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UPDATES to the

Rules of Procedure

(Edition of 2012)

approved by the Radio Regulations Board

Revision (Circular No.)	Date	Part	AR/AP	RR No. or other reference ¹	Pages to be removed	Pages to be inserted
1 See CR/339	September 2012	A1	AR5	5.316A*	5	5 (rev.1)
				5.327A**		
				5.397	7-8	7-8 (rev.1)
				5.399		
				5.410*		
				5.444B**	13-15	13-15 (rev.1)
				5.446A		
			Receivability	1, 1.1**, 1.2 2 b)	1-3	1-3 (rev.1)
			AR21	21.16, 3	2	2 (rev.1)
			AP18	AP18*	1-2	-
			AP30	An. 1, 1 b)	14-16	14-16 (rev.1)
			AP30A	An. 1, 4 b)	13-16	13-15 (rev.1)
			AP30B	6.3 a), 2.3 6.16 Art. 8, 8.17**	2-6	2-7 (rev.1)
			Table of content		1	1 (rev.1)
2 See CR/342	November 2012	A1	AR9	9.2	1-2	1-2 (rev.2)
				9.11A-1	10-11	10-11 (rev.2)
				9.11A-2	16-17	16-17 (rev.2)
				9.21**-9.27	19-22	19-22 (rev.2)
				9.41-9.42**	25	25 (rev.2)
			AR11	11.43A**	19-23	19-23 (rev.2)
				11.44**		
				11.44B**		
				11.47**		
				11.49**		

Revision (Circular No.)	Date	Part	AR/AP	RR No. or other reference ¹	Pages to be removed	Pages to be inserted
3 See CR/346	April 2013	A1	AR9	Council decision 482	1-2	1-1bis (rev.3), 2
			AR11	Apendix 4 (Annex2, A4)***,	1-2	1-1bis (rev.3), 1ter, 2
				11.31	6	6 (rev.3)
			Resolution 51	1-2.2.2	1	-
		A6	GE89	4	2	2 (rev.3)
		C		1.4, 1.6, 1.9-1.12	1-4	1-4 (rev.3)
		Table of content			1	1 (rev.3)

¹ The new Rules or modifications to the existing Rules of Procedure take effect immediately or as otherwise indicated.

* Effective date of suppression: 1 January 2013.

** Effective date of application: 1 January 2013.

*** Effective date of application: 1 July 2013.

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Rules concerning

ARTICLE 9 of the RR¹

(ADD RRB13/62)

Rules concerning the late payment of cost recovery fees and cancellation of satellite network filings due to non-payment of cost recovery fees in accordance with Council Decision 482

1 The provisions of Nos. 9.2B.1 and 9.38.1 of Article 9, A.11.6 of Article 11, footnotes 7 to § 4.1.5, 8 to § 4.1.15, 16 to § 4.2.8, 17 to § 4.2.19, 18 to the title of Article 5, of Appendix 30, footnotes 9 to § 4.1.5, 10 to § 4.1.15, 19 to § 4.2.8, 20 to § 4.2.19, 22 to the title of Article 5, of Appendix 30A and footnote 1 to the title of Article 6, footnote 11 to the title of Article 8 of Appendix 30B, stipulate that if the payments for a notice submitted in accordance with the above provisions are not received in accordance with the provisions of Council Decision 482, as amended, on the implementation of cost recovery for satellite networks filings, the Bureau shall cancel the publication after informing the administration concerned.

2 Council Decision 482 stipulates that payment of charges shall be made within a period of a maximum of six months after issue of the invoice, on the basis of an invoice issued upon receipt of the filing by the Bureau and sent to the notifying administration.

3 Due to administrative delay related mainly to the confirmation of payment by financial institutions and internal validation between the Bureau and the Financial Resources Management Department of the General Secretariat, the decision by the Bureau on a late or non-payment of a satellite network notice is normally submitted for consideration and confirmation at the BR IFIC meeting which normally takes place no more than six weeks after the six-month deadline for cost-recovery fees of the considered notices.

4 In view of the above, the Board decided that satellite networks filings for which the payment has been received after the six-month deadline but prior to the BR IFIC meeting where the late payment is considered, shall continue to be taken into account.

5 Any satellite network filing for which a payment is received after the BR IFIC meeting where a decision to cancel that filing for non-payment has been taken, shall no longer be taken into account, and the information would be reported to a meeting of the Radio Regulations Board.

¹ This Rule of Procedure refers to Article 9, 11, to Articles 4 and 5 of Appendices 30 and 30A, and to Articles 6 and 8 of Appendix 30B of the Radio Regulations. (ADD RRB13/62)

Advance publication (Article 9, Section I)

(MOD RRB12/61)

9.2

1 The question may arise as to whether a change of orbital location of a geostationary satellite network up to $\pm 6^\circ$ is cumulative during the entire regulatory processing (i.e. Advance Publication (Article 9, Section I), Coordination (Article 9, Section II), and Notification (Article 11)) of a network. The Board considers that the cumulative modification of the orbital location of a geostationary satellite network during the entire regulatory processing of a network up to $\pm 6^\circ$ from the reference orbital position (i.e. the nominal orbital position indicated in the first advance publication of the network) does not require a new advance publication.

2 Networks that have changed their orbital position by 6 to 12° in the period between 3 June 2000 and 4 July 2003 may retain that position and may modify it in the direction of the reference position. Once their orbital position enters into the segment of $\pm 6^\circ$ from the reference position, further modifications are restricted to that segment.

9.3

See comments relating to the exclusion of the territory made under the Rules of Procedure concerning No. **9.50**.

9.5

This provision concerns the publication of administrations' comments after the publication by the Bureau of advance publication information of a satellite network or a satellite system that are not subject to the coordination procedures of Section II of Article **9**. The Bureau, using the information received from administrations, will publish a summary of the comments received under No. **9.3** together with the report submitted by the administration responsible for the network under No. **9.4**, if any, in a manner that correctly reflects the situation.

When the administration responsible for the network or any other administration having submitted comments finds the published summary unsatisfactory, the Bureau will publish that administration's comments in extenso.

9.5B

See comments relating to the exclusion of the territory made under the Rules of Procedure concerning No. **9.50**.

9.5D

1 Under the provisions of No. **9.5D**, Appendix **4** Forms of Notice containing the coordination request of the satellite network as referred to in Nos. **9.30** and **9.32**, where applicable, must be received by the Bureau within a period of 24 months after the date of receipt of the advance publication information on a satellite network that is subject to the coordination procedure under Section II of Article **9**. The Bureau shall send to the responsible administration a reminder of the requirements of this provision and request for clarification on the status of the satellite network at least 3 months before the expiry of the 24-month period. If Forms of Notice (Appendix **4**) containing the coordination request data have not been submitted to the Bureau within the 24-month period, the Bureau shall cancel the advance information from its databases. For the coordination submission, the general Rules of Procedure on receivability apply.

Rules concerning

ARTICLE 11 of the RR

(ADD RRB13/62)

Consolidation of frequency assignments of different GSO networks submitted by an administration at the same orbital position into frequency assignments of a single satellite network

1 Introduction

The Board noted the request of WRC-12 for a detailed description of the Radiocommunication Bureau's actions with respect to consolidating frequency assignments of different geostationary-satellite orbit (GSO) networks submitted by an administration at the same orbital position, into frequency assignments of a single satellite network.

In this respect, the Board understands that the consolidation of frequency assignments of GSO satellite networks shall only be possible for assignments recorded in the MIFR, associated with satellite networks at exactly the same orbital position, upon request by the administration (or the administration acting on behalf of a group of named administrations) that notified the assignments. The following principles shall apply.

2 Structure of notice

The consolidation of recorded frequency assignments of several satellite networks into one network will consist in aggregating all alphanumerical data related to frequency assignments of the involved GSO satellite networks contained in the Space Network Systems database (SNS) of the Radiocommunication Bureau and the associated graphical data contained in the Graphical Interference Management Software (GIMS) reference database.

2.1 Identity of the satellite network (Appendix 4, Annex 2, A1)

Only satellite networks with identical information related to the notifying administration shall be qualified for consolidation:

- A.1.f.1 Notifying administration
- A.1.f.2 Group of administrations
- A.1.f.3 Intergovernmental satellite organization

2.2 Orbital information (Appendix 4, Annex 2, A4)

Satellite networks to be consolidated shall have an identical orbital position (A.4.a.1).

In case of different values for the longitudinal tolerance (A.4.a.2.a.b) and/or inclination excursion (A.4.a.2.c), the smallest values shall be used for a consolidated network. It is understood that the operation of the consolidated satellite networks would be within the smaller longitudinal tolerance and/or inclination excursion.

2.3 Antenna beam and group of frequency assignment characteristics (Appendix 4, Annex 2, B and C)

Satellite antenna beam designation and associated individual characteristics (gains and gain contour diagrams, antenna Radiation patterns and Antenna gain diagrams in the direction of part of the GSO not obstructed by the Earth, service area) will be kept unchanged as separate beams in the single notice of the consolidated satellite networks, except if otherwise requested by the notifying administration.

The characteristics of each group of frequency assignments for a satellite antenna beam, including the date of receipt of the complete information under No. **9.34** and any remarks in the MIFR shall be kept unchanged and separate, regardless of its characteristics.

Specific study will be undertaken on a case-by case-basis for consolidation of satellite network notices which include beam-strapping tables and beam naming when the same beam name appears in more than one of the networks being consolidated.

2.4 Identifier of the notice and groups

Only one identifier for the consolidated notice (Notice ID) shall be retained; the notice IDs of the other involved networks recorded in the MIFR will be removed from the system. The unique original identifier of the groups of frequency assignments (Group ID) will be retained, including the status of coordination.

3 BR IFIC (Space Services) and Annex to the BR IFIC

3.1 Part I-S

The information on the consolidated network including references to the involved satellite networks will be published in Part I-S of the BR IFIC (Space Services) and be distributed with the respective databases (SRS, SPS, AP30B, GIMS, SNL) in the Space BR_IFIC DVD.

3.2 Special Sections

The special sections (API/A, CR/C, CR/D, AP30/E, AP30A/E, AP30-30A/E/, AP30B/A6B...) of the different satellite networks referred to in the consolidated satellite network recorded in the MIFR will not require a new publication. Information on the associated special sections and Part-IS of the consolidated satellite networks will be indicated under Appendix 4 item A.13 (Reference to the published special sections of the BR IFIC).

11.13

1 This provision stipulates that no notification shall be made of the frequencies that are prescribed for common use by stations of a given service. According to this provision the Bureau established a list of the frequencies that enter into this category. This list is regularly updated and published in the Preface to the International Frequency List (IFL), in frequency order (Chapter VI of the Preface). The common frequencies appear in the Master International Frequency Register (Master Register) and in the IFL.

2 A summary of the frequencies/frequency bands that are prescribed for common use, is given below:

- GMDSS frequencies for distress and safety calling using DSC techniques (2 187.5 kHz, 4 207.5 kHz, 6 312 kHz, 8 414.5 kHz, 12 577 kHz, 16 804.5 kHz and 156.525 MHz);
- GMDSS frequencies for distress and safety traffic by NBDP telegraphy (2 174.5, 4 177.5, 6 268, 8 376.5, 12 520 and 16 695 kHz);
- GMDSS frequencies for distress and safety traffic by radiotelephony (2 182 kHz, 4 125 kHz, 6 215 kHz, 8 291 kHz, 12 290 kHz, 16 420 kHz and 156.8 MHz);
- International frequencies for search and rescue operations (2 182 kHz, 3 023 kHz, 5 680 kHz, 8 364 kHz, 10 003 kHz, 14 993 kHz, 19 993 kHz, 121.5 MHz, 123.1 MHz, 156.3 MHz, 156.8 MHz, 161.975 MHz, 162.025 MHz and 243 MHz);
- International frequencies for digital selective calling, for purposes other than distress and safety (455.5, 458.5, 2 177, 2 189.5, 4 208, 4 208.5, 4 209, 4 219.5, 4 220, 4 220.5, 6 312.5, 6 313, 6 313.5, 6 331, 6 331.5, 6 332, 8 415, 8 415.5, 8 416, 8 436.5, 8 437, 8 437.5, 12 577.5, 12 578, 12 578.5, 12 657, 12 657.5, 12 658, 16 805, 16 805.5, 16 806, 16 903, 16 903.5, 16 904, 18 898.5, 18 899, 18 899.5, 19 703.5, 19 704, 19 704.5, 22 374.5, 22 375, 22 375.5, 22 444, 22 444.5, 22 445, 25 208.5, 25 209, 25 209.5, 26 121, 26 121.5 and 26 122 kHz);
- International frequencies for selective calling using the sequential single-frequency code system (2 170.5, 4 125, 4 417, 6 516, 8 779, 13 137, 17 302, 19 770, 22 756 and 26 172 kHz);
- International frequencies for radiotelephone calling (4 125, 4 417, 6 215, 6 516, 8 255, 8 779, 12 290, 12 359, 13 137, 16 420, 16 537, 17 302, 18 795, 19 770, 22 060, 22 756, 25 097 and 26 172 kHz);
- International ship-to-shore working or intership frequencies (2 045, 2 048, 2 635 and 2 638 kHz);

- 410 kHz, worldwide frequency for radio direction-finding in the maritime radio-navigation services;
- 75 MHz, worldwide frequency assigned to aeronautical marker beacons.

3 If these frequencies are used by other services and/or for purposes other than those specified in the Radio Regulations, they should be notified under the relevant provisions of Article **11** and, in some cases, under the provisions of No. **4.4**.

11.14

1 This provision stipulates, *inter alia*, that frequency assignments to ship stations and to mobile stations of other services shall not be notified under Article **11**. On the other hand, the provisions of No. **11.2** stipulate the conditions under which receiving stations are to be notified to the Bureau. Similarly, the provisions of No. **11.9** stipulate the conditions under which a land station for reception from mobile stations is to be notified to the Bureau. In combining the conditions of all these provisions, the Board concluded that the following categories are not to be notified to the Bureau:

- Worldwide frequencies for use by ship and coast SSB radiotelephone stations by simplex (single-frequency) operation and for intership cross-band (two-frequency) operation (frequencies indicated in Part B, Section I, Sub-Section B of Appendix **17**);
- Worldwide working frequencies for ship stations equipped for wideband telegraphy, facsimile and special transmission systems (frequencies indicated in Part A of Appendix **17**);
- Worldwide working frequencies for ship stations equipped for NBDP telegraphy and data transmission systems on a non-paired basis (frequencies indicated in Part B, Section III of Appendix **17**);
- Ship calling frequencies using A1A Morse telegraphy (frequencies indicated in Part B, Section IV of Appendix **17**);
- Ship working frequencies using A1A Morse telegraphy (frequencies indicated in Part B, Section V of Appendix **17**).

2 If the frequencies referred to in § 1 above are used by other services and/or for purposes other than those specified in the Radio Regulations, they should be notified under the relevant provisions of Article **11** and in some cases under the provisions of No. **4.4**.

3 Bearing in mind that all communications in the aeronautical mobile (R) and (OR) services in the HF exclusive bands are made in a single frequency simplex mode of operation, the use of the relevant frequency is adequately covered through the notification of the transmitting aeronautical station and the notification of the associated receiving station (for reception of the transmissions from aircraft stations) is not necessary. Therefore, the Board instructed the Bureau not to accept any frequency assignment notice related to a receiving aeronautical station in the bands governed by Appendices **26** and **27**.

- 3) For practical reasons, the Bureau could not systematically undertake the comparison of coordination information contained in the notice form submitted under No. **11.2** or **11.9** and that from the voluminous correspondence from the coordination phase. The Board thus decided that the No. **11.32** examinations of the Bureau shall be based on the coordination information available from the notice forms (Boxes A5/A6). This information being the most up to date for the case under examination, the Bureau shall consider the notified data of the network submitted in the notice form as coordinated with those countries mentioned in Boxes A5/A6.
- 4) When the notified characteristics are not within the limits of those published in the Special Section relating to the advance publication the comments made under the Rules of Procedure concerning No. **9.2** apply.

11.31

1 Provision No. **11.31.2** requires that the “other provisions” mentioned in No. **11.31** should be identified and included in the Rules of Procedure. This chapter intends to answer the above problem.

The regulatory examination under No. **11.31** includes the following⁵:

- conformity with the Table of Frequency Allocations, including its footnotes and any Resolution or Recommendation which is referred to in such a footnote;
- the successful application of No. **9.21**, when mention is made of that provision in a footnote (see also Rules of Procedure relating to Nos. **9.21** and **11.37**);
- all “other” mandatory provisions that are contained in Articles **21** to **57**, in Appendices to the Radio Regulations and/or in Resolutions that are relevant to the service in the frequency band in which a station of that service operates.

2 The list of these “other provisions”, referred to in No. **11.31.2**, with respect to which the notices to stations in terrestrial (§ 2.1 to 2.5.2) or space services (§ 2.6 to 2.6.6) are examined, is given below:

2.1 *Broadcasting service:* Those contained in No. **23.7** concerning the power limit (50 kW) of the broadcasting transmitters operating in the Tropical bands in the frequency bands listed in No. **23.6**.

2.2 *Fixed service:* Those of No. **24.2** which stipulate that F3E and G3E emissions are prohibited in the fixed service below 30 MHz.

⁵ With respect to the application of this provision to assignments of the BSS submitted under Resolution **33 (Rev.WRC-03)** see comments under Rules of Procedure concerning No. **23.13**.

2.3 *Aeronautical mobile service:* There are mandatory provisions only for the frequency bands that are allocated exclusively to the aeronautical mobile service. These provisions (obligatory channelling arrangement, permitted classes of emission, power limits) are contained in Appendices **26** and **27**. The provisions of No. **43.4** also falls into this category of mandatory regulatory provisions, i.e. the prohibition of using the exclusive frequency allocations to the aeronautical mobile service for any kind of public correspondence.

2.4 *Maritime mobile service:* Most of them are related to the frequency bands that are allocated exclusively to the maritime mobile service (obligatory channelling arrangements, permitted classes of emission, power limits, etc.); however many of them are also applicable to the non-exclusive allocations to the maritime mobile service. A summary of the provisions that are applicable to the frequency assignments subject to notification is given in the Table below:

(MOD RRB13/62)

	Provision No.
Power limits	52.104 52.117, 52.127 (Region 1 only), 52.143, 52.144, 52.172 52.184-52.186, 52.188, 52.202 (Region 1 only) 52.219, 52.220, 52.227, 52.265, 52.266
Class of emission	52.2, 52.3 52.101, 52.177, 52.183, 52.188, 52.198, 52.217
Mandatory sub-division	52.10 (Region 1 only), 52.13 Appendix 17

2.5 The list of these “other provisions”, referred to in No. **11.31.2**, with respect to which notices to stations in terrestrial services⁶ in the bands that are shared with equal rights with space services are examined, is given below:

2.5.1 conformity with the limits concerning the maximum equivalent isotropically radiated power (e.i.r.p.), in the context of services and frequency bands indicated in Table **21-2** (Nos. **21.3, 21.4, 21.5A** and **21.6**);

2.5.2 conformity with the limits concerning the power delivered by a transmitter to the antenna of a station in the fixed or mobile services (13 dBW in frequency bands between 1 GHz and 10 GHz, 10 dBW in frequency bands above 10 GHz), in the context of services and frequency bands indicated in Table **21-2** (Nos. **21.5** and **21.6**).

⁶ In bands shared by terrestrial and space radiocommunication services, the administration may use passive repeaters in the fixed service (radio-relay systems). While generally the passive repeater is situated close to the transmitting or receiving station, it usually involves a major change in the direction of the maximum radiation which may further affect the orbit; for this reason, the Board decided that administrations shall be requested to notify both parts of the link as separate stations, i.e., transmitting stations to passive repeater and passive repeater to receiving stations; and that each of the notices, containing information in accordance with Appendix **4**, is treated as a separate assignment representing a separate station.

PART A6

Rules concerning the Regional Agreement relating to the planning of VHF/UHF television broadcasting in the African Broadcasting Area and neighbouring countries (Geneva, 1989) (GE89)

1 Scope of the Agreement

1.1 Following the revision of the GE89 Agreement, carried out in 2006 by the RRC-06-Rev.GE89, and in accordance with the Table of Frequency Allocations contained in Article 5 of the Radio Regulations (RR) (Edition of 2004), the GE89 Agreement governs, as from 17 June 2006, the use of the frequency band 47–68 MHz, by the television broadcasting service and by other primary terrestrial services which have allocations in this band (see also § 4 hereunder), within the planning area of this Agreement (the African Broadcasting Area as defined in Nos. 5.10 to 5.13 of the RR (Edition of 2004) and the following neighbouring countries: Saudi Arabia, Bahrain, United Arab Emirates, Iran (Islamic Republic of), Iraq, Kuwait, Oman, Qatar, Yemen (including those parts of Yemen that are situated outside of the African Broadcasting Area)).

1.2 The Plan annexed to the GE89 Agreement also contains those frequency assignments to television broadcasting stations, in the bands 230-238 MHz and 246-254 MHz, from the Member States listed in No. 5.252 of the RR, for which the procedure No. 9.21 of the RR was successfully completed.

2 Receivability of notices

In the application of the Regional Agreement relating to the planning of VHF/UHF television broadcasting in the African Broadcasting Area and neighbouring countries (Geneva, 1989), the Bureau will apply the procedures contained in Articles 4 and 5 of the Agreement and associated technical criteria with respect to the notices from all administrations having territories in the planning area (i.e. all administrations having territories within the African Broadcasting Area as defined in Nos. 5.10 to 5.13 of the RR and those administrations neighbouring the African Broadcasting Area as listed in § 1.8 of Article 1 of the GE89 Agreement), provided that the station concerned is situated within the planning area.

3 Execution of the Agreement

When a notice is received for a modification under Article 4 of the Agreement, the relevant coordination distances shall equally be applied to analogue and digital systems. An appropriate symbol shall be used to identify the television standard. Calculations requested in application of § 4.3.8 and 4.3.13 of the Agreement shall, where possible, be made using the most recent ITU-R Recommendation.

4 Examination of notices related to the non-planned services in the bands governed by the Regional Agreement GE89

4.1 Section 5.2 of Article 5 of the GE89 Agreement specifies the procedure to be followed for the examination of the notices related to the non-planned primary services in the bands governed by the Agreement. The bands and the services concerned are summarized in the Table below.

TABLE (MOD RRB13/62)

Frequency band (MHz)	Services and countries within the planning area	Provisions	Notes
47-68	FIXED: AFS, AGL, BOT, CME, COD, COG, IRN, LSO, MDG, MLI, MOZ, MWI, NGR, NMB, RRW, SOM, SDN, SSD, SWZ, TCD, TZA, ZMB, ZWE	5.165 5.167 5.171	1
	MOBILE (-AER): AFS, AGL, BOT, CME, COD, COG, LSO, MDG, MLI, MOZ, MWI, NGR, NMB, RRW, SOM, SDN, SSD, SWZ, TCD, TZA, ZMB, ZWE	5.165 5.171	1
	MOBILE: IRN	5.167	
230-238	FIXED: from all parties to the Agreement (excepting those referred to in No. 5.252)		2
	MOBILE: from all parties to the Agreement (excepting those referred to in No. 5.252)		2
	AERONAUTICAL RADIONAVIGATION: ARS, BHR, IRN, OMA, QAT, UAE	5.247	3
246-254	FIXED: from all parties to the Agreement (excepting those referred to in No. 5.252)		2
	MOBILE: from all parties to the Agreement (excepting those referred to in No. 5.252)		

NOTE 1 – The additional allocations to countries referred to in No. **5.171** are limited to the band 54-68 MHz.

NOTE 2 – In the frequency bands 230-238 MHz and 246-254 MHz, in the examinations under § 5.2 of the Agreement, account is taken of only those frequency assignments in the broadcasting service which are entered into the Plan following a successful application of the procedure referred to in No. **9.21**, as required by Resolution 1 (GE89) and No. **5.252**.

NOTE 3 – As the additional allocation to countries referred to in No. **5.247** is limited to the band 223-235 MHz, the procedure of § 5.2 of Article 5 of the GE89 Agreement applies in the band 230-235 MHz only.

4.2 The frequency assignment notices related to the aeronautical radionavigation service of Nigeria, whose allocation is governed by No. **5.251**, shall not be subject to the examinations referred to in § 5.2 of Article 5 of the Agreement, since these notices are subject to the application of the procedure of No. **9.21**.

PART C

Internal arrangements and working methods of the Radio Regulations Board

Introduction

In accordance with Nos. 143 to 147 of the Convention the Board has approved the following internal arrangements and working methods.

1 Board meetings

1.1 A meeting of the Board will be held approximately every three months. The specific dates and durations for the meetings in a given year will be decided at the last meeting of the preceding year. Any subsequent change of dates or durations will be made only with the agreement of all the members. (CV145 (Rev. Marrakesh, 2002)).

1.2 A convening notice for the next meeting of the Board, including the date and duration, will be prepared by the Executive Secretary and normally provided to Board Members at the current meeting.

1.3 The draft agenda should be prepared by the Executive Secretary of the Board¹ after approval by the Chairman as soon as possible following the closing date for submissions but not later than two weeks before the meeting. The draft agenda and the documents of the meeting shall be sent to members of the Board by the Executive Secretary of the Board. Simultaneously, the draft agenda shall be made available in electronic form on the RRB website.

1.4 The agenda should include the following, as required:

- a)* consideration of the report by the Director, Radiocommunication Bureau;
- b)* approval of the new or revised Rules of Procedure (CS95, RR No. **13.12**);
- c)* consideration of cases dealing with the review of Findings by the Bureau, following a request by an administration, which cannot be resolved by the use of the Rules of Procedure (CV171);
- d)* consideration of any appeal against a Bureau decision or any other request submitted by an administration (CV140);

¹ The Director of the Radiocommunication Bureau acts as the Executive Secretary of the Board (see CV174).

- e)* consideration of reports on harmful interference (CV140, CV173, RR No. **13.2**) and reports of alleged contravention or non-observance of the Radio Regulations (RR No. **13.3**);
- f)* consideration of any other matters which cannot be resolved by the Bureau (CS96);
- g)* matters which should be referred to the radiocommunication conferences (CS95);
- h)* the examination of any item for assistance in the application of the Radio Regulations requested by any administration (RR Nos. **7.5** and **7.6**);
- i)* the examination of any item requested by any member of the Board;
- j)* the examination of any item requested by the Director of the Radiocommunication Bureau;
- k)* any other business (CS97, etc.). (MOD RRB13/62)

1.5 All submissions from Administrations containing comments concerning draft Rules of Procedure shall be received by the Executive Secretary at least four weeks before the meeting. Comments on the draft Rules of Procedure received after that date will not be considered (RR No. **13.12A**).

1.6 All other submissions from Administrations shall be received by the Executive Secretary at least three weeks before the meeting. Any submissions received from Administrations following the three-week deadline will normally not be considered at the same meeting and will be placed on the agenda of the following meeting. However, if so agreed by Board Members, delayed submissions relevant to items on the approved agenda could be considered for information. (MOD RRB13/62)

1.7 All documentation should be prepared by the Executive Secretary and distributed to the Members as soon as it becomes available but not later than two weeks before the start of the meeting. RRB meeting documents will be made available in electronic form on the RRB website as soon as they are available.

1.8 Meeting attendance will be as follows:

- Members
- Executive Secretary/Director of the Radiocommunication Bureau
- 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.

1.9 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). The minutes should clearly indicate if a decision is taken by a vote (at least two-thirds of the members of the Board). (MOD RRB13/62)

1.10 The first draft of the minutes shall be prepared in the official languages of the Union requested by the Board Members. The Executive Secretary shall distribute the draft minutes to the Board Members by electronic means as soon as possible after the meeting, but no later than six weeks prior to the next meeting. Any amendments to the draft minutes by any Board Members shall be provided to all Board Members and the Executive Secretary not

later than five weeks prior to the next meeting. The draft minutes, as amended, are considered approved and ready for circulation. At least one month before the start of the following meeting, the BR shall, by means of a circular letter, send the approved minutes in all official languages of the Union to administrations and make them available on the RRB pages of the ITU website (RR No. **13.18**). (MOD RRB13/62)

1.11 In order to clarify the status of the opinions expressed by individual Board Members as reflected in the minutes and the Board's official decisions as contained in the Summary of Decisions, the minutes shall include a statement along the following lines: "The minutes of the meeting reflect the detailed and comprehensive consideration by the members of the Radio Regulations Board of the items that were under consideration on the agenda of the [insert meeting number] meeting of the Board. The official decisions of the [insert meeting number] meeting of the Radio Regulations Board may be found in the Summary of Decisions, Document RRB [insert document number]." (ADD RRB13/62)

1.12 A summary of decisions shall be prepared by the Executive Secretary in a tabular form (subject, decision, reasons for the decision, including references to comments of administrations received and considered, as well as follow-up) and approved by the Board at its current meeting. The summary shall be made available on the RRB pages of the ITU website within one week after a meeting of the Board (RR No. **13.18**). (MOD RRB13/62)

2 Rules of Procedure

2.1 Principles for establishment or revision of Rules of Procedure

2.1.1 In the development of Rules of Procedure, the following principles shall be applied by the Board, the Bureau, and administrations:

2.1.1.1 New Rules of Procedure shall be developed only when there is a clear need and justification (RR No. **13.0.1**). Such Rules of Procedure shall, if necessary, be developed in the following cases:

- Difficulties in the application of the Radio Regulations, including those due to inconsistencies in the Radio Regulations;
- Difficulties in the application of the regional agreements (i.e., special agreements concluded under the auspices of the ITU) in as much as they concern the relationship between the Radio Regulations and those regional agreements (RR Nos. **6.4** and **11.34**);
- Any practice used by the Bureau in the application of the Radio Regulations (RR No. **13.12A b**)) and regional agreements.

2.1.1.2 Rules of Procedure are to be in conformity with the spirit and principle of the Constitution, Convention and the Radio Regulations and shall avoid any relaxation to the application of the corresponding provisions of the Radio Regulation to which the rules make reference (RR No. **13.12A g**)).

2.1.1.3 For those Rules of Procedure which were developed to alleviate difficulties or inconsistencies in the application of the Radio Regulations (see the first indent to § 2.1.1.1), the Board shall submit to the next world radiocommunication conference the modifications to the Radio Regulations to alleviate such difficulties or inconsistencies and include its suggestions in the Report of the Director to this conference (RR No. **13.0.1**)².

² See Minutes of the Third Plenary of WRC-07, Document 217, § 3.

2.1.1.4 If difficulties or inconsistencies in the Radio Regulations are identified but a clear need for developing a new Rule of Procedure is not identified, the Board will suggest any necessary modifications to the Radio Regulations to the next WRC (RR No. **13.0.2**).

2.2 Preparation of Rules of Procedure

2.2.1 In the preparation of Rules of Procedure, the following steps shall be applied by the Board, the Bureau, and administrations (RR No. **13.12A**):

2.2.1.1 preparation, by BR, of a draft Rule of Procedure;

2.2.1.2 draft Rules of Procedure shall be made available to the administrations for comments in a circular letter and on the RRB website at least ten weeks before the meeting (RR No. **13.12A c**));

2.2.1.3 all comments from administrations on these draft Rules of Procedure shall be submitted to the Bureau at least four weeks before the start of the Board meeting (RR No. **13.12A d**));

2.2.1.4 comments from administrations should suggest specific text for the proposed Rule of Procedure (RR No. **13.12A e**));

2.2.1.5 all comments on draft Rules of Procedure received from administrations will be posted on the RRB website (RR No. **13.12A f**));

2.2.1.6 comments submitted by administrations concerning draft Rules of Procedure that have not been received within the four-week time limit (see RR No. **13.12A d**)) shall not be considered by the Board (cf. RR No. **13.12A f**));

2.2.1.7 the approved Rule of Procedure shall be published in a circular letter and in electronic form.

2.2.2 The Bureau shall also publish, on the RRB website, a list of future proposed Rules and the time-frame for their consideration by the Board in order to facilitate administrations providing comments on the future proposed Rules (RR No. **13.12A a**)).

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

2.3 Review of Rules of Procedure

2.3.1 The Rules are effective when approved by the Board, except in cases where a different date of application is specified in the Rule of Procedure. If comments are received from any administration after publication, the Board will review the Rule of Procedure, if appropriate.

2.3.2 If there is continuing disagreement, the matter shall be submitted to the next World Radiocommunication Conference in the report of the Director of the Radiocommunication Bureau, with the agreement of the concerned administration (CS 95, RR No. **13.14**).