Radiocommunication Bureau (BR)

Geneva, 11 April 2014

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AFG, ARS, AUS, BGD, BHR, BRM, BRU, BTN, CBG, CHN, CLN, FJI, FSM, IND, INS, IRN, IRQ, ISR, J, JOR, KIR, KOR, KRE, KWT, LAO, LBN, MHL, MLA, MLD, MNG, NPL, NRU, NZL, OMA, PAK, PHL, PNG, QAT, SLM, SMO, SNG, SYR, THA, TLS, TON, TUV, UAE, VTN, VUT, YEM

Subject: **ITU Regional Radiocommunication Seminar 2014 for Asian Region Countries (RRS-14-Asia), Ha Noi, Viet Nam, 26-30 May 2014**

Dear Madam, Sir,

I am pleased to inform you that, at the kind invitation of the Ministry of Information and Communications of Viet Nam (MIC) in collaboration with Asia-Pacific Telecommunity (APT), the ITU Regional Radiocommunication Seminar 2014 for Asian Region Countries (RRS-14-Asia) will be held in Ha Noi, Viet Nam, from 26 to 30 May 2014.

RRS-14-Asia will be held in the following format (see the Annex: Proposed Programme):

- A pre-seminar web tutorial will be available on the ITU website: www.itu.int/go/ITU-R/RRS-14-Asia/preseminar-webtutorial, presenting the basic concepts of Spectrum Management at national and international levels, their links with ITU Radio Regulations (RR), ITU and ITU-R structures and functions, including the study groups and BR departments, and ITU basic texts, with the main focus on the RR and their associated Rules of Procedure (RoP). A good understanding of the pre-seminar web tutorial concepts is required in order to be able to participate actively in the seminar.

- The event will start with a Forum on New Regulatory issues on Spectrum Management on 26 May 2014 with the participation of main stakeholders of the region.

- During the following two days, the basic concepts related to Spectrum Management, both at worldwide and regional level will be reviewed with an exchange of national experience on the subject, as well as the procedures associated to the international register of frequencies. The review of the modifications to the RR, associated WRC Resolutions and ITU-R Resolutions decided by the last World Radio Conference (WRC-12) and Radiocommunication Assembly (RA-12) as well as agendas of the next WRC-15 will follow. This part will also cover the current regulatory framework for the international frequency management and the ITU-R Recommendations and best practices regarding the use of spectrum for both terrestrial and space services, including basic training on ICT Tools developed by ITU for frequency notifications for those services and for the technical examinations.

- The last two days will be devoted to parallel workshops (terrestrial and space), providing participants with hands-on experience of ITU notification procedures for each type of service, and of the software and electronic publications made available by the Radiocommunication Bureau.

The seminar programme providing its events in detail will be made available on the ITU website at: www.itu.int/go/ITU-R/RRS-14-Asia/agenda.

The presentations and discussions during the seminar will be in English.

ITU Member States, ITU-R Sector Members, Associates and Academia from the Asia Region are invited to attend the seminar. Attendance is free of charge for previously registered participants.

Please note that registration for this event will be carried out exclusively online, through the respective designated focal point (DFP), at http://www.itu.int/go/ITU-R/events-registration. Those entities wishing to add/modify their DFP, or requiring any further related information, are requested to contact the ITU-R Delegate Registration Unit at: ITU-R.Registrations@itu.int.

Registration will begin on 7 April 2014. Advance registration is strongly advised for all participants; unannounced participants will face further delays at the on-site registration desks. The seminar will start at 08:30 hours on 26 May 2014 and on-site registration will be possible as of 07:30 hours.

Please note that the seminar will be conducted in a "paperless" environment, i.e. the seminar documentation will be available on the website. Given the amount of practical work expected during the workshops, participants are required to bring their laptops, performing the set of minimal specifications detailed on the ITU website: www.itu.int/go/ITU-R/RRS-14-Asia/laptop-requirements.

All participants are kindly requested to download the documents from the above website **before the meeting starts** to avoid congestion of Internet network.

Information on the seminar venue, accommodation, visa matters and other practical arrangements is provided in the ITU website at: www.itu.int/go/ITU-R/RRS-14-Asia/venue-info.

Please note that all the information mentioned above will be available from 7 April 2014 on the corresponding webpages, and will be updated as new or modified information becomes available. It is recommended to visit the seminar webpages regularly.

Recognizing the difficulties faced by low-income countries, ITU offers one partial fellowship per eligible country in the Asia Region, with priority to requests from the least developed countries (LDCs). The partial fellowship request form is available at ITU website (www.itu.int/go/ITU-R/RRS-14-Asia/fellowships) and should be submitted before 2 May 2014.

Yours faithfully,

François Rancy
Director

Annex: 1

Copies: Mr. Brahima Sanou, Director, Telecommunication Development Bureau, ITU-BDT
Mr. Tushiyuki Yamada, Secretary General, Asia-Pacific Telecommunity (APT)
Mr. Sameer Sharma, Acting Director, ITU Regional Office for Asia

RRS-14-Asia

Ha Noi, Viet Nam, 26-30 May 2014

Annex
Draft Programme

FORUM

Timeline	Monday
08:30 to 09:00 a.m.	**Opening Ceremony:** RFD; ITU
9:00 a.m. to 09:30 a.m.	Keynote Speechs (30 min) ITU; Reg. Org.
9:30 a.m. to 10:30 a.m.	Topic 1 (60 min)
10:30 a.m. to 11:00 a.m.	*Coffe Break*
11:00 a.m. to 12:00 m.	Topic 2 (60 min)
12:00 p.m. to 01:00 p.m.	*Lunch Break*
01:00 p.m. to 02:00 p.m.	Topic 3 (60 min)
02:00 p.m. to 03:00 p.m.	Topic 4 (60 min)
03:00 p.m. to 03:30 p.m.	*Coffe Break*
03:30 p.m. to 04:30 p.m.	Round Table (60 min)
04:30 p.m. to 05:00 p.m.	Closing Ceremony (15 min) RFD; ITU

PRE-SEMINAR WEB TUTORIAL (available at the ITU Seminar web site)

SEMINAR / WORKSHOP

Timeline	SEMINAR — Tuesday	SEMINAR — Wednesday	WORKSHOP — Thursday	WORKSHOP — Friday
08:30 to 09:00 a.m.	**Opening Ceremony:** Hosting, ITU			
9:00 a.m. to 10:30 a.m.	Spectrum Management and Regulation: Fundamentals, Arquitecture, Databases, National-Innal Relationship / ITU and ITU-R in a Glance ITU, ITU-R, WRC, RA, RAG, RRB, ITU	**Space Services:** Sesion 2	**Workshop** Initial remarks	**Workshop** Sesion 4
10:30 a.m. to 11:00 a.m.	*Coffe Break*	*Coffe Break*	*Coffe Break*	*Coffe Break*
11:00 a.m. to 12:30 p.m.	ITU-R: SG/WP, Publications ; Radio Regulations and Rules of Procedure; World Radio Conferences, CPM, RPM; Regional Conferences ITU / Spectrum Management and Regulation: Regional Cases Reg. Org, Hosting, SM Nal. Regulators	**Space Services:** Sesion 3	**Workshop** Sesion 1	**Workshop** Sesion 5
12:30 p.m. to 01:30 p.m.	*Lunch Break*	*Lunch Break*	*Lunch Break*	*Lunch Break*
01:30 p.m. to 03:00 p.m.	**Space Services:** Sesion 1	**Terrestrial Services:** Sesion 2	**Workshop** Sesion 2	**Workshop** Sesion 6
03:00 p.m. to 03:30 p.m.	*Coffe Break*	*Coffe Break*	*Coffe Break*	*Coffe Break*
03:30 p.m. to 05:00 p.m.	**Terrestrial Services:** Sesion 1	**Terrestrial Services:** Sesion 3	**Workshop** Sesion 3	**Workshop** Conclusions