

## **PREPARATION FOR ITU RADIOCOMMUNICATION CONFERENCES**

### **Document Formats and Guidelines for the Preparation of Proposals**

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' proposals for the conference, will guide the coordinators with the required formatting and details needed to develop acceptable proposals.

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#### **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.

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**UNITED STATES OF AMERICA**  
**DRAFT PROPOSALS FOR THE WORK OF THE CONFERENCE**

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

**Background Information:** In the first paragraph, use the background text from the Preliminary View as your basis, and modify it to take into account the specific proposal you are making. Add a paragraph to explain what the specific proposal is. Include no more than three paragraphs although, on an exceptional basis, you can provide additional information where a proposal addresses multiple frequency bands or multiple issues within a frequency band.

In the secondary paragraph, briefly explain the results of the ITU-R studies in terms of spectrum requirements, sharing or compatibility studies, or regulatory studies as appropriate.

In the third paragraph, briefly describe:

What you propose, taking into account the applicable Rules of Procedure (ROP)

You may also include the bringing into force date for the provisions in your proposal. Only do so if a specific date other than the normal date for bringing into force for a conference is required, specifically for regional support. Otherwise, include this information in the position paper for the agenda item.

**Proposal:**

*(Include the heading for the Article, Appendix or whichever section of the ITU regulations you are addressing if the proposal is to a sub-section. If it is to the whole article the heading goes after the proposal number)*

<b><u>NOC</u></b>	<b>USA/1.xx/1</b>
<b>MOD</b>	<b>USA/1.xx/2</b>
<b>SUP</b>	<b>USA/1.xx/3</b>
<b>ADD</b>	<b>USA/1.xx/4</b>

*(Include the U.S. proposal (changes to the radio regulations for an ADD or MOD with changes shown in track changes (unless it is a new Resolution or Recommendation which is shown as clean text), title or specific provision for NOC or SUP (there is no need to show the whole provision when referencing an Article, Resolution, or Recommendation in its entirety. Show specific portions of the table of allocations in their entirety with ellipses for specific frequency ranges not covered by the proposal).*

**Reasons:** Provide a brief but complete statement that gives the reason for this proposal. This should include a reference to any CPM text method it aligns too. Include a reason for each ADD, MOD, SUP, or NOC (at the end of each provision, portion of the table of frequency allocations, or new Resolution/Recommendation, even if it is the same as previous reasons).

### EXAMPLE

#### UNITED STATES OF AMERICA DRAFT PROPOSALS FOR THE WORK OF THE CONFERENCE

**Agenda Item 1.8:** *to consider the progress of ITU-R studies concerning the technical and regulatory issues relative to the fixed service in the bands between 71 GHz and 238 GHz, taking into account Resolutions 731 (WRC-2000) and 732 (WRC-2000)*

Resolution **731 (WRC-2000):** *Consideration by a future competent world radiocommunication conference of issues dealing with sharing and adjacent-band compatibility between passive and active services above 71 GHz*

Resolution **732 (WRC-2000):** *Consideration by a future competent world radiocommunication conference of issues dealing with sharing between active services above 71 GHz*

**Background Information:** This agenda item addresses consideration of changes in regulations for spectrum above 71 GHz to accommodate sharing among the fixed service and other active services and to protect the passive services from adjacent band fixed systems.

Several countries have operational fixed service links in the frequency bands 71-76 GHz, 81-86 GHz, 92-94 GHz and 94.1-95 GHz. In addition to these active service applications, several countries also operate remote sensing and meteorological satellites that utilize the Earth exploration-satellite service (EESS) (passive) allocation from 86-92 GHz subject to No. **5.340**. The ITU-R was unable to fully evaluate sharing among the active services or sharing between the active services and passive services allocated above 71 GHz due to the lack of studies prepared during this study cycle for this agenda item.

WRC-2000 adopted Resolutions **731 (WRC-2000)** and **732 (WRC-2000)** as part of the conference decisions in an overall rearrangement of the allocation tables in Article **5** of the Radio Regulations, and not in support of WRC-07 agenda item 1.8. The ITU-R did not complete studies in support of this agenda item; therefore, the conference should retain these resolutions unchanged. There is no need for WRC-15 to consider the results of these studies and that is not proposed.

**Proposals:**

**NOC** USA/AI 1.8/1

**ARTICLE 5**

**Frequency allocations**

**Reasons:** Insufficient information is available at this time to substantiate specific out-of-band emission limits to protect the EESS (passive) in the 86-92 GHz band. The ITU-R studies are immature because the technologies employed by the active services in these bands are still in the early stages of development.

**NOC** USA/AI 1.8/2

**RESOLUTION 731 (WRC-2000)**

**Consideration by a future competent world radiocommunication  
conference of issues dealing with sharing and adjacent-band  
compatibility between  
passive and active services above 71 GHz**

**Reasons:** WRC-2000 developed this resolution as a result of the realignment of the Table of Allocations above 71 GHz. The retention of this resolution allows the ITU-R to continue studies on sharing and adjacent band compatibility in this frequency range. There is no need for WRC-15 to consider the results of ITU-R studies under *resolves* of Resolution **731 (WRC-2000)**.

**NOC** USA/AI 1.8/3

**RESOLUTION 732 (WRC-2000)**

**Consideration by a future competent world radiocommunication  
conference of issues dealing with sharing between  
active services above 71 GHz**

**Reasons:** WRC-2000 developed this resolution as a result of the realignment of the Table of Allocations above 71 GHz. The retention of this resolution allows the ITU-R to continue studies on sharing and adjacent band compatibility in this frequency range. There is no need for WRC-15 to consider the results of ITU-R studies under *resolves* of Resolution **732 (WRC-2000)**.