

INTERNATIONAL TELECOMMUNICATION UNION



Radiocommunication Bureau

T E L E F A X

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Date: June 2001

Time:

Page 1/

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Subject: Regional Radiocommunication Seminar (Mexico City, 24-28 September 2001)

Dear Sir,

1. You may recall that the ITU organizes approximately every two years a Radiocommunication Seminar in Geneva and, periodically, regional Radiocommunication Seminars outside Geneva in the area of frequency spectrum management. The specific advantages of the regional seminars are that:

- more officials from national frequency management organizations can participate;
- ITU officials would be in a position to better understand local frequency management problems and, therefore, provide more appropriate assistance;
- the topics for discussion can be tailored to meet the specific requirements of the region concerned;
- a closer dialogue can be established with the participants and they can be more easily initiated in the use of PC technology in frequency management;
- new developments taking place at ITU headquarters (e.g. remote access) can be more effectively demonstrated.

2. The evaluation of the regional seminars organized so far outside Geneva testifies to their success in achieving their stated goals. In view of the successful experience in holding such seminars, and following the kind invitation of the Administration of Mexico, a seminar on Spectrum Management will be held in Hotel Galerias Plaza, Mexico City, in the period from 24 to 28 September 2001.

3. The program of the seminar is attached as Annex 1. The main objective of this seminar is to inform participants on the new Radio Regulations adopted by WRC-2000 that will come into force on 1 January 2002. The lectures and discussions will be held in either English or Spanish, with simultaneous translation. Documents will be distributed at the opening of the meeting.

4. Annex 2 provides all the information on practical arrangements. All participants are expected to stay in Hotel Galería Plaza. Hotel reservations are to be addressed directly to the hotel and to Mr. Alejandro Gutierrez Quiroz (Fax: +525 261 40 55).

5. Your Administration is invited to attend the Seminar and to nominate one or more representatives by completing the attached Registration Form in Annex 3 to this letter. It would be much appreciated if the names of the participants your Administration intends to send could be communicated to the Radiocommunication Bureau with copy to the Mexican Administration before 20 August 2001.

Yours faithfully,

Robert W. Jones
Director

Annexes: 3



The Radiocommunication Bureau Seminar

(Mexico City, 24-28 September 2001)

ANNEX 1

Monday, 24 September	
<u>Chairman:</u>	
08h30	Registration
09h30	Inauguration (Mexican representatives, ITU)
10h00	Coffee Break
10h30	National Spectrum Management (Reynaldo González Bustamante, Mexico)
11h15	Review of ITU regional activities (J. Cordeiro)
12h00	Lunch Break
General, Terrestrial Services (1)	
14h00	Overview of the Activities of the Radiocommunication Sector (M.R. Giroux)
14h45	ITU structure (M. Giroux)
15h30	Coffee Break
15h45	Notification procedures for terrestrial services (A. Mendez)
16h45	Discussion

Tuesday, 25 September	
<u>Chairman:</u>	
Terrestrial Services (2)	
09h00	Broadcasting Services (RJ81 and RJ88 Plans, HFBC) (A. Mendez)
10h00	Coffee Break
10h15	Fixed and Mobile services (aeronautical, maritime) (A. Mendez)
11h15	Harmful interference and monitoring programmes (A. Mendez)
11h45	Discussion
12h00	Lunch Break
Space Services (1)	
14h00	Orbit spectrum allocation procedures/Registration mechanisms (Y. Henri)
14h30	Coordination of satellite networks (Y. Henri)
15h30	Coffee Break
15h45	Non- GSO constellations and the international regulations (Y. Henri)
16h15	Notification and Recording of assignments (Y. Henri)
17h00	Discussion

Wednesday, 26 September

Chairman:

Space Services (2)

- 09h00 Space plans and Lists (ApS30/S30A)
(Y. Henri)
- 09h45 Allotment Plan (ApS30B)
(Y. Henri)
- 10h15 Coffee Break
- 10h30 Compatibility analysis between
satellite networks ($\Delta T/T$, Arc approach,
C/I)
(Y. Henri)
- 11h00 Technical/Regulatory assistance
(Y. Henri)
- 12h00 Lunch Break

**Software presentations and
workshops**

- 14h00 General Introduction
Current SNS data base structure
(N. Venkatesh)
- 14h30 SpaceCap/Space validation software
(J. Bertol)
- 15h00 Space Query / SpacePub software
(N. Venkatesh)
- 15h30 Coffee Break
- 15h45 SNS and SNL online
(N. Venkatesh)
- 16h15 SRS-on-CD-ROM and BR IFIC (space
services)
(N. Venkatesh)
- 17h00 Discussion

Thursday, 27 September

Chairman :

**Software presentations and
workshops**

- 09h00 GIMS graphics capture and GXT
format
(N. Venkatesh, J. Bertol)
- 09h45 BR IFIC(Terrestrial Services)/TerRaQ
(A. Mendez)
- 10h15 Coffee Break
- 10h30 HF Broadcasting planning software
(A. Mendez, M. Giroux)
- 11h00 ITU Web pages, MARS
(A. Mendez)
- 12h00 Lunch Break

16h00 **Workshops**

- Submission of electronic filings
(Space Services)
- Receipt of notices (RRB2001/269)
- SpaceCap and Space validation
(ADD and MOD transaction)
- BR/SSD Users experience
(J. Bertol)
- Filling of terrestrial notice forms
(A. Mendez)
- ApS7 / IDWM / GIMS / GIBC
(N. Venkatesh, Y. Henri)

Friday, 28 September

Chairman: M. Giroux

**World Radiocommunication
Conferences**

09h00 Results of WRC-2000
(Y. Henri)

WRC-2003
(M. Giroux)

10h30 Coffee Break

11h00 **General Discussion**

Closure of the Seminar

ANNEX 2



Regional Radiocommunication Seminar (México City, 24-28 September 2001)

GENERAL INFORMATION

I – VENUE AND DATE OF THE MEETING

Hotel Galería Plaza Ciudad de México

Address:

Hamburgo 195, Colonia Juárez

México D.F., México 06600

Telephone: (525) 230 17 00

Fax: (525) 208 03 34

e-mail: galeria.plaza@brisas.com.mx

www.brisas.com.mx

II – PASSPORTS AND VISAS

Please contact the Embassy or Consulate of Mexico in your country well in advance in order to avoid delays in obtaining a visa.

III – TRANSFER AIRPORT-HOTEL

The cost of an authorized taxi from the Airport to the Galería Plaza Hotel is US\$ 12.00 and the time required is approximately 30 minutes. Please make sure to take only authorized taxis (yellow and white). The taxi ticket can be purchased at the counter located after you exit the luggage delivery room (before exiting from the airport).

IV – CURRENCY

The currency is the peso. The exchange rate with the American Dollar varies every day. On 21 June 2001, the exchange rate was 9.18 pesos for 1 USD.

V – CLIMATE

During the month of September, the temperature in Mexico City oscillates from 15°C to 25°C with an average temperature of 20°C, with rain in the evening and during the night.

VI – ELECTRIC POWER

The power in Mexico City is 110 volts (60 Hz).

VII – LOCAL TIME

Eastern Standard Time (GMT-6)

VIII – AIRPORT TAX

For international flights: US\$ 20.00

IX – HOTEL RESERVATIONS

Please send the form to the Galerías Plaza Hotel Mexico City. Please type in the form or use print letters. It is recommended to reserve the hotel as soon as possible to guarantee the special rates.

HOTEL	ROOMS <i>Breakfast and taxes not included</i>	COST	TAX
HOTEL GALERIA PLAZA MÉXICO CITY***** VENUE OF THE MEETING Hamburgo 195, Colonia Juárez México D.F., México 06600 Tel. (525) 230-17-00 Fax. (525) 208-03-34	Single or Double	U.S.\$ 86.00 Approx.	17%

Note: The Hotel Galerías Plaza of Mexico will offer American breakfast at US\$ 8.50 (tax and services included).

ANNEX 3



THE RADIOCOMMUNICATION SEMINAR ON SPECTRUM MANAGEMENT
(Mexico City, 24-28 September 2001)



Registration Form
(CAPITAL LETTERS)

1. Mr. Mrs. Miss	_____	_____
	(family name)	(first name)
2. Accompanied by (Family Member)	_____	
3. Country	_____	

4. Representation

Name of the Administration and/or Organization _____

5. Official address	_____	_____
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TEL:	FAX:	E-MAIL:
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7. HOTEL RESERVATION

_____ Single / double room From _____ to _____

8. Date of Arrival	TIME OF ARRIVAL	FLIGHT NO.
_____	_____	_____
Date of Departure	TIME OF DEPARTURE	FLIGHT NO.
_____	_____	_____

Date: _____	Signature: _____
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To be returned duly completed to (one form per participant)

International Telecommunication Union
Radiocommunication Bureau
Place des Nations
CH-1211 Geneva 20

Sr. Alejandro Gutierrez Quiroz
Coordinación General de Asuntos Internacionales
Comisión Federal de Telecomunicaciones

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FAX: +525 261 40 55

Fax: +1 268 4605553
The Telecommunication Officer
Ministry of Public Works and
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Antigua and Barbuda

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Department of Public Enterprises
Office of the Deputy Prime Minister
Nassau
Commonwealth of the Bahamas

Fax: +501 2 31550
Permanent Secretary
Office of Telecommunication
Ministry of Energy and Communication
Belize City
Belize

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The Permanent Secretary
Ministry of International Trade & Business
The Business Centre
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Ministry of Communications, Works and Housing
Government Headquarters
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Commonwealth of Dominica

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+44 171 2110507

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The Permanent Secretary
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Greater Georgetown
Guyana

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+31 50 3135645
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Water Management
Telecommunications and Post Department
Radiocommunications Agency
9700 AL-Groningen
The Netherlands (Kingdom of)

Fax: +1 758 453 2769
Ministry of Communications, Works, Transport and
Public Utilities
Castries,
Saint Lucia

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+597 410555
Telecommunicatiebedrijf Suriname
(TELESUR)
Paramaribo
Republic of Suriname

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The Permanent Secretary
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Port of Spain/Trinidad and Tobago

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