

# INTERNATIONAL TELECOMMUNICATION UNION



*Radiocommunication Bureau*

T E L E F A X

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**For your reply:**

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Subject: Regional (Region 3) Radiocommunication Seminar  
(Jeju-do, Republic of Korea – 17 to 21 November 2003)

Dear Madam/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 the Republic of Korea, a seminar on Spectrum Management will be held in the Hotel Shilla Cheju in Jeju-do, in the period from 17 to 21 November 2003.

3. The program of the seminar is attached as Annex 1. The main objective of this seminar is to enable participants to familiarize themselves with the regulatory procedures for terrestrial and space services and with the associated tools for notification of the frequency assignments, including the related software. Information will also be provided on the results of the recent World Radiocommunication Conference (WRC-03). The lectures and discussions will be held in English. Documents will be distributed at the opening of the meeting.
4. Participants are encouraged to bring their laptop PC, preferably with a wireless LAN card, to fully enjoy the practical workshops.
5. Annex 2 provides all the information on practical arrangements. Hotel reservations are to be addressed directly to the hotel and to the Korean local secretariat (Fax: + 82 2 317 6060).
6. 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 Korean local secretariat before 15 October 2003.
7. In recognition of the difficulty faced by the Least Developed Countries (LDC), the ITU will offer one fellowship per LDC country, covering economy air-ticket and a daily allowance intended to cover meals and incidental expenses during the Seminar. Accommodation will be paid by the ITU. Participants eligible for fellowships are requested to complete the form attached as Annex 4 and to submit it before 15 October 2003.

Yours faithfully,

Valery Timofeev  
Director  
Radiocommunication Bureau

Annexes: 4



**Regional  
Radiocommunication Seminar**  
(Jeju-do, Republic of Korea – 17-21 November 2003)

**PROGRAMME**

<b>Monday, 17 November</b> <u>Chairman:</u>		<b>Tuesday, 18 November</b> <u>Chairman:</u>	
08.30	<b>Registration</b>		<b>SPACE SERVICES</b>
10.00	Inauguration Korean Authorities / APT	09.00	Orbit/Spectrum Allocation Procedures – Registration mechanism Y. Henri
10.15	National Spectrum Management Republic of Korea	09.30	Coordination of satellite networks Y. Henri
11.15	Coffee Break	10.45	Coffee Break
11.30	Role of ITU with Emphasis on Radiocommunication Bureau M. Giroux	11.00	Notification and Recording of Assignments Y. Henri
12.00	Lunch Break	12.00	Lunch Break
	<b>TERRESTRIAL SERVICES</b>		
14.00	Regulatory Procedures for Terrestrial Services B. Rackov	14.00	Plans for Broadcasting and Fixed Satellite Services (AP30/30A/30B) Y. Henri
15.00	International Frequency Information Circular (IFIC) for Terrestrial Services B. Rackov	15.00	Technical Regulatory Assistance/Earth Stations issues D.S. Kim
15.45	Coffee Break	15.45	Coffee Break
16.15	Terrestrial services in bands shared with space services B. Rackov	16.00	<b>TERRESTRIAL SERVICES</b>  Terrestrial Plans (GE75, AP25, AP26, AP 27, GE85) B. Rackov
17.00	Discussion	17.00	Discussion

<b>Wednesday, 19 November</b>	
<u>Chairman:</u>	
<b>SPACE SERVICES</b>	
09.00	General Introduction on Space Software Current SNS database structure and evolution B. Warren, A. Matas
09.30	SpaceCap, SpaceVal, SpaceCom B. Warren, A. Matas
10.45	Coffee Break
11.00	SpaceQuery, SpacePub, SNS-on-line, SRS-on-CD-ROM, BR IFIC B. Warren, A. Matas
12.00	Lunch Break
<b>TERRESTRIAL SERVICES</b>	
14.00	BR Software for Terrestrial Applications B. Rackov
15.00	Workshop on the Use and Filling of Terrestrial Notice Forms B. Rackov M.R. Giroux
15.45	Coffee Break
	Workshop continues
17.00	Discussion

<b>Thursday, 20 November</b>	
<u>Chairman:</u>	
09.00	Workshop on the Use of the ITU Software
10.45	Coffee Break
12.00	Lunch Break
14.00	Workshop on the Use of the ITU Software (continued)
15.45	Coffee Break
	Workshop continues
17.00	Discussion

<b>Friday, 21 November</b>	
<u>Chairman:</u>	
09.00	RESULTS OF WRC-03 M.R. Giroux Y. Henri
10.00	Coffee Break
10.15	GENERAL DISCUSSION
12.00	CLOSURE OF THE SEMINAR



**Regional  
Radiocommunication Seminar**  
(Jeju-do, Republic of Korea, 17 – 21 November 2003)

**GENERAL INFORMATION**

**GENERAL INFORMATION**

Focal Point:

All correspondence or information concerning the seminar to be addressed to: -

**Local Secretariat (Korea)**

Mr. Khan Kim(Tel : +82-2-317-6142 E-mail : dkkim@rapa.or.kr)

Ms. Julie Byun(Tel : +82-2-317-6144 E-mail : jhbyun@rapa.or.kr)

Korea Radio Promotion Association

160-4, Donggyo-dong, Mapo-gu, Seoul, 121-733, Korea (Republic of)

Fax : +82-2-317-6060

**SEMINAR VENUE**

The seminar will be held at the Shilla Jeju Hotel (Lotus Hall) in Jeju-do.  
3039-1, Saekdal-dong, Seogwipo-si, Jeju-do, 697-808, Korea (Republic of)

Tel : +82-2-2230-3685

Fax : +82-2-2230-3687

<http://www.shilla.net/eng/>

**REGISTRATION**

Shall be conducted on Sunday 16<sup>th</sup> November 2003 from 14:00 hours till 17:00 hours and Monday 17<sup>th</sup> November 2003 from 08:00 hours.

**1. HOTEL ACCOMMODATION**

Special hotel rates will be arranged for all participants at The Shilla Cheju Hotel and Hotel Hana. To receive this special rate, hotel reservation form must be sent to the local secretariat (Korea) no later than 30 September 2003.

**Hotels & Room Rates**

Grade	Hotel Name	Room Type		Single	Twin
SDLX	Shilla Cheju Hotel	Stand ard	Mountain View	KRW 220,000	KRW 240,000
			Ocean View	KRW 280,000	KRW 300,000
First	Hotel Hana	Double / Twin		KRW 94,700	KRW 121,640

\* KRW is Korean Won. US \$1= KRW1,200 as of 23 July 2003.

\* The above rates are inclusive of Breakfast (Morning Buffet or Korean Breakfast), 10% Service charge and 10% Tax. For foreign visitors, government tax is exempted.

\* The room rates above mentioned are around 50% discounted.

\* If you want to use the Internet in your room in The Shilla Cheju Hotel, please make such a request while checking-in.

**The Shilla Cheju Hotel**

3039-1, Saekdal-dong(Chungmun Resort), Seogwipo-si, Jeju-do, 697-808, Korea(Republic of)

Tel : +82-2-2230-3685

Fax : +82-2-2230-3687

E-mail : louise02.youn@samsung.com

<http://www.shilla.net/eng/>

**Hotel Hana**

2812-2, Saekdal-dong(Chungmun Resort), Seogwipo-si, Jeju-do, Korea(Republic of)

Tel : +82-64-738-7001

Fax : +82-64-738-7000

E-mail : hotelhana@thrunet.com

<http://www.hotelhana.co.kr>

For lunch and dinner, there are many reasonably priced restaurants in the area.

**2. VISA REQUIREMENTS**

Any foreign visitor wishing to enter the Republic of Korea should have a valid passport and a visa. Visitors for sightseeing or transit with confirmed outbound tickets may stay in Korea up to 30 days without visas, except the following.

a. Stateless persons

b. Citizens of such countries or regions as follows:

Albania, Armenia, Azerbaijan, Belarus, Bosnia-Herzegovina, Cambodia, China, Cuba, Georgia, Ghana, India, Iran, Kazakhstan, Kyrgyzstan, Laos, Macedonia, Moldova, Mongolia, Myanmar, Nepal, Nigeria, Palestine, Philippines, Russia, Sri Lanka, Tajikistan, Turkmenistan, Ukraine, Uzbekistan, Vietnam

For further information, please contact the Korea Embassy or Consulate Office or refer to this website. ( [http://www.mofat.go.kr/en/visa/e\\_visamof](http://www.mofat.go.kr/en/visa/e_visamof) )

### 3. TRANSPORTATION INFORMATION

All the participants are required to make their own flight and local transportation arrangements from departure points to Jeju International Airport (Jeju Island). On arrival at Incheon International Airport (IIA)(Incheon) and Jeju Int'l Airport, local staff will show you the way to the hotel with free Limousine bus tickets.

How to get to Jeju island

#### 1. From Incheon International Airport(IIA) to Jeju International Airport

All participants may arrive at IIA, which is connected with the major cities in the world and go through immigration and customs clearance at the arriving terminal (1<sup>st</sup> floor), and then take one of the following procedures.

##### 1-1. From IIA to Jeju International Airport Directly

Recheck to transfer at the domestic transfer counter on the 1<sup>st</sup> floor. Passengers with their boarding passes are kindly required to board the domestic flight on the 3<sup>rd</sup> floor (Departure Level) in IIA for Jeju International Airport.

As only Korean Airline has its own transfer passage in Incheon Airport, you can easily transfer in case of using the flights of Korean Air.

There are only a few flights from IIA to Jeju Int'l Airport, please recheck your flight schedule.

##### 1-2. From IIA to Jeju International Airport via Gimpo Domestic Airport(Seoul)

The participants arriving at IIA who have notified their arrival flight and time to the Local Secretariat (Korea) in advance, will be met by a service staff and provided with a limousine bus ticket to Gimpo Domestic Airport free of charge at the Transportation Information Counter near the exit No. 4/13 on the 1<sup>st</sup> floor.

For the participants' convenience, this route is highly recommended.

- Non-stop Limousine buses from IIA to Gimpo Domestic Airport run every 5 to 10 minutes, a 50-minute ride from 5:20 to 20:50, at bus stops No. 5B/6A/12A/12B on the arrival floor(1<sup>st</sup> floor).
- The flights to and from Gimpo Domestic Airport and Jeju International Airport run between 07:00 to 20:50 at roughly 20-minute intervals. There are approximately 40 domestic flights everyday for this route.

#### 2. From Japan, China to Jeju International Airport

The participants from Japan and China may take a direct flight to Jeju International Airport. There are direct flights from Japan departing from Tokyo, Osaka, Nagoya and Fukuoka, and from China departing from Beijing, Shanghai.

#### 3. From Jeju International Airport to the Hotel

Our staff at Jeju International Airport will greet you and lead to take Limousine bus with Limousine bus tickets (1<sup>st</sup> floor.)

Airport Limousine buses run from Jeju International Airport to Seogwipo area every 15 minutes (6:20~22:00), taking around 1 hour.

It stops at the Jeju International Airport, SinJeju, major hotels in Jungmun Resort and Seogwipo-si. Venue(The Shilla Cheju Hotel) is located in Jungmun Resort.

\* Note : Taxi fare from Jeju International Airport to the Hotel is subject to metric fare and an extra-fare of 20% is added from midnight to 4 a.m.

- **For your further information**

1. Incheon International Airport: [www.airport.or.kr](http://www.airport.or.kr)
2. Korea Airports Corporation: [www.airport.co.kr](http://www.airport.co.kr)
3. Korean Air: [www.koreanair.com](http://www.koreanair.com)
4. Asiana Airlines: [www.flyasiana.com](http://www.flyasiana.com)

## **4. PRACTICAL INFORMATION**

### **About Korea**

The Korean Peninsula extends southward from the northeast part of the Asian continent between 33 to 43 degrees North and 124 to 132 degrees East. The capital city of the Republic of Korea is Seoul. Evidence of Korea's unique 5,000-year-old history and culture can be found everywhere.

### **About Jeju**

Jeju is the largest island in Korea and is located in the Pacific Ocean just off the south-western tip of the Korean peninsula. Jeju is a volcanic island with a mountainous terrain, a dramatic rugged coastline and spectacular watershed courses. The island has a unique culture as well as natural beauty. It is a living folk village, with approximately 5.4 hundred thousand people. As a result of its isolated location and romantic tropical image, Jeju has become a favorite retreat with honeymooners and tourists.

### **Currency and Credit cards**

The unit of Korean currency is the Won (₩)(Bill: 10,000/5,000/1,000 Coin: 500/100/50/10). The exchange rate as of July 23 is roughly 1,200₩ to 1US dollar (\$). Foreign currency and traveler's checks can be converted into Korean won at local banks and other authorized exchange booths. The exchange rate is subject to market fluctuations.

Credit cards, including VISA, American Express, Master Card, Diners Club and JCB, are accepted at major hotels, department stores and larger restaurants.

### ***Insurance***

All the participants are required to make the necessary arrangements for insurance and medical coverage before travel. Due to procedural difficulties and budgetary constraints, ITU and local organizer are not able to bear the medical expenses during the meeting.

### **Climate and Weather**

Jeju has a mild oceanic climate throughout the year with the smallest annual temperature range in the country. It has four distinctive seasons. The average temperature and relative humidity in November are 12.6°C and 69.3%. Autumn, during which the meeting is going to be held, runs from September through November. This season is a moderate season that is known for its deep, clear, blue sky.



### **Time Zone**

Korean Standard Time is 9 hours ahead of UTC.

### **Internet Access**

For the participant's convenience, internet service will be available in the conference room.

### **Electricity Supply**

Outlets for 220 volts, 60 cycles are dominant. Always check the power supply before using your equipment.

#### **• Useful Web-sites for Korea tour**

1. Korea National Tourism Organization : [www.tour2korea.com](http://www.tour2korea.com)
2. Culture and Tourism Division, Seoul Metropolitan Government : [www.visitseoul.net](http://www.visitseoul.net)
3. Cheju Information Network : [www.chejuinfo.net](http://www.chejuinfo.net)



**REGIONAL RADIOCOMMUNICATION SEMINAR**  
(Jeju-do, Republic of Korea, 17 – 21 November 2003)

**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

HOTEL NAME: \_\_\_\_\_

Single / double room \_\_\_\_\_ For double booking, I will share with \_\_\_\_\_

Check-in / Check out Date (mm/dd) \_\_\_\_\_ / \_\_\_\_\_

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

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

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Radiocommunication Bureau  
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The Secretariat, Jeju-do  
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Permanent Mission of Afghanistan  
1202 - GENEVE  
(A l'attention du Chargé d'Affaires)

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Australian Communications Authority (ACA)  
Radiocommunications and General Enquiries  
BELCONNEN ACT 2616  
Australia

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+88 02 9890233  
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Government of the People's Republic of Bangladesh  
Dhaka - 1212  
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Permanent Mission of Bangladesh,  
65 rue de Lausanne  
1202 Genève

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8610 66011370; +86 10 66011250  
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Ministry of Information and Communication  
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-  
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Directorate General for Radiocommunications  
Ministry of Communication and Information Technology  
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International Frequency Policy Office  
Telecommunications Bureau  
Ministry of Public Management, Home Affairs, Posts and  
Telecommunications  
Japan

Fax:+686 26193  
Ministry of Information, Communication and Transport  
Frequency and Licensing Regulator  
Betio, Tarawa  
Republic of Kiribati

-  
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Radio and Broadcasting Bureau  
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Kathmandu  
Nepal

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Director of Telecommunications  
Nauru  
Republic of Nauru

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Ministry of Economic Development  
Resources and Networks Branch  
Wellington  
New Zealand

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Ministry of Posts, Telegraphs and Telephones  
112 Muscat  
Sultanate of Oman

Fax:+92 51 9257586  
+92 51 9257571  
Director National & International Coordination  
Frequency Allocation Board  
Attn: Executive Director (FAB)  
Islamabad  
Islamic Republic of Pakistan

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Undersecretary for Communications  
Department of Transportation and Communications  
Philippines

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The Director General  
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The Director  
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Infocomm Development Authority of Singapore  
Singapore 038988



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Thailand

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Chief Secretary and Secretary to Cabinet  
Prime Minister's Office  
Department of Communications  
Nuku'alofa  
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Tuvalu Telecommunications Corporation  
Vaiaku  
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International Cooperation Department  
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