

INTERNATIONAL TELECOMMUNICATION UNION



Radiocommunication Bureau

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Subject: **Regional Information Meeting and Workshop related to the RRC-06 for the Administrations of the Arab Group of countries Damascus, 16-18 August 2005**

Dear Madam/Sir,

1. As you may be aware, the First session of the Regional Radiocommunication Conference (RRC) for the planning of the digital broadcasting service, in the VHF and UHF bands, in parts of Regions 1 and 3 (Europe, Africa, Middle East and Iran), which was held in Geneva in 2004, established a comprehensive programme of intersessional activities with a view to adopting, by the Second session of RRC (Geneva, 15 May–16 June 2006), a new regional agreement, with associated plans, regarding digital broadcasting (television and sound). This programme comprises, inter alia, organization of regional information meetings/workshops to provide assistance to the administrations in their preparations during the intersessional period and for the Second session of RRC.

2. The Radiocommunication Bureau is pleased to inform you that, by kind invitation from the Syrian Telecommunications Establishment (STE), a regional information meeting and workshop related to RRC-06 will be held in Damascus, from 16 to 18 August 2005, for the administrations of the Arab group of countries. The purpose of this meeting would be to present the results of the first planning exercise, with a view to taking them into account in the subsequent phases of the intersessional activities.

3. The program of the information meeting and its associated workshop is attached as **Annex 1**. The lectures, discussions and the workshops will be held in English. Documents will be distributed at the opening of the meeting and will be posted on the ITU web site (<http://www.itu.int/ITU-R/conferences/rrc/rrc-04/intersession/index.asp>) as soon as they become available prior to the meeting, to enable efficient preparation by the participants. The potential participants and other interested staff from the Arab group of countries are invited to consult the above site on a regular basis. To fully benefit from the practical workshops, participants are encouraged to bring their laptop.

4. **Annex 2** provides information on practical arrangements. The information meeting and the workshop will be held at the ASBU Training Centre. The list of hotels, with an indication of prices, is included in Annex 2. Hotel reservations are to be addressed directly to the hotel, with a copy to the host administration (Mr. M. Ajenah, Fax No. +963 11 6121291). Please note that the host administration has negotiated preferential tariffs, with some of the hotels, for the participants of this event.

5. Your Administration is invited to attend the information meeting and the workshop and to nominate one or more representatives by completing the attached Registration Form in **Annex 3**. It would be much appreciated if the names of the participants your Administration intends to send could be communicated to the Radiocommunication Bureau, with a copy to the Administration of Syria, **before 2 August 2005**.

Yours faithfully,

Valery Timofeev
Director, Radiocommunication Bureau

Annexes: 3

Annex 1

**Regional Information meeting and Workshop related to RRC-06
for the Administrations of the Arab Group of countries**

Damascus, 16 – 18 August 2005

Draft Program

	Day 1	Day 2	Day 3
Morning	<p>Registration</p> <p>Opening</p> <p>Overview of the planning process</p> <ul style="list-style-type: none"> ▪ Technical criteria ▪ Working assumptions ▪ Planning methods ▪ Administrative declarations 	<p>Results of the first planning exercise</p> <ul style="list-style-type: none"> • Input data • Display of output results • Analysis of the results <p>Conclusions of the first IPG</p> <ul style="list-style-type: none"> • Working assumptions • Planning options • Pending issues 	<p>Preparation for the production of the draft plan</p> <ul style="list-style-type: none"> • Input data • Working assumptions • Regional coordination • Administrative declarations • Planning options
Afternoon	<p>Workshop</p> <ul style="list-style-type: none"> • Preparation of electronic notices • Administrative declaration software 	<p>Workshop</p> <ul style="list-style-type: none"> • Analysis software • Synthesis software • Administrative declaration software 	<p>Workshop</p> <ul style="list-style-type: none"> • Analysis software • Synthesis software • Administrative declaration software

Annex 2

Regional Information Meeting and Workshop related to the Regional Radiocommunication Conference (RRC-06) for Administrations of the Arab Group of countries (Damascus, 16 – 18 August 2005)

GENERAL INFORMATION

1 VENUE AND DATE

The meeting (including the workshops) will be held from 16 to 18 August 2005, in Damascus at the following address:

ASBU Training Centre
17 April St. Kafersousah
Damascus – Syria
Tel : +963 11 2120353/4
Fax: +963 11 212 6751

2 REGISTRATION

Registration of participants will take place at the venue of the meeting on Tuesday, 16 August 2005, as from 08h00.

3 ARRIVALS AND LOCAL TRANSFER

The STE is prepared to arrange for the transport of all participants from the airport to Damascus and vice-versa. All participants who inform the STE public relations office, in advance by fax, will be met on arrival.

4 PASSPORTS AND VISAS

A valid passport is required for entering Syria. Arab participants do not need a visa for entering Syria. Citizens from other countries, who require a visa, have to contact the Syrian Embassy in their respective country. If there is no Syrian Embassy in the participant's country, a visa can be obtained at Damascus airport.

5 CURRENCY

The Syrian currency is the Syrian Lira (SL). Exchange can be made in banks. The current rate of exchange is 53 SL for 1 USD (approximately).

6 ELECTRIC POWER

Electricity voltage in Syria is 220 V/50 Hz.

7 CLIMATE

During the month of August, the weather in Damascus is hot and the temperatures range from 20 to 37 degrees centigrade. Humidity is between 40-70 %.

8 TIME ZONE

Syria is situated in the GMT+3 Time Zone.

9 CONTACT

For any additional information please contact:

Mr. Moustafa AJENEH
 Tel.: +963 11 6122291
 Fax: +963 11 6121291
 Email: frq-dir@net.sy

10 HOTEL RESERVATIONS

Please find below the list of recommended hotels, with an indication of price. Hotel reservations are the individual responsibility of each participant.

Hotel Name	Category	Distance from the ASBU Center	Special rate	
			Single	Double
Le Méridien Tel:+963112229200 Fax:+963113738661	*****	10 minutes by car	110\$ +11%	120\$ +11%
Sheraton Tel:+963112229300 Fax:+963112243607	*****	7 minutes by car	125\$ +11%	125\$ +11%
Cham Palace Tel:+963112232300 Fax:+963112226180	*****	15 minutes by car	95\$ +11%	110\$ +11%
Ebla Cham Palace Tel:+963112232300 Fax:+963112226180	*****	30 minutes by car	80\$ +11%	90\$ +11%
Semiramis Tel:+963112120225 Fax:+963112216797	*****	15 minutes by car	75\$ +11%	85\$ +11%
Fardous Tower Tel:+963112232101 Fax:+963112235602	*****	15 minutes by car	55\$ +11%	65\$ +11%
Plaza (Le Vendome) Tel:+963112219226 Fax:+963112219226	****	15 minutes by car	50\$ +11%	50\$ +11%
Vinecia Hotel Tel:+963112316631 Fax:+963112314030	****	15 minutes by car	60\$ +11%	65\$ +11%
Queen centre Tel:+963116664185 Fax:+963116668150	****	10 minutes by car	55\$ +11%	65\$ +11%
Al Iwan Tel:+963112321476 Fax:+963112315224	****	15 minutes by car	52\$ +11%	59\$ +11%
Carlton Tel:+963112122000 Fax:+963112122007	****	Next to the symposium	66\$ +11%	78\$ +11%
Al Kairawan Tel:+963112313339 fax:+963112313343	***	15 minutes by car	35\$	40\$

