If the missing information is not provided within that period (counted from the date of the dispatch of Bureau's telefax) the submission shall be considered incomplete and thus non receivable and shall be deleted from the Bureau's file and returned to the notifying administrations.

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Part A1	<b>AP30A</b>	page 3	rev. <u>1</u>
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[ ADD the following provision: ]

#### **4.2.5**

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In order to establish a formal date of receipt for the purpose of treatment (in the date order) of the proposed modifications, the Bureau, pursuant to provisions 4.2.5 of Appendix 30A, shall examine *inter alia* the completeness and correctness of the information submitted by administrations. Should the Bureau find that the information is incomplete or incorrect it shall request the administration responsible for the network to provide the missing information within 30 days. If the missing information is not provided within that period (counted from the date of the dispatch of Bureau's telefax) the submission shall be considered incomplete and thus non receivable and shall be deleted from the Bureau's file and returned to the notifying administrations.

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