



## Radiocommunication Bureau (BR)

Administrative Circular  
**CA/263**

27 September 2022

### To Administrations of Member States of the ITU and Radiocommunication Sector Members

Subject: **Second session of the 2023 Conference Preparatory Meeting (Geneva, 27 March – 6 April 2023) for the purpose of preparing the CPM Report to the World Radiocommunication Conference 2023 (WRC-23) and to address preparatory studies for the following Conference**

#### 1 Introduction

1.1 In accordance with its [Resolution 811](#), the World Radiocommunication Conference 2019 (WRC-19) resolved to activate the Conference Preparatory Meeting (CPM).

1.2 The principles governing the CPM, its scope and working methods were approved by the Radiocommunication Assembly 2019 (RA-19) in Resolution [ITU-R 2-8](#).

1.3 Administrative Circular [CA/251](#) of 19 December 2019 contains the results of the first session of the 2023 Conference Preparatory Meeting (CPM23-1, Sharm el-Sheikh, 25-26 November 2019). Addendum 1 to CA/251 of 17 September 2020 and Addendum 2 to CA/251 of 16 May 2022 provide other information, in particular on dates for completion of the work undertaken by the responsible groups of the Study Groups and on the structure and preparation of input texts for the draft CPM Report to WRC-23.

#### 2 Date and place of the meeting

The second session of the 2023 Conference Preparatory Meeting (CPM23-2) will be held in the International Conference Centre of Geneva (CICG) and at the Headquarters of the Union from 27 March to 6 April 2023. The opening plenary of CPM23-2 will commence at 0930 hours on Monday 27 March at the CICG.

#### 3 Programme of the meeting

The draft agenda, containing the programme of the meeting, is provided in the Annex to this Circular.

The CPM Report to WRC-23 will be prepared in accordance with the outline adopted by CPM23-1 (see Annex 10 to CA/251), with due reference to the WRC-23 agenda contained in Council Resolution 1399 (C20).

#### 4 Preparation of the draft consolidated CPM Report to WRC-23

4.1 In accordance with Resolution ITU-R 2-8 and with the decisions taken at CPM23-1, the draft consolidated CPM Report to WRC-23, based on inputs from the responsible groups of the Study Groups, will be prepared by the CPM Management Team at a meeting to be held on 9 and 10 November 2022.

4.2 The draft CPM Report to WRC-23 will represent the basis for the work of the second session of CPM-23. It will be made available in electronic format on the CPM web page as Document CPM23-2/1 following the CPM Management Team meeting in English, with the other languages of the Union being published as soon as possible and a minimum of two months prior to CPM23-2.

#### 5 Contributions

5.1 Participants are requested to submit contributions to the work of the second session of CPM-23 by electronic mail to:

[cpm23-2@itu.int](mailto:cpm23-2@itu.int)

A copy should also be sent to the CPM-23 Chairperson, Vice-Chairpersons and Chapter Rapporteurs. The pertinent addresses can be found in the Contacts on the CPM website at:

<http://www.itu.int/go/ITU-R/CPM>

5.2 Contributions will be processed according to the provisions laid down in Resolutions ITU-R 1-8 and ITU-R 2-8 (see also Section 6 below).

5.3 In accordance with Resolution ITU-R 1-8, the following deadlines apply:

5.3.1 Contributions should be received by the Bureau at least **1 (one) month prior to the beginning of CPM23-2, i.e. by 27 February 2023**. For contributions arriving after this date, no commitment can be made regarding their availability at the opening of the meeting in all six languages of the Union.

5.3.2 The **final deadline for the reception of contributions by the Bureau is 14 calendar days (1600 hours UTC) prior to the meeting, i.e. on 13 March 2023 at 1600 hours UTC**. Contributions received by the Bureau later than the aforementioned deadline cannot be accepted. Contributions that are not available to participants at the opening of the meeting shall not be considered.

5.4 Resolution ITU-R 1-8 stipulates that contributions should be limited in length (if possible, less than ten pages) and be prepared using standard word-processing software, without using any auto-formatting facility; modifications to existing text should be indicated by means of revision marks (using "Track Changes").

5.5 In addition, the ITU-R Document Template and the Guidelines for the preparation of contributions to CPM23-2 should be used. They will be available on the [CPM website](#) in due course.

## 6 Availability of documents during CPM23-2

Contributions will be posted “as received” in the original language within one working day on the event website.

The official versions of the contributions and other input documents will be posted on:

<https://www.itu.int/md/R19-CPM23.2-C/en>

In accordance with Resolution 167 (Rev. Dubai, 2018), **CPM23-2 will be completely paperless.** [TIES access](#) is required to open CPM23-2 documents.

## 7 Registration/Visa requirements/Accommodation

Registration to this event is mandatory and will be carried out exclusively on-line via Designated Focal Points (DFPs) for ITU-R event registration. **Participants must first complete an online registration form and submit their registration request for approval by the corresponding focal point.** Participants would require an ITU account for this purpose.

While registering for the event, please duly take into consideration the information related to the current sanitary measures, as indicated on the [ITU COVID-19 free website](#).

Participants are strongly encouraged to **register early** and to indicate **if they intend to attend the meeting in person or remotely** and are further encouraged to consult the safety and security information which is regularly updated before making travel arrangements should they choose to attend the event in person.

The list of ITU-R DFPS (TIES protected) as well as detailed information on this new event registration system, visa support requirements, hotel accommodation, etc. can be found at:

[www.itu.int/en/ITU-R/information/events](http://www.itu.int/en/ITU-R/information/events)

## 8 Connecting to the meeting sessions for remote participation

Unless otherwise decided at the ITU Plenipotentiary Conference 2022, CPM23-2 will be a face-to-face meeting with the possibility of remote participation.

Remote participation will be restricted to registered participants only.

## 9 Webcast

Audio webcast of the CPM23-2 Plenary and Working Group sessions in all the six official languages of the Union will be provided and accessible from the [CPM webpage](#). Participants do not need to register for the meeting to use the webcast facility, however, [TIES access](#) is required to open the webcast.

**10 Conversion to virtual meeting if COVID-19 related sanitary conditions substantially worsen**

Should COVID-19 related sanitary conditions worsen, the meeting organizers will inform all participants of a possible conversion of the meeting to a virtual one in due course via an addendum to this Administrative Circular.

The contact person within the Radiocommunication Bureau for general matters regarding CPM23-2 is Mr Philippe Aubineau (Tel: +41 22 730 5992 or by e-mail: [philippe.aubineau@itu.int](mailto:philippe.aubineau@itu.int)).

Mario Maniewicz  
Director

**Annex:** Draft agenda for the second session of the 2023 Conference Preparatory Meeting

## **Annex**

### **Draft agenda for the second session of the 2023 Conference Preparatory Meeting (CPM23-2)**

#### ***Preparation of the CPM Report to the World Radiocommunication Conference 2023 (WRC-23)***

(Geneva, from 27 March to 6 April 2023)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Structure, scheduling and working methods of the second session of CPM-23
- 4** Establishment of Working Groups
- 5** Assignment of documents
- 6** Preparation of the CPM Report to WRC-23
- 7** Any other business

Ms Cindy-Lee COOK  
Chairperson, CPM-23