

Document Formats - Guidelines for the Presentation of Proposals - Agenda for WRC-2003

The following information is provided to assist with the creation of the United States documents for national and international meetings concerned with WRC-2003. The preliminary view template is designed to provide a summary of the United States' view on a particular agenda item. The position paper template will be used to create formal documents for our delegation to use during international meetings.

Also provided is a very basic template for United States Proposals for WRC. In the past the ITU format for proposals required that the proposal number and action (MOD, ADD, etc) to be positioned at the left margin of the page, the concerned text would be indented about 2 inches from the left page margin. This is no longer required; the proposal number and action is now positioned above the concerned text.

Annex 3 was taken from an ITU letter concerning WRC-2000. This annex provides ITU guidelines for the preparation of proposals.

UNITED STATES
PRELIMINARY VIEWS ON WRC-03

WRC-2003 Agenda Item: Please include the full text from the agenda

ISSUE: Subject of the issue

BACKGROUND: In cases where we are looking to protect existing services or support existing regulatory text, a brief description of the services, operations or regulations and why they are important. In cases where we are advocating a new service or a change to the regulations, a brief description of why spectrum is needed and what important benefit will be derived from the new service or why the regulatory change is needed.

U.S. VIEW: In cases where we are looking to protect existing services or support existing regulatory text, a brief description of our concerns and what must be demonstrated to ensure protection of the existing services or not to create regulatory difficulties. In cases where we are advocating a new service or a change to the regulations, a brief description of what we expect to demonstrate concerning compatible implementation of the new service or how a change to the regulations can be made without causing difficulties (Draft Date).

Proposal

United States of America
DRAFT PROPOSALS FOR THE WORK OF THE CONFERENCE

Agenda Item ##: *(Include the agenda item text)*

Background information

Provide as much information as needed to make it clear what the proposal is for and how it would be achieved. We should attempt to keep this information short and clear, unless this is not to our advantage.

Proposal:

USA/xx/1

1.2 Proposals should be based, as far as practicable, on the Radio Regulations (1998 edition). The sequential numbering system should be used to identify the particular provision to which the proposal is related.

Reasons: Provide a brief but complete statement that gives the reason for this proposal. A reason should be included for each ADD, MOD, SUP, NOC or NOC.

ANNEX 3¹

Guidelines for the presentation of proposals

1 Introduction

1.1 These guidelines have been prepared by the General Secretariat and the Radiocommunication Bureau of the ITU for the submission of proposals to the forthcoming World Radiocommunication Conference (WRC-2000).

1.2 Proposals should be based, as far as practicable, on the Radio Regulations (1998 edition). The sequential numbering system should be used to identify the particular provision to which the proposal is related.

2 Guidelines for presentation

2.1 Member States should begin their proposals with a short summary of their views on each agenda item. This should be followed by detailed proposals, each proposal being followed by a brief statement of the reason for the proposed change.

2.2 Symbols to be used

ADD Proposal to add new text

Note: Where new text is to be added within an existing paragraph or subparagraph, the symbol MOD should be used.

(ADD) Proposal to add existing text from elsewhere in the RR

Note: It is necessary to reproduce the texts carrying the symbol (ADD).

MOD Proposal to amend a text by addition, deletion or replacement of words or figures

Note: New words added should be double underlined; words to be deleted should be crossed out.

(MOD) Proposal to amend a text, from an editorial point of view

SUP Proposal to delete text

Note 1: It is not necessary to reproduce texts carrying the symbol SUP.

Note 2: Where text is to be deleted from within a paragraph or subparagraph, the symbol MOD should be used.

(SUP) Proposal to transfer text elsewhere in the Radio Regulations

Note: It is not necessary to reproduce texts carrying the symbol (SUP).

¹ **Reference:** ITU Letter, Subject WRC-2000, Dated: 28 September 1999

NOC Text for which no change is proposed

Note: This symbol may be used to clarify that no proposals are made with respect to texts carrying this symbol. It is not necessary to reproduce texts carrying this symbol.

NOC Proposal for a text to be maintained without change

Note: This symbol may be used when administrations wish to emphasize that a particular provision or provisions of an article should remain unchanged, e.g. Article XX may be shown as NOC but provisions AA and BB of Article XX may be shown as NOC. The reasons as to why these provisions need to be maintained without change should be given.

The following standards of presentation should be adhered to as far as possible.

2.3.1 Texts should be clearly typed in single spacing.

2.3.2 Where possible, proposals should be accompanied by their electronic version (on 3½" diskette) or sent by Email through Internet to:

WRCproposals@itu.int

ITU standard formats are MS Word for Windows and RTF. Submission of documents in this way will significantly enhance document preparation and will enable the document composition service to function in an even more efficient manner.

2.3.3 Proposals for draft new resolutions and recommendations should be annotated "ADD". In cases where resolutions or recommendations cancel and replace existing ones a mention of this should be included in a footnote to the proposals.

3 Preparation of texts

The Secretariat will annotate the individual proposals with index numbers composed as follows:

ABC/25/3

where ABC is the symbol of the country, author of the proposal (according to the Preface to the International Frequency List), 25 is the number of the document in which the proposal is published and 3 the serial number of the proposal within that document.

4 Conclusion

The main purpose of the present guidelines is to facilitate the coordination and processing of proposals submitted by administrations. These guidelines will also enable the services at ITU headquarters to carry out their work more efficiently and thereby avoid extra costs with respect to the budget of the conference.