

# INTERNATIONAL TELECOMMUNICATION UNION



*Radiocommunication Bureau*

T E L E F A X

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Date: March 2005 Time: Page 1/ Ref: 35R(IAP)/0.691/05

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Contact: Fabio Leite, Deputy-Director

**For your reply:**

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Recip.: AFG, AUS, BGD, BRM, BRU, BTN, CBG, CHN, CLN, F, FJI, FSM, G, IND, INS, IRN, J, KIR, KOR, KRE, LAO, MLA, MLD, NPL, NRU, NZL, PAK, PHL, PNG, SLM, SMO, SNG, THA, TON, TUV, VTN, VUT

Subject: ITU Regional (Region 3) Radiocommunication Seminar  
(Bali, Indonesia – 16 to 20 May 2005)

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;
- 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.
- ITU officials would be in a position to better understand local frequency management problems and, therefore, provide more appropriate assistance;

2. The evaluation of the regional seminars organized so far outside Geneva testifies to their success in achieving their stated goals.

3. Following the kind invitation of the Administration of Indonesia, an ITU Regional Seminar will be held at the Inna Grand Bali Beach Hotel in Bali, in the period from 16 to 20 May 2005.

4. Annex 1 contains the preliminary program of the seminar. 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. The lectures and discussions will be held in English. Documents will be distributed at the opening of the meeting.
5. Annex 2 provides all the information on practical arrangements. Hotel reservations are to be addressed directly to the hotel and to the Indonesian local secretariat (Fax: + 62 21 386 0781).
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 which should be sent to the Radiocommunication Bureau with copy to the Administration of Indonesia's local secretariat before **30 April 2005**.
7. Participants are encouraged to bring their laptop PC, preferably with a wireless LAN card, to fully enjoy the practical workshops.
8. The ITU will offer one fellowship per least Developed Countries (LDC), 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 April 2005**.

Yours faithfully,

Valery Timofeev  
Director  
Radiocommunication Bureau

Annexes: 4



# Regional Radiocommunication Seminar

(Bali, Indonesia – 16 – 20 May 2005)

## PRELIMINARY PROGRAMME

<b>Monday, 16 May</b>	
	-
08.30	<b>Registration</b>
09.30	Inauguration Indonesian Authorities ITU
10.00	Coffee break
10.30	<ul style="list-style-type: none"><li>• Role of ITU with emphasis on the Radiocommunication Bureau</li><li>• Review of regional activities</li><li>• National Spectrum Management</li></ul>
12.30	Lunch break
	<b>SPACE SERVICES</b>
14.00	<ul style="list-style-type: none"><li>• Orbit/Spectrum Allocation Procedures – Registration mechanism / Cost recovery</li><li>• Coordination of satellite networks</li></ul>
15.30	Coffee Break
	<ul style="list-style-type: none"><li>• BR IFIC and Preface (Space services)</li></ul>
17.00	Discussion

<b>Tuesday, 17 May</b>	
	-
	<b>TERRESTRIAL SERVICES</b>
09.00	<ul style="list-style-type: none"><li>• Overview of the regulatory procedures applicable to terrestrial services</li><li>• BR IFIC (terrestrial services) and TeRaSys (Overview, components)</li></ul>
10.30	Coffee break
	<ul style="list-style-type: none"><li>• Notice forms and notification formats for terrestrial services</li><li>• BR IFIC information on the Web and related issues</li></ul>
12.30	Lunch break
	<b>SPACE SERVICES</b>
14.00	<ul style="list-style-type: none"><li>• General Introduction on Space Software</li><li>• Current SNS database structure and evolution</li><li>• SpaceCap, SpaceVal, SpaceCom</li></ul>
15.30	Coffee Break
	<ul style="list-style-type: none"><li>• SpaceQuery, SpacePub, GIMS, SRS on CD-ROM</li><li>• BR space Web; SNS-on-line, SNL-on-line, BR IFIC</li><li>• Receivability of Space notices – Rules and application</li></ul>
17.00	Discussion

**Wednesday, 18 May**

-

**TERRESTRIAL SERVICES**

- 09.00
- Terrestrial Plans (GE75, AP25, AP26, AP 27)
  - HFBC
  - Article 11 procedure

10.30 Coffee Break

- Coordination requirements
- Use of shared bands by the terrestrial services

12.30 Lunch break

**SPACE SERVICES**

- 14.00
- Notification and recording of assignments
  - Technical Regulatory assistance (including E/S)

15.30 Coffee break

- Space Plans and lists (AP30/30A)
- Allotment plan (AP30B)

17.00 Discussion

**Thursday, 19 May**

-

**TERRESTRIAL SERVICES**

- 09.00
- Service publications
  - Web applications

10.30 Coffee break

***Workshop (Space and Terrestrial)***

12.30 Lunch break

***Workshop (continued)***

15.30 Coffee break

***Workshop (continued)***

17.00 Discussion

**Friday, 20 May**

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09.00 ***Workshop (continued)***

10.45 Coffee Break

- 11.00
- WRC-07
  - Study Group Activities

12.30 General discussion  
CLOSURE OF THE SEMINAR



**Regional  
Radiocommunication Seminar**  
(Bali, Indonesia, 16 – 20 May 2005)

**GENERAL INFORMATION**

**GENERAL INFORMATION**

**FOCAL POINT:**

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

**Local Secretariat**

Ingrid R. Pandjaitan (Ms.)

Directorate of International Affairs

Directorate General of Posts and Telecommunications

Jl. Medan Merdeka Barat No. 17 Jakarta 10110, Indonesia (Republic of)

Fax : +62-21-386 07 81

Tel.: +62-21 383 58 88 or +62 21 381 04 68 (direct)

E-mail: [Ingrid\\_rp@postel.go.id](mailto:Ingrid_rp@postel.go.id)

**SEMINAR VENUE**

The seminar will be held at Agung Room, Inna Grand Bali Beach Hotel from 16 to 20 May 2005. The address of the hotel is:

**Inna Grand Bali Beach Hotel**

Jl. Sanur, Bali, Indonesia

PO Box 3275

Tel : +62-361 28 85 11

Fax : +62-361 28 79 17

<http://www.innagrandbalibeach.com>

**REGISTRATION**

Shall be conducted on Sunday 15 May 2005 from 14:00 hours till 17:00 and Monday 16 May 2005 from 08:00 hours.

## HOTEL ACCOMMODATION

Special rates will be arranged for all participants at the Inna Grand Bali Beach Hotel and Sanur Paradise Plaza. To receive this special rate, the hotel reservation form must be sent to the local secretariat (Indonesia) no later than 1 April 2005, which is addressed to our travel agent as follows:

### Mr. Gede Sukarya

Tel. : +62 361 29 52 35

Fax : +62 361 29 85 36

E-mail: [bswtours@dps.centrin.net.id](mailto:bswtours@dps.centrin.net.id)

### Hotels & Room Rates

- *Inna Grand Bali Beach Hotel*

- \* Superior Single/Double Room: USD 80
- \* Deluxe Single/Double Room: USD 85
- \* Regency Suite: USD 205
- \* Executive Suite: USD 255

- *Sanur Paradise*

- \* Superior Single/Double Room: USD 75
- \* Executive Suite: USD 110

The above rates are inclusive 21% tax, service charge and breakfast.

## 1. VISA REQUIREMENTS

Participants should have a valid passport and a visa. Participants from Thailand, Malaysia, Singapore, Brunei Darussalam, Philippines, Hong Kong SAR and Macau SAR do not need a visa. However, participants from Australia, Japan, Republic of Korea, New Zealand and Taiwan can apply Visa on Arrival at our international airports.

Please check with the Indonesian Embassy in your respective country for individual country visa requirements

## AIRPORT RECEPTION

All participants who inform the Indonesian Secretariat or our travel agent of their flight itineraries in advance will be met on arrival at the Arrival Terminal of Ngurah Rai International Airport, Bali, where transportation will be provided.

## FOREIGN EXCHANGE RATE

The local currency of the Republic of Indonesia is the Rupiah. Foreign exchange rate at present is US\$ 1 = Rp. 9100 (approx.). For latest rates, participants are requested to check at local banks

## CLIMATE AND WEATHER

During the month of May, the weather in Bali will be humid and windy, temperatures range from 28 to 34 degrees centigrades. Cotton clothing is recommended.

## LOCAL TIME

Bali follows the Middle Indonesia Standard Time (WIT) which is GMT +8:00 hrs.

## INTERNET ACCESS

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

## CONTACT PERSONS

For any question or details information please contact the local coordinator:

### **Geryantika Kurnia**

Tel.: +62 21 383 59 50  
Mobile: +62 811 13 06 69  
Fax: +62 21 386 07 81  
E-mail: [gery@postel.go.id](mailto:gery@postel.go.id)

### **Monica N Kusuma Putri**

Tel: +62 21 383 58 25  
Mobile: +62 812  
Fax: +62 21 386 07 81  
E-mail: [moniqme@yahoo.com](mailto:moniqme@yahoo.com)

### **Nurmaladewi**

Tel: +62 21 383 58 25  
Mobile: +62 811 11 13 42  
Fax: +62 21 386 07 81  
E-mail: [nur\\_maladewi@yahoo.com](mailto:nur_maladewi@yahoo.com)



REGIONAL RADIOCOMMUNICATION SEMINAR  
(Bali, Indonesia – 16 to 20 May 2005)

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	_____
	_____

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.
_____	_____	_____
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 Secretariat  
*Ms. Ingrid R. Pandjaitan*  
 Directorate of International Affairs  
 Directorate General of Posts and Telecommunications  
 Jl. Medan Merdeka Barat No. 17  
 Jakarta 10110, Indonesia (Republic of)  
 Fax: +62 21 386 07 81 E-mail: [Ingrid\\_rp@postel.go.id](mailto:Ingrid_rp@postel.go.id)  
 Tel : +62 21 383 5888 or +62 21 381 04 68 (direct)





**REGIONAL RADIOCOMMUNICATION SEMINAR**

**Bali, Indonesia, 16 – 20 May 2005**

Please return to: Head Fellowships Service  
ITU  
Place des Nations  
CH – 1211 Genève 20 (Switzerland)

Tel: +41 22 730 5488  
Fax: +41 22 730 5778  
[marijana.lee@itu.int](mailto:marijana.lee@itu.int)

*WOMEN CANDIDATES ARE ENCOURAGED*

**FELLOWSHIP REQUEST TO BE SUBMITTED BY 15 APRIL 2005  
(PLEASE PRINT/TYPE CLEARLY)**

Country: \_\_\_\_\_ Administration/Organization \_\_\_\_\_

**CANDIDATE'S PERSONAL DETAILS:**

Family name Ms./Mrs./Mr. \_\_\_\_\_ Given name(s) \_\_\_\_\_

Present post (job title) : \_\_\_\_\_

Professional mailing address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail (print clearly) \_\_\_\_\_

**PASSPORT INFORMATION:**

Place and date of birth: \_\_\_\_\_

Nationality: \_\_\_\_\_ Passport number: \_\_\_\_\_

Date passport issued \_\_\_\_\_ Place of issue: \_\_\_\_\_

Valid until (date): \_\_\_\_\_

**CONDITIONS:** Fellowships are awarded under the following conditions:

1. One fellowship per eligible country
2. A round trip air ticket in economy class from country of origin to venue by the most direct & economical itinerary.
3. A daily allowance to cover cost of board/lodging and miscellaneous expenditure
4. It is imperative that participants awarded ITU fellowships be present from the first day and that they participate during the entire fellowship period.

Place, date & signature of fellowship candidate \_\_\_\_\_

**TO VALIDATE THE FELLOWSHIP REQUEST, NAME AND SIGNATURE OF RESPONSIBLE ADMINISTRATION OFFICIAL MUST BE COMPLETED BELOW, WITH THE OFFICIAL STAMP**

Name and title of official in block capitals: \_\_\_\_\_

Signature of certifying official \_\_\_\_\_ Date: \_\_\_\_\_

Fax:+41 22 7314510  
Permanent Mission of Afghanistan  
1202 - GENEVE  
(A l'attention du Chargé d'Affaires)

Fax: +61 2 6219 5353  
+61 2 6219 5133  
Australian Communications Authority (ACA)  
Radiocommunications and General Enquiries  
BELCONNEN ACT 2616  
Australia

Fax:+88 02 9890029  
+88 02 9890233  
Bangladesh Telecommunications Regulatory Commission (BTRC)  
Government of the People's Republic of Bangladesh  
Dhaka - 1212  
Bangladesh

Permanent Mission of Bangladesh,  
65 rue de Lausanne  
1202 Genève

Fax:8610 68366494  
8610 66011370; +86 10 66011250  
Ministry of Posts and Telecommunications,  
Radio Regulatory Department,  
Beijing, 100804  
China (People's Republic of)

Fax:+95 1 591 383  
The Director-General  
Posts and Telecommunications Department  
Ministry of Communications, Posts and Telegraphs  
Yangon, Union of Myanmar

Fax:+673 2 382445  
+673 2 381585  
Jabatan Telekom Brunei  
(Telecommunications Department of Brunei)  
Ministry of Communications  
BERAKAS 2051  
Brunei Darussalam

Fax:+975 2 323144  
The Head  
Telecom Regulatory Authority  
Ministry of Communications  
Thimphu  
Bhutan (Kingdom of)

Mission permanente (Nations Unies) : fax: 799 0899

Fax:+855 23 426992  
+855 23 724910  
Secretary of State  
Ministry of Post and Telecommunications  
Phnom Penh  
Kingdom of Cambodia

Fax:+94 1 689341  
Telecommunications Regulatory Commission  
Colombo 08  
Sri Lanka (Democratic Socialist Republic of)

Fax:+269 731079  
Société nationale des Postes et Télécommunications  
Ministère de l'Etat, des Affaires Sociales, de la Solidarité, de la Décentralisation, des Postes,  
des Télécommunications et des Transports Internationaux  
Moroni  
Comores (Union des)

Fax:+33 1 45187231  
+33 2 45187300  
+33 2 45187313  
Monsieur le Directeur Général  
Agence Nationale des Fréquences  
94 704 MAISONS ALFORT Cédex  
France

Fax:+679 313747  
Director Telecommunications,  
Ministry of Information and Communication  
Suva  
Republic of Fiji

Fax:04420 7211 0028  
Mr. Patrick Strachan  
Head, International Regulations Unit  
Radiocommunications Agency  
United Kingdom

Fax:+691 3205853  
Government of the Federated States of Micronesia  
Department of Transportation & Communications  
Palikir,  
Pohnpei State, FM 96941  
Micronesia (Federated States of)

Fax:+91 11 3716629  
+91 11 3711514  
Deputy Director General  
International Relations  
Department of Telecommunications  
Sanchar Bhawan  
20, Ashoka Road /New Delhi 110 001  
Republic of India

Fax:+ 62 21 386 0781  
+ 62 21 386 0754  
Directorate General of Posts and Telecommunications  
Deputy Director General for International Affairs  
Jakarta 10110  
of Indonesia

Fax:+9821 867999  
Directorate General for Radiocommunications  
Ministry of Communication and Information Technology  
15598 Teheran  
Islamic Republic of Iran

Fax:+81 3 5253 5883  
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

Fax:+82 2 7502419  
+82 2 7502915  
+82 2 7502449  
The Director-General  
Radio and Broadcasting Bureau  
Ministry of Information & Communications  
Seoul 110-777  
Republic of Korea

Fax:+850 2 3814418 - Fax: **(022) 786 06 62**  
Department of International Relations,  
Ministry of Posts and Telecommunications,  
Pyongyang,  
Democratic People's Republic of Korea

Fax:+856 21 412279  
+856 21 412250  
Ministry of Communications, Transport, Post and Construction  
Department of Post and Telecommunications  
0100 Vientiane  
Lao People's Democratic Republic

Fax:+60 3 4042 3337  
The Chairman  
Malaysian Communications and Multimedia Commission  
50480 Kuala Lumpur  
Malaysia

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Ministry of Communications, Science and Technology  
Post and Telecommunications  
Male 20-04  
Republic of Maldives

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+977 1 4221979  
+977 1 4266400  
Ministry of Information and Communication  
Singha Durbar  
Kathmandu  
Nepal

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Director of Telecommunications  
Nauru  
Republic of Nauru

Fax:+64 4 4737010  
+64 4 4990797  
Ministry of Economic Development  
Resources and Networks Branch  
Wellington  
New Zealand

Fax: +968 696817  
The Director of International Relations  
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

Fax:+632 726 7130  
+63 2 727 7984  
Undersecretary for Communications  
Department of Transportation and Communications  
Philippines

Fax:+675 325 6868  
+675 300 4829  
The Director General  
Papua New Guinea Telecommunication Authority  
Boroko, National Capital District  
Papua New Guinea

Fax:+685 24671  
+685 24000  
The Director  
Posts and Telecommunications Department  
Apia  
Samoa (Independent State of)

Fax:+65 6 211 2222  
Infocomm Development Authority of Singapore  
Singapore 038988

Fax:+66 2 2781736  
+66 2 2713512  
Post and Telegraph Department (PTD)  
Internationa Services Division  
Bangkok 10400  
Thailand

Fax:+676 23888  
Chief Secretary and Secretary to Cabinet  
Prime Minister's Office  
Department of Communications  
Nuku'alofa  
Kingdom of Tonga

Fax:+688 20002  
+688 20800  
Tuvalu Telecommunications Corporation  
Vaiaku  
Funafuti  
Tuvalu

Fax:+84 4 5564930  
+84 4 5564916  
International Cooperation Department  
Ministry of Posts and Telematics (MPT)  
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Viet Nam (Socialist Republic of)

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Republic of Vanuatu