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Chairperson, CPM

CHAPTER STRUCTURE AND WORKING PROCEDURES FOR THE CPM

The following working procedures are proposed for the conduct of the work of the CPM. They are based on the relevant decisions taken at CPM99-1 (see Administrative Circular CA/48 of 18 December 1997) with some amendments suggested (amendments underlined). Attention is also drawn to Annex 1 of Resolution ITU-R 2-3 on the working methods for the CPM.

1   Chapter structure

1   WRC agenda item X.xx *Insert text of relevant agenda item*.

2   Summary of technical and operational studies, including a list of relevant ITU-R Recommendations.

3   Analysis of the results of studies relating to the possible methods of satisfying the agenda item.

4   Methods to satisfy the agenda item for consideration by the WRC and the advantages and disadvantages of each method.

5   Regulatory and procedural considerations.

2   Duties of Chapter Rapporteurs

1   To act for the Chairperson of CPM to ensure that the consistency of format and structure and the guidelines of amount of text are observed.

2   To ensure integration of most recent Working Party, Task Group and Joint Rapporteur Group outputs into consolidated CPM text by consultation with or assistance from Working Party, Task Group and Joint Rapporteurs Group Chairpersons to ensure that CPM work is complete and on time.

NOTE - The Chairperson, Vice-Chairpersons, the Chapter Rapporteurs and the CPM Secretary will be called the CPM Management Team.

3   CPM working procedures

1   A single responsible group is identified for each agenda item, or sub-item where an agenda item is easily divisible into coherent work packages, e.g. in relation to a specific Resolution or Recommendation or part thereof.

2   The responsible group has the responsibility to prepare a draft element of the CPM Report addressing the specific agenda item or sub-item for which it has main responsibility.

3   The concerned groups (Working Parties or Task Groups, etc.) for any item or sub-item, will not contribute directly to the CPM, but may contribute to the work of the responsible group for that item or sub-item, by the following means in order of preference:

–   participation of members of the concerned groups in the work and meetings of the responsible group;

–   appointment of rapporteurs to represent their interests in the work and meetings of the responsible group;

–   liaison statements if time permits.

4   As far as possible, concerned groups should avoid establishing specific groups or meetings to agree contributions to the responsible group, as this will inevitably create some duplication with the work of the responsible group, and increase the number of meetings that the interested experts would need to attend.

5   The responsible group should ensure that the necessary coordination with the concerned group is carried out.

6   The output of the responsible group shall be submitted to the CPM in accordance with para. 2.4 of the working methods outlined in Annex 1 of Resolution ITU-R 2-3.

Observation from the Chairperson, CPM: Para. 2.4 is not completely clear. There are two cases to be considered. Output that is available before the consolidated draft has been prepared should be submitted to the Chapter Rapporteur with copies to the other members of the CPM Management Team. Output that is available only after this point in time should be submitted directly to the second meeting of the CPM

7   A consolidated draft CPM Report shall be prepared by the CPM Management Team assisted, as appropriate, by the Chairpersons of Study Groups, Working Parties and Task Groups, for submission to Member States and Sector Members in time for the second meeting of CPM.

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