

INTERNATIONAL TELECOMMUNICATION UNION



Radiocommunication Bureau

T E L E F A X

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Date: July 2003

Time:

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Ref: 35R(IAP)/0.1892/03

To:

Fax:

Contact: Michel Giroux, Deputy-Director

For your reply:

E-Mail: michel.giroux@itu.int

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Recip.: AFS, AGL, BOT, CME, ERI, ETH, GHA, GMB, KEN, LBR, LSO, MAU, MOZ, MWI, NIG, NMB, SDN, SEY, SOM, SRL, TZA, UGA, ZMB, ZWE

Subject: Regional Radiocommunication Seminar (Lusaka - Zambia, 29 September – 3 October 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 Zambia, a seminar on Spectrum Management will be held in the Hotel Holiday Inn, Lusaka, in the period from 29 September to 3 October 2003.

3. The program of the seminar is attached as Annex 1. The main objective of this seminar is to enable participants to familiarize 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), as well as on the preparatory activities for the Regional Radiocommunication Conference for VHF/UHF broadcasting (RRC-04/05). 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 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 Controller/CEO (Fax: + 260 1 246 701).

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 Zambian Administration before 30 August 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 30 August 2003.

Yours faithfully,

Valery Timofeev
Director
Radiocommunication Bureau

Annexes: 4



**Regional
Radiocommunication Seminar**
(Zambia, 29 September – 3 October 2003)

PROGRAMME

Monday, 29 September	
<u>Chairman:</u>	
08.30	Registration
10.00	Inauguration Zambian Authorities / ATU / ITU
10.15	National Spectrum Management Zambia/ATU
11.15	Coffee Break
11.30	Role of ITU with Emphasis on Radiocommunication Bureau M. Giroux, ITU
12.00	Lunch Break
TERRESTRIAL SERVICES	
14.00	Regulatory Procedures for Terrestrial Services T. Gavrilov, ITU
15.00	International Frequency Information Circular (IFIC) for Terrestrial Services J. M. Paquet, ITU
15.45	Coffee Break
16.15	High Frequency Broadcasting J. M. Paquet, ITU
17.00	Discussion

Tuesday, 30 September	
<u>Chairman:</u>	
SPACE SERVICES:	
09.00	Regulatory Procedures for “Non-Planned” Space Services Vadim Nozdrin, ITU
10.00	Plans for Broadcasting and Fixed Satellite Services. Appendices 30/30A/30B Vadim Nozdrin, ITU
10.45	Coffee Break
11.00	Notification, Coordination and Registration of Earth Stations. Appendix 7 Vadim Nozdrin, ITU
12.00	Lunch Break
TERRESTRIAL SERVICES:	
14.00	Terrestrial Broadcasting Plans J. M. Paquet, ITU
15.00	Other Terrestrial Plans (AP25, AP26, AP 27, GE85) T. Gavrilov, ITU
15.45	Coffee Break
16.00	PREPARATIONS FOR RRC-04/05 Digital Broadcasting in the VHF/UHF Bands J. M. Paquet, ITU
17.00	Discussion

Wednesday, 1 October	
<u>Chairman:</u>	
09.00	SPACE SERVICES BR Software for Space Services: SPACEPUB, SNSVAL, SPACECOM Vadim Nozdrin, ITU
10.00	BR Software and Electronic Publications for Space Services SPACEPUB, SNSVAL, SPACECOM Vadim Nozdrin, ITU
10.45	Coffee Break
11.00	Spectrum Pricing Vadim Nozdrin, ITU
12.00	Lunch Break
14.00	TERRESTRIAL SERVICES Workshop on the Use and Filling of Terrestrial Notice Forms T. Gavrilov, ITU J.M. Paquet, ITU
17.00	Discussion

Thursday, 2 October	
<u>Chairman:</u>	
09.00	BR Software for Terrestrial Applications J.M. Paquet, ITU B. Abouchanab, ITU
10.00	Workshop on the Use of the ITU Software J.M. Paquet, ITU Vadim Nozdrin, ITU
12.00	Lunch Break
14.00	Workshop on the Use of the ITU Software (continued) J.M. Paquet, ITU Vadim Nozdrin, ITU B. Abouchanab, ITU
17.00	Discussion

Friday, 3 October	
<u>Chairman:</u>	
09.00	RESULTS OF WRC-03 T. Gavrilov, ITU Vadim Nozdrin, ITU
10.00	Coffee Break
10.15	GENERAL DISCUSSION
12.00	CLOSURE OF THE SEMINAR



**Regional
Radiocommunication Seminar**
(Zambia, 29 September – 3 October 2003)

GENERAL INFORMATION

GENERAL INFORMATION

Focal Point:

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

The Controller/CEO
Communications Authority of Zambia
P.O. Box 36871
Lusaka

Tel.: +260 1 241 236/ 246702/246557
Fax: +260 1 246 701

Email: caz@Zamnet.zm or
smulikita@caz.gov.zm

SEMINAR VENUE

The seminar will be held at the Holiday Inn Hotel located in the Fairview area of Lusaka. The Holiday Inn Garden Court is located in the center of Lusaka city approximately 15 kilometers from the airport.

All delegates will be required to pay **US\$100.00** at the conference venue to cover for lunch and beverage breaks for the duration of the seminar. Kindly ensure that the sum is paid to the desk officer upon registration.

REGISTRATION

Shall be conducted on Sunday 28th September 2003 from 14:00 hours till 17:00 hours and Monday 29th September 2003 from 08:00 hours.

LIST OF HOTELS

The listed hotels are within the vicinity of the Holiday Inn Hotel, which is about 5 kilometers from the city center.

HOLIDAY INN*

(Seminar venue)

Single room **\$75.00**

Double room: **\$95.00**

Tel: +260 1 251666

Fax +260 1 253529

Email: holinn@zamnet.zm

PAMODZI HOTEL*

Standard Room **\$90.00**

Tel: +260-1-254455

Fax: +260-1-254005

Email: pamodzi@zamnet.zm

INTERCONTINENTAL HOTEL*

Double Bed **\$130.00**

TEL: +260-1-250600

FAX: +260-1-250895

Email: lusaka@interconti.com

CHRISMAR HOTEL*

Single Room **\$100.00**

Double Room: **\$125.00**

TEL: +2601 253 036

FAX: + 2601 252 569

Email: chrismar@zamnet.zm

NDEKE HOTEL

Double room **\$40.00**

Tel: +260 1 261734

Fax: +260 1 251760

Email: gardengroup@zamtel.zm

ZAMCOM LODGE

(Within walking distance)

Double **US\$40**

TEL: +260 1 255690

FAX: +260 1 255690

Email: zamlodge@zamnet.zm

LUSAKA HOTEL

Lusaka Hotel

Double **S\$60.00**

TEL: + 260 1 229049

FAX: + 260 1 229049

** Hotel does provide a courtesy bus to and from the airport for its guests.*

It is recommended that delegates make their own accommodation arrangements with the listed hotels.

VISA REQUIRMENTS

An entry visa for entering Zambia is required for delegates originating from countries that are not exempted from VISA requirements. For most Commonwealth countries, visas can be obtained at Lusaka International Airport. However, delegates originating from countries that are not exempted are required to obtain visas from the diplomatic representative in their country of origin. Communications Authority of Zambia will assist delegates who shall avail the Authority's contact person with the relevant particulars in no less than tens days prior to the arrival date. The relevant passport holders' particulars required for this purpose are:

First Name _____ Family Name: _____

Gender: _____

Passport number: _____ Date of issue: _____

Date of expiry: _____ Country and place of issue: _____

Date of arrival: _____ Flight No. and name of carrier _____

A visa fee of US\$40.00 applies

Vaccination certificate.

Yellow fever vaccination is not required in Zambia. However, CDC recommends that travelers aged nine months and above obtain the vaccination.

Banks

Banking hours are from 08:15 hours to 14:30 hours. The local currency is Kwacha (K) and the current rate to a US\$ is K 4900.00 to US\$1.00

Weather Conditions

Generally hot and dry from September to November.



THE RADIOCOMMUNICATION SEMINAR ON SPECTRUM MANAGEMENT
(Lusaka, 29 September – 3 October 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 _____

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

Fax +41 22 730 57 85

The Controller/CEO
Communications Authority of Zambia
P.O. Box 36871
Lusaka

Tel.: +260 1 241 236/ 246702/246557
Fax: +260 1 246 701



**REGIONAL SEMINAR
LUSAKA, 29 September – 3 October 2003**

**REQUEST FOR FELLOWSHIP
to be submitted before 30 August 2003**

Participation of women is encouraged

1. Mr. / Ms	_____	
	(Family name)	(Given name)
2. Country	_____	
3. Administration/Organization	_____	
4. Office address	_____	
Tel.:	_____	FAX: _____
E. Mail:	_____	
5. Title and major responsibilities in the Organization	_____ _____	
PASSEPORT / PASSPORT INFORMATION:		
6. Place and date of birth	_____	
Nationality	_____	Passport number _____
Date of issue	_____	In (place) _____ Valid until (date) _____

7. Signature of fellowship candidate	_____	Date _____
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8. TO VALIDATE FELLOWSHIP REQUEST, NAME AND SIGNATURE OF CERTIFYING OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP

- CONDITIONS**
- 1. One fellowship per eligible country.
 - 2. One return ECO class air ticket to Lusaka by the most direct/economical route.
 - 3. A daily allowance to cover lodging, meals and incidental expenses.
 - 4. Imperative that fellows be present first day/end of the Seminar.

Please return this form duly completed and signed to
ITU / BDT / Fellowships / Geneva/ Switzerland
FAX: 41 22 730 57 78 Telephone: 41 22 730 54 89 E. Mail: patricia.faccin@itu.int

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Fax:+27 11 3218577
+27 11 3218537
The Head of the Department
Radiocommunications Licensing
South African Telecommunication Regulatory Authority (SATRA)
Marlboro 2063
Republic of South Africa

Fax:+244 2 339356
Institute Angolano das Comunicações - INACOM
Ministerio dos Correios e Telecomunicações
Luanda
République d'Angola

Fax:+267 3957976
The Executive Chairman
Botswana Telecommunications Authority (BTA)
Gaborone
Republic of Botswana

Fax:+237 223497
Agence de Régulation des Télécommunications (ART)Yaounde
Cameroun (République de)

Fax:+291 1 126966
Ministry of transport and Communications
Communications Department
Asmara
Eritrea

Fax:+251 1 655 763
Ethiopia Telecommunication Agency
Addis Ababa
Federal Democratic Republic of Ethiopia

Fax:+233 21 667 114
Minister of Communications & Technology
Ministry of Communications & Technology
Accra
Ghana

Fax:+220 228004
The Managing Director
Gambia Telecommunication Company Ltd., Gamtel
Banjul
Republic of the Gambia

-
Fax:+254 2 445386
+254 2 448418
Senior Principal Engineer
Frequency Spectrum Management
Communications Commission of Kenya (CCK)
Nairobi / Republic of Kenya

Fax:+231 226005
Radio Regulatory and Licensing Bureau
Ministry of Post and Telecommunications
Monrovia
Liberia

Fax:+266 22 310984
Lesotho Telecommunications Authority
Maseru 100
Kingdom of Lesotho

Fax:+230 217 7777
The Chairman
Information and Communications Technologies Authority
(ICTA)
Port Louis / Republic of Mauritius

Fax:+960 320000
Ministry of Communications, Science and Technology
Post and Telecommunications
Male 20-04
Republic of Maldives

Fax:+258 1 431944
Empresa Nacional de Telecomunicações de Moçambique
Maputo
Republic of Mozambique

Fax:+265 1 624445
Malawi Telecommunications Limited
Blantyre
Malawi

Fax:+234 9 5232834
+234 9 523 7249
Ministry of Communications
Federal Secretariat Complex
Abuja
Federal Republic of Nigeria

-
Fax:+264 61 222 790
Namibia Communications Commission
Secretariat - Private Bag 13309
Windhoek
Republic of Namibia

Fax:+249 11 772555
The Secretary General
Ministry of Information and Communications
11111 Khartoum
Republic of the Sudan

Fax:+248 225325

Ministry of Information, Technology and Communication
Telecommunications Section
Victoria, Mahe
Republic of Seychelles

Fax:+41 22 7980732
Mission Permanente de la République Démocratique de Somalie
auprès de l'ONU
r. Valais 9-11
1202 - GENEVE

Fax:+232 22 224439
+232 22 227777
The Managing Director
Sierra Leone Telecommunications Company (SIERRATEL)
Freetown / Sierra Leone

Fax:+268 40 44500
+268 40 43130
The Managing Director
Swaziland Posts and Telecommunications
Corporations (SPTC)
Mbabane
Kingdom of Swaziland

Fax:+255 22 211 6664
Director Frequency Management
Tanzania Communications Commission
Dar-es-Salaam
Tanzania (United Republic of)

Fax:+256 41 348832
+256 41 345907

-

The Executive Director
Uganda Communications Commission
Kampala
Republic of Uganda

Fax:+260 2 615855

+260 2 619243

The Managing Director
Zambia Telecommunications Company Ltd. (ZAMTEL)
Ndola
Republic of Zambia

Fax:+263 4 702499

+263 4 731683

Posts and Telecommunications Corporation Headquarters
Causeway
Harare
Zimbabwe (Republic of)