



Rules of Procedure
for the European Radiocommunications Committee
and its constituent bodies

*Revised at the 14th ERC Meeting
Budapest, 12-16 June 1995*

TABLE OF CONTENTS

PREFACE

ARTICLE 1 -	Membership and participation in meetings
ARTICLE 2 -	Structure
ARTICLE 3 -	European Radiocommunications Committee
ARTICLE 4 -	Steering Group
ARTICLE 5 -	European Radiocommunications Office
ARTICLE 6 -	Working Groups
ARTICLE 7 -	Project Teams
ARTICLE 8 -	Principles for nominating Chairmen and Vice Chairmen
ARTICLE 9 -	Documentation
ARTICLE 10 -	Meetings of the ERC and Working Groups
ARTICLE 11 -	Distribution of ERC and ERO Documentation
ARTICLE 12 -	Languages
ARTICLE 13 -	Conduct of Meeting and Voting
ARTICLE 14 -	Quorum and Proxy Voting
ARTICLE 15 -	Amendments to the Rules of Procedure
ANNEX 1 -	Mechanism for ERC Decisions
ANNEX 2 -	Mechanism for ERC Recommendations
ANNEX 3 -	ERC Recommendations numbering
ANNEX 4 -	Examples of document numbering
ANNEX 5 -	Examples of layout for permanent documents

PREFACE

The purpose of the European Radiocommunications Committee, ERC, as established by the Conference of European Postal and Telecommunications Administrations (CEPT), is:

- to develop radiocommunications policies;
- to coordinate frequency, regulatory and technical matters concerning radiocommunications, including the use of the geostationary satellite orbit;
- to liaise with other relevant entities within CEPT dealing with regulatory telecommunications matters other than radio;
- to develop guidelines in respect of radiocommunication matters in preparation for ITU meetings such as Plenipotentiary Conferences, Council Meetings, Radio Conferences and Radiocommunications Assemblies.

ARTICLE 1 - MEMBERSHIP AND PARTICIPATION IN MEETINGS

- 1.1 Members of CEPT are members of the ERC as of right.
- 1.2 Representatives of the Commission of the European Communities and of the European Free Trade Association Secretariat are Counsellors of the ERC.
- 1.3 Counsellors participate in meetings of the ERC and its Working Groups, with the right to speak but not to vote and may propose experts to participate in Project Teams, with the agreement of the relevant chairmen.
- 1.4 Representatives of relevant inter-governmental organisations as well as other organisations or Administrations concerned with telecommunications may be invited by the relevant chairmen to participate as Observers in meetings of the ERC and its constituent bodies on an ad hoc basis, unless the ERC decides otherwise.
- 1.5 Members of the European Telecommunications Standards Institute (ETSI), are entitled to participate as Observers in project teams of the Spectrum Engineering Working Group.

ARTICLE 2 - STRUCTURE

The following are the constituent bodies of the ERC:

- Steering Group

- European Radiocommunications Office
- Working Groups
- Project Teams as necessary

ARTICLE 3 - THE EUROPEAN RADIOCOMMUNICATIONS COMMITTEE

- 3.1 The ERC shall comprise national delegations representing Members. National Delegations shall appoint a Head of National Delegation and this appointment shall be notified to the Chairman of the ERC.
- 3.2 The ERC shall determine the general policy and make decisions on the management of the work of the ERC and its constituent bodies.
- 3.3 The ERC's functions shall be to:
- 3.3.1 elect its Chairman and Vice Chairmen and inform the Managing Administration;
 - 3.3.2 propose amendments to the ERC Terms of Reference as appropriate for consideration by CEPT;
 - 3.3.3 adopt the Rules of Procedure of the ERC and any subsequent modifications to them and to decide upon disputes arising from their application;
 - 3.3.4 decide on questions concerning the participation of Counsellors and Observers in meetings of the ERC and its constituent bodies;
 - 3.3.5 decide upon the creation or cessation of Working Groups and ERC Project Teams and approve their Terms of Reference;
 - 3.3.6 set up Ad Hoc Working Groups as required;
 - 3.3.7 establish appropriate coordination arrangements with ECTRA;
 - 3.3.8 decide on and regularly review the ERC Work Programme (including the work of its constituent bodies), the priorities within the programme and whether or not to include work proposed by sources other than Members;
 - 3.3.9 agree a provisional schedule of meetings of the ERC and its Working Groups during the succeeding period of approximately 12 months;
 - 3.3.10 appoint Chairmen of the Working Groups and ERC Project Teams;
 - 3.3.11 decide on issues creating difficulty during the intermediate stages of the preparation of draft ERC output documents in the Working Groups (where it has not been possible to arrive at timely consensus using the procedures of Article 6.5);

- 3.3.12 approve the various forms and content of output documentation;
- 3.3.13 maintain a list of Member's addresses (ERC List A) and a list of individuals (ERC List B) entitled to receive working documents, agendas and invitations to ERC meetings, and until the entry into force of the Convention for the Establishment of the ERO:
- 3.3.14 adopt the Financial Regulations of the European Radiocommunications Office (ERO) and any subsequent modifications to them and
- 3.3.15 adopt the ERO Staff Regulations and any subsequent modifications to them.

All decisions shall be made according to the procedures of Article 13 of these Rules of Procedure (except for items 3.3.14 and 3.3.15).

ARTICLE 4 - STEERING GROUP

- 4.1 The Steering Group shall comprise:
- the Chairman and the Vice Chairmen of the ERC;
 - the Chairman and the Vice Chairmen of each Working Group;
 - the Head of the ERO.
- 4.2 Where the ERC Chairman and Vice Chairmen agree, the Steering Group may also invite other parties to attend its meetings as additional members on an ad hoc basis.
- 4.3 The Steering Group is responsible for the overall management of the ERC. In view of this responsibility the Steering Group will, inter alia:
- coordinate the work of the ERC and its constituent bodies;
 - prepare every year a draft three year long term plan for adoption by the ERC;
 - prepare an annual work programme based on the long term plan for consideration and adoption by the ERC at its final meeting of each year. A draft work programme should be available for consideration at the same time, the sketch budget of the ERO is presented to the ERC;
 - prepare and maintain a long term schedule for meetings to be adopted by the ERC;
 - report to each ERC meeting;
 - provide copies of the report of its meetings to the ERC for information;

- seek endorsement of the ERC for all its decisions.

ARTICLE 5 - EUROPEAN RADIOCOMMUNICATIONS OFFICE

- 5.1 The ERC shall take all necessary steps to maintain the European Radiocommunications Office (ERO) as a permanent centre of expertise in radiocommunications to assist and advise the ERC, its constituent bodies and its Members.
- 5.2 The legal status and privileges of the ERO, its organisation, Rules of Procedure, staffing, work programme and financing shall be provided for in the following instruments:
 - 5.2.1 initially, in the Memorandum of Understanding on the Creation of the ERO, opened for signature by CEPT administrations from 26 September 1990;
 - 5.2.2 subsequently, in the Convention for the Establishment of the ERO, opened for signature by CEPT administrations from 23 June 1993;
 - 5.2.3 the Headquarters Agreement between the Government of Denmark and the ERC signed on 18 September 1991.

ARTICLE 6 - WORKING GROUPS

- 6.1 The Working Groups of the ERC provide a forum for consensus building among European interests in radiocommunications. They also provide a focus for harmonising a European view for use in the radio conferences of the International Telecommunications Union (ITU).
- 6.2 Within their Terms of Reference, defined by the ERC, each Working Group shall prepare, and regularly update, its Work Programme, listing all work items with their target dates and submit the programme to the ERC for approval.
- 6.3 The Working Groups shall submit to the ERC appropriate draft ERC output documents for approval (except European Common Proposals).
 - 6.3.1 The Working Groups shall adopt CEPT ERC Reports. These reports will be issued as CEPT ERC Reports.
 - 6.3.2 The Working Groups shall adopt CEPT ERC Recommendations in accordance with the Mechanism for ERC Recommendations. (Annex 2).
- 6.4 Working Groups shall establish a list of individuals and organisations entitled to receive working documents, agendas and invitations to meetings of the Working Groups.

- 6.5 The Working Groups shall endeavour to reach consensus on all issues, including the approval of draft ERC output documents. If consensus cannot be reached, and in order to progress the work, the Chairman of the Working Group can decide to take an indicative vote amongst the participating Members. Indicative voting may take place in a meeting only on items which are on the agenda. The purpose of indicative voting is to identify the balance of opinion so that Members are encouraged not to press differences of view which are unlikely to attract sufficient support in the Working Group, or if taken to the ERC for resolution. However, if after this vote it is still not possible to reconcile diverging opinions, all alternative opinions and the outcome of the indicative vote, and for information purposes the opinions of any Counsellors or Observers present, shall be submitted to the ERC for decision.
- 6.6 The Working Groups shall appoint their own Vice Chairmen and the Chairmen of their own Project Teams, and designate their rapporteurs, as required. The appointment of Vice Chairmen shall be notified to the ERC.
- 6.7 Subject to any directions from the ERC, Working Groups shall be free to organise themselves.
- 6.8 Ad Hoc Working Groups may be set up by the ERC for well defined tasks, in particular to coordinate preparations for ITU, Plenipotentiary Conferences, in cooperation with ECTRA.
- 6.9 Conference Preparatory Group (CPG)
- 6.9.1 The Conference Preparatory Group (CPG), as a permanent working group, shall coordinate the preparations for ITU World Radio Conferences (WRCs) and Radio Assemblies and be responsible for the preparation and approval of the CEPT brief and European Common Proposals.
- 6.9.2 The Chairman and two Vice Chairmen of the CPG shall be appointed immediately after a WRC. One of the Vice Chairmen shall normally be invited to succeed to the chairmanship after the next WRC.
- 6.9.3 The CPG shall report to the ERC on the progress and status of its work.
- 6.9.4 The CPG shall establish a list of individuals and organisations entitled to receive documents, agendas and invitations to meetings.
- 6.9.5 The distribution of CPG documents shall comply with Article 11.2, and Article 11.2.1 and Article 11.2.2. The category of distribution as defined in Article 11.1 shall be decided by the CPG.

ARTICLE 7 - PROJECT TEAMS

- 7.1 Project Teams may be created by the ERC and its Working Groups to work to well defined tasks and limited time periods. Project Teams shall consist of small numbers of experts specifically chosen for their competence and their availability for the tasks entrusted to them.
- 7.2 The establishment of a Project Team and its terms of reference shall be recorded in the report of the meeting concerned.
- 7.3 Meetings of Project Teams shall be hosted on a voluntary basis by Members or organisations whose experts are participating in the work.
- 7.4 Project Teams shall submit regular progress reports on their work to their parent body.
- 7.5 The costs of the experts working in Project Teams shall be borne by their sponsoring organisations.
- 7.6 Subject to any directions from the ERC or a designated Working Group, Project Teams are free to organise themselves.

ARTICLE 8 - PRINCIPLES FOR NOMINATING CHAIRMEN AND VICE CHAIRMEN

- 8.1 Only Members' representatives are entitled to be nominated as Chairmen or Vice Chairmen of the ERC or its Working Groups.
- 8.2 The primary considerations for choosing Chairmen and Vice Chairmen are the experience and qualifications of the persons concerned.
- 8.3 As far as possible there should be an equitable geographical distribution of appointments.
- 8.4 The Chairman and Vice Chairmen of the ERC, or of a Working Group, should not represent the same Member.
- 8.5 A Vice Chairmanship does not prejudice succession to the Chairmanship when this becomes vacant.
- 8.6 Appointments shall be for 3 years with the possibility of reappointment for one further consecutive 3 year term only. For the CPG the corresponding terms shall be 2 years.

ARTICLE 9 - DOCUMENTATION

9.1 Working documents of the ERC and its constituent bodies shall be categorised as follows:

- Permanent documents
- Temporary documents

They may be internal documents (presented by Administrations or constituent bodies of the ERC), or external documents (presented by any competent entity outside CEPT, e.g. industry, users, operators, etc.) as determined on an individual basis by the meeting.

Permanent documents are important documents which have a long term value. Documents presented to a meeting by Administrations or constituent bodies of the ERC are usually permanent documents (see also Article 10.8).

Annex 5 gives examples of layout for permanent documents.

Temporary documents are documents of a non-permanent nature circulated during meetings. Temporary documents shall be obsolete after the meeting and cannot be referred to or distributed further unless otherwise decided.

For permanent and temporary documents the entity responsible for the document's preparation shall be identified as its origin.

9.2 ERC output documents shall be in the following categories:

- CEPT ERC Decisions
- CEPT ERC Recommendations
- CEPT ERC Reports
- CEPT ERC European Common Proposals

CEPT ERC Decisions are measures approved by the ERC on significant harmonisation matters. The mechanism for CEPT ERC Decisions is at Annex 1.

CEPT ERC Recommendations are measures approved by the ERC which Administrations are encouraged to apply. They are principally intended as harmonisation measures for those matters where Decisions are not yet relevant, for application by Administrations or other relevant bodies to whom they are addressed. The mechanism for CEPT ERC Recommendations is at Annex 2.

CEPT ERC Reports are the result of studies by the ERC or its constituent bodies, normally in support of a harmonisation measure. Reports shall be approved by the ERC, unless approval is delegated to a Working Group.

CEPT ERC European Common Proposals are submissions to ITU meetings (world and regional radiocommunications conferences, radiocommunications assemblies, etc) approved by the CPG and signed by ERC Members.

9.3 ERC documents are identified as follows:

Decision	CEPT/ERC/DEC(Year)TT
Recommendation	(see Annex 3)
Report	CEPT/ERC/REPY
European Common Proposal	CEPT/ERC/ECP(Year)YY
Permanent document	Doc. CEPT/XX(Year)YY
Temporary document where	Doc CEPT/XX - TEMP ZZ

XX stands for the constituent body to which it has been submitted,
YY stands for a serial number beginning each year with a 1,
ZZ stands for a serial number beginning usually at each meeting with a 1,
TT stands for a serial number.

If a document is subsequently revised the original number shall be suppressed and a new number issued. The identification of the suppressed document shall be mentioned on the revised document. If only minor changes have been introduced, or if further changes are expected, the original number may be followed by the number of the revision (e.g. Rev.1)

9.4 The ERO documents submitted to other constituent bodies shall be categorised as permanent or temporary working documents (see 9.1).

9.5 Information documents, questionnaires and inquiries may be published by the ERO under its sole responsibility. The ERO Newsletter and results of studies by the ERO based on the views of Administration, Industry and Users are examples of information documents.

Unless providing information directly provided by Administrations, information documents shall mention that they do not necessarily represent the views of the ERC or Administrations. In any event a warning shall be provided that information contained in information documents may not be current.

9.6 Some examples of document numbering are given in Annex 4.

ARTICLE 10 - MEETINGS OF THE ERC AND WORKING GROUPS

- 10.1 Two kind of meetings are possible: Ordinary and Extraordinary.
- Ordinary meetings are convened at the established dates and aiming at the resolution of the ERC/WG's normal working programme. Normally no more than 3 ordinary meetings a year per constituent body (ERC and WG's) will be convened. Ordinary meetings will not exceed a duration of 5 days.
 - Extraordinary meetings are special ones convened for the resolution of unforeseen problems or issues where an ERC position is very important and urgent. Extraordinary meetings are not allowed to discuss further issues other than those addressed in the agenda.
- 10.2 Meetings shall be convened by its Chairman. Ordinary meetings shall be convened in accordance with the adopted schedule of meetings. Extraordinary meetings shall be convened to resolve unforeseen urgent issues as specified on its agenda.
- 10.3 Meetings of the ERC and Working Groups shall in general be hosted on a voluntary basis by Members. The costs of attendance at these meetings shall be borne by the organisations of those attending.
- 10.4 At least one month before the date of the meeting, official invitations shall be sent by the host administration and the draft agenda by the Chairman to the official addresses of Members (ERC List A) and the individuals who normally attend the meetings (ERC List B).
- 10.5 It is for each Member and Counsellor to decide upon the composition of its delegation.
- 10.6 If an organisation in a particular country is accredited by its Member, then an invitation is also sent to that organisation.
- 10.7 Members' delegations to Working Group meetings may have broader accreditation.
- 10.8 Documents to be considered at a meeting should be dispatched to Members and participants at least two weeks prior to the meeting.
- 10.9 Minutes shall record all the essential decisions taken during the meeting and if required the different positions expressed.

ARTICLE 11 - DISTRIBUTION OF ERC DOCUMENTATION

- 11.1 The ERC will decide the category of distribution for its output documents in accordance with the following criteria:

- a. Intended for internal use;
 - b. Limited distribution (Members, Counsellors and Observers only);
 - c. Unrestricted distribution.
- 11.2 Documents for ERC and Working Group meetings shall be distributed by the originator to ERC List A and ERC List B at least 3 weeks prior to the meeting.
- 11.2.1 The Chairman or Secretary of the meeting may agree to distribute the document on behalf of the originator.
- 11.2.2 Exceptionally a meeting may relax the 3 week period referred to in 11.2 for a subsequent meeting.

ARTICLE 12 - LANGUAGES

- 12.1 The languages of the ERC shall be English, French and German. Subject to the provisions of Article 12.3, the ERC output documents (as specified in Article 9.2) shall be published in English and French, other than Reports which will be published in English only, and ECPs which will be published in English, French and Spanish. For all ERC output documents the definitive text will be the original language.
- 12.2 The language of the ERO, Working Groups and Project Teams shall be English. Simultaneous interpretation in English, French and German shall be provided in meetings of Working Groups unless an alternative agreement has been reached within the Working Group following consultations with the host administration(s) and participants, when the venue(s) for the meeting (or series of meetings) is agreed.
- 12.3 Working Group documents shall be in English.

ARTICLE 13 - CONDUCT OF MEETING AND VOTING

- 13.1 The following procedures will act as guidelines for the Chairman and participants in meetings:
- ERC/WG's chairmen shall try, as far as possible, to reach consensus. In this sense consensus is defined as "the general agreement, characterised by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments" (ISO/IEC definition).
 - Consensus does not mean unanimity.

- to reach consensus is the responsibility for all ERC members and demands a deep commitment to achieve pragmatic European results with acceptable costs for Administrations and users.
 - However, the seeking of consensus shall not hinder the main ERC objective: to provide harmonised spectrum within Europe, according to the market needs, at the right point in time.
 - The opinion of the meeting shall be measured whenever necessary on sensitive or political issues; a clear definition of the problem, with the different positions of Administrations, shall then be provided by the relevant chairmen.
 - If it is impossible to gather the meeting around the majority view, the Chairman shall decide on how to pursue the matter:
 1. postponing the issue to the next meeting;
 2. negotiating, outside the meeting, with the representatives of the main trends to reduce the alternatives or to achieve a common approach;
 3. pass the issue to the ERC level, when it is an issue of a WG, with a clear definition of the different positions, where a definitive decision must be taken.
 - An issue should not be postponed more than one meeting.
 - It is for the ERC to decide when an issue shall be withdrawn from the work programme.
- 13.2 As a general rule the ERC will act by consensus, otherwise by a simple majority of votes cast, except where specific alternative provisions have been agreed.
- 13.3 Only Members have the right to vote.
- 13.4 The vote of each National Delegation shall be cast by the Head of the National Delegation (or the nominated deputy) in alphabetical order according to the French names of countries whose Members are present or represented by proxy.
- 13.5 Abstentions are not taken into account in calculating the majority.
- 13.6 If the number of abstentions is equal to, or more than, half the number of votes cast, the question discussed must be taken up again at a later meeting, at which this rule will not apply.
- 13.7 A secret ballot shall be used if decided by the Chairman or requested by at least 2 Members.

ARTICLE 14 - QUORUM AND PROXY VOTING

- 14.1 In any meeting of the ERC the quorum, present or represented by proxy, required for voting under the procedure described in Article 13 shall consist of a least 50% of the total number of Members of CEPT.
- 14.2 The quorum for a vote taken by correspondence must be reached by the date specified in the voting papers issued to each National Delegation.
- 14.3 A Member unable to attend an ERC meeting where a vote is due to be taken may cast a vote by proxy. To be valid a proxy vote must be notified in writing to the ERC Chairman in advance of the meeting, indicating which other ERC Member has been given the proxy. No Member may cast more than one proxy on a particular vote.

ARTICLE 15 - AMENDMENTS TO THE RULES OF PROCEDURE

- 15.1 Proposed amendments to the Rules of Procedure shall be put to a meeting of the ERC giving not less than two months notice.
- 15.2 Approval of amendments to the Rules of Procedure shall require not less than 75% of the total votes cast to be in favour.

ANNEX 1

MECHANISM FOR ERC DECISIONS

1. INTRODUCTION

- 1.1. Decisions should be the normal outcome of any decision making process on matters of significant harmonisation in the radiocommunications regulatory field, within the context of the long term ERC strategy and policy.
- 1.2. There are four main elements to the decision making mechanism: development and adoption; commitment and implementation; amendment; and withdrawal.

2. DEVELOPMENT AND ADOPTION

- 2.1. The ERC shall decide whether a new item of work should lead to a Decision or other ERC output. In exceptional cases, Working Groups may begin work on a draft Decision, pending ERC approval at its next meeting. The ERC Chairman shall be informed by the relevant Working Group Chairman. The ERC Chairman shall inform all Members.
- 2.2. In cases where the ERC decides that a new item of work should lead to a Decision, but a Working Group nevertheless subsequently proposes a draft Recommendation, it shall explain why it did so.
- 2.3. Proposed draft Decisions shall follow the standard format and style, and shall include an implementation date.
- 2.4. Proposed draft Decisions shall be distributed to ERC List B at least 2 weeks prior to the ERC meeting at which they will be considered.
- 2.5. The ERC will only consider proposed draft Decisions which are referenced on the draft agenda for the meeting.
- 2.6. The ERC shall be informed of the names of the Members in the Working Group which supported the draft, and any that opposed the draft. The reason for opposition should be given.
- 2.7. The ERC shall adopt a draft text for public consultation to be carried out during a minimum period of two months.
- 2.8. The draft text shall be distributed to ERC List B.

- 2.9. A notice of the availability of this text shall be published in the ERO Newsletter and a press notice, specifying the deadline for comments, and their recipient.
- 2.10. The ERC shall consider the results of the consultation when adopting the draft Decision.
- 2.11. The ERC shall adopt draft Decisions where possible by consensus. Exceptionally, where this is not possible and to avoid a weakening of the text the following voting procedure should be followed:
 - 2.11.1 a vote in accordance with Article 13 of these Rules of Procedure.
 - 2.11.2 if this vote does not result in the adoption of the Decision, a vote in accordance with Article 13 of the Rules of Procedure except that the votes shall be weighted in accordance with the contributory units to the CEPT budget and Article 148 of the EU Treaty. The Decision would be adopted providing 75 % or more of the weighted votes, or 62 votes cast by less than 10 EU Member States, respectively, are in favour.
- 2.12. The final text of the Decision shall be included as an annex to the Report of the Meeting at which it was adopted.

3. COMMITMENT AND IMPLEMENTATION

- 3.1. ERC Members intending to implement a Decision shall write to the ERC Chairman within 2 months of the approval of the Decision indicating their commitment to implement it. A copy of the letter shall be sent to the ERO. The Decision shall be published accordingly to the normal procedures, indicating the names of the Members that have committed themselves to it.
- 3.2. The national measures necessary to implement a Decision shall contain a reference to the Decision. This reference could be made for example as a footnote to the national frequency table.
- 3.3. Members shall communicate to the ERC Chairman and the ERO these national measures.
- 3.4. Members may commit themselves to Decisions at any time.

4. AMENDMENT

- 4.1. The ERC should decide whether or not a process to amend an ERC Decision should start.
- 4.2. The development and adoption of amended Decisions should follow the provisions of paragraph 2 of this annex.
- 4.3. In justified cases, where there would be severe difficulties in implementing the amended Decision, a derogation for Members which have implemented

the existing Decision may be incorporated in the amended Decision, in order to allow an extended period for its implementation.

- 4.4. On the adoption of the amended Decision, the previous Decision shall be abrogated.

5. WITHDRAWAL

- 5.1. The procedure for withdrawal shall be in accordance with paragraph 2.11 of this annex.

ANNEX 2

MECHANISM FOR ERC RECOMMENDATIONS

1. INTRODUCTION

- 1.1 Recommendations should be the outcome of a consultation process on matters of harmonisation in the radiocommunications field. Administrations are encouraged to apply them, though adoption is on a voluntary basis.
- 1.2 There are two elements to the process of producing Recommendations: adoption and implementation. Because of changing circumstances, it may become necessary to abrogate a Recommendation which is no longer valid.

2. ADOPTION

- 2.1 The ERC or the appropriate Working Group(s) shall decide whether a new item of work should lead to a Recommendation, before work is commenced.
- 2.2 The Working Group(s) may ask a (joint) Project Team of the WG(s) to produce a draft text for consideration by a WG meeting. The final draft shall normally be distributed to the Working Group at least 2 weeks prior to the meeting at which it will be considered.
- 2.3 Where more than one Working Group is involved, before work is started agreement should be reached between them about which Working Group should take the lead. Where a joint Project Team has produced a final draft, after the lead Working Group has considered the text the joint Project team should send the draft with any amendments to the other Working Group. This circulation should be made at least 2 weeks prior to the meeting at which it will be considered.
- 2.4 The text of the draft Recommendation prepared by one or more Working Groups will be considered by the responsible (lead) Working Group and approved conditionally; after this approval the (provisionally adopted) Recommendation will be circulated to ERC official representatives (ERC Lists A and B) for comments in writing within a period of between 4 and 6 weeks as appropriate. When no comments are received the Recommendation is automatically approved; when this is not the case the Chairman of the responsible Working Group will incorporate any editorial amendments proposed and mail the draft Recommendation, together with the different positions of Administrations, to the ERC Chairman for an ERC decision.

- 2.5 The ERC shall decide on the approval of the draft Recommendation, preferably by consensus.
- 2.6 The final text of the Recommendation shall be included as an annex to the Minutes of the Meeting at which it is agreed.

3. IMPLEMENTATION

- 3.1 The text of the ERC Recommendation shall be published as soon as possible after the ERC meeting that approves it.
- 3.2 Members are invited to respond to periodic questionnaires from the ERO that facilitate the publication of a complete list of ERC Recommendations and the extent of their implementation by ERC Members.

4. REVISION AND WITHDRAWAL

- 4.1 When it becomes apparent that an existing Recommendation needs to be revised, the draft text should be prepared following the procedure described in paragraph 2 above.
- 4.2 When a Working Group considers that a Recommendation is no longer valid (for example, where it has been transformed into an ERC Decision), a proposal for its withdrawal shall be submitted by the Working Group as part of its report for consideration by the ERC. The ERC shall decide on the withdrawal of the Recommendation, preferably by consensus.

ANNEX 3

RECOMMENDATIONS NUMBERING

The Recommendations are numbered as follows :

T/R AB-ab (Recommendations adopted before 1/1/94)
CEPT/ERC/REC-AB-ab (Recommendations adopted after 1/1/94)

where AB stands for a Group designator (Service and subject),
ab stands for a serial number within the Group.

Group designator AB :

Code A : Information relating to Services

- 0 General application
- 1 Fixed Service/Fixed Satellite service
- 2 Land Mobile Service/Land Mobile Satellite Service
- 3 Maritime Mobile Service/Maritime Mobile Satellite Service
- 4 Aeronautical Mobile service/aeronautical Mobile Satellite Service
- 5 Broadcasting Service/Broadcasting Satellite Service
- 6 Other Services
- 7 Relating to more than one Service

Code B : Subject covered by the Recommendation

- 0 Relating to more than one subject
- 1 Regulatory subjects
- 2 Planning subjects
- 3 Subjects related to operation
- 4 Technical subjects
- 5 Coordination subjects

ANNEX 4

EXAMPLES OF DOCUMENT NUMBERING

CEPT ERC Decision number 4	CEPT/ERC/DEC(94)4
CEPT ERC Recommendation number 43 on Land Mobile Service and on a regulatory subject, adopted before 1/1/94	T/R 21-43
CEPT ERC Recommendation number 45 on Land Mobile Service and on a regulatory subject, adopted in 1995 (after 1/1/94)	CEPT/ERC/REC 21-45
CEPT ERC Report number 10 of 1993	CEPT/ERC/REP(93)10
Permanent document number 32 of ERC, issued in 1993	Doc. CEPT/ERC(93)32
Permanent document number 4 of ERC, issued in 1993, replacing document number 50 of ERC, issued in 1992	Doc. CEPT/ERC(93)4 (Rev.Doc. CEPT/ERC(92)50)
	or Doc.CEPT/ERC(92)50-Rev.1
Permanent document number 8 of Working Group SE, issued in 1993	Doc. CEPT/ERC/SE(93)8
Permanent document number 5 of Radio Regulatory working Group's Project Team Number 2, issued in 93	Doc.CEPT/ERC/RR/PT2(93)5
Temporary document number 7 of Working Group FM, issued during a meeting in 1993	Doc. CEPT/ERC/FM-TEMP.7

ANNEX 5

EXAMPLES OF LAYOUT FOR PERMANENT DOCUMENTS

Example n° 1

CEPT/ERC
Frequency Management Working Group
The Hague, 1-5 February 1993

Doc. CEPT/ERC/FM(93)3

Date: 05/01/93
Subject: Agenda
Origin: Chairman

Example n° 2

CEPT/ERC
Frequency Management Working Group
The Hague, 1-5 February 1993

Doc. CEPT/ERC/FM(93)4

Date: 06/01/93
Subject: Detailed Spectrum Investigation
Origin: ERO