

PREPARATION FOR ITU RADIOCOMMUNICATION CONFERENCES

Document Formats and Guidelines for the Preparation of Preliminary Views

The following information will assist agencies in the creation of the United States' documents for national and international meetings concerned with WRC-2015. The template for the United States' preliminary views (PVs), will guide the coordinators with the required formatting and details needed to develop acceptable preliminary views.

FORMATTING/EDITORIAL

- Use Times New Roman, 12 font for text you create (formatting of the radio regulations is maintained as is)
- Bold titles up to, but not including, the colon
- Left justified and single space all text
- Put two spaces after the colon and after periods
- Spell out acronyms the first time you use them and place the acronym in round brackets (xx)
- Use the Final Acts of WRC-12 in conjunction with the Edition of 2008 of the Radio Regulations until the 2013 edition of the Radio Regulations is available reflecting changes made at WRC-12)
- To avoid persistent formatting problems, start with the Word version of the Radio Regulations and not the PDF version
- Take into account the applicable Rules of Procedure (ROP), noting that the ROPs change much more often than the Radio Regulations
- Use track changes to reflect modifications to the Radio Regulations
- Omit author information for all track changes
- Insert page numbers on all but the first page, centered, at the bottom of the page
- Do not use passive voice in the document
- Ensure spelling and grammar are correct
- Avoid overcapitalization
- When using United States as a subject or object, spell it out
- When using United States in the possessive case, use U.S., for example U.S. view

An example preliminary view begins on the next page.

UNITED STATES OF AMERICA
DRAFT PRELIMINARY VIEWS FOR WRC-15

Agenda Item ##: Please include the full text from the agenda, without a punctuation mark at the end of the text

BACKGROUND: In cases where we are looking to protect existing services or support existing regulatory text, include 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, include a *brief* description of why you need additional spectrum and what important benefit the new service will provide or why you need the regulatory change. History and work at previous conferences should not be included. Except in the title of the document, do not include the “United States” or specifics about use in the United States in the PV document, as we will work within CITEL to obtain signatories to this document. Focus your efforts on the view and keep the background succinct.

U.S. VIEW: In cases where we are looking to protect existing services or support existing regulatory text, include a brief description of our concerns. This will include what the studies should demonstrate 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, include a brief description of what we expect to demonstrate concerning compatible implementation of the new service or how to change the regulations to avoid causing difficulties.