



Administrative Circular
CA/141

28 July 2004

To Administrations of Member States of the ITU and Radiocommunication Sector Members

Subject: Biennial Seminar of the Radiocommunication Bureau
(Geneva, 15 – 19 November 2004)

1. You may recall that the Radiocommunication Bureau organizes on a biennial basis, at the ITU Headquarters in Geneva, a seminar which deals with the use of the Radio Frequency Spectrum and the Satellite Orbits, and, in particular, with the application of the provisions of the ITU Radio Regulations.
2. The Bureau is pleased to announce that the next seminar will be held at the ITU Headquarters in Geneva from 15 to 19 November 2004.
3. As may be noted from the enclosed programme (**Annex 1**), the 2004 seminar will cover the international frequency management aspects of the Terrestrial and Space Services, including related work of the ITU-R Study Groups. Special attention will be given to the Radio Regulations procedures adopted by WRC-03 and to decisions of the First session of the Regional Radiocommunication Conference for planning of digital terrestrial broadcasting in parts of Regions 1 and 3, in the bands 174 – 230 MHz and 470 – 862 MHz. Demonstrations and workshops will enable the participants to get hands-on experience with ITU notification procedures as well as with some of the software and electronic publications made available by the Radiocommunication Bureau to the Administrations of Member States and to Radiocommunication Sector Members.
4. Based on the successful evaluation of the experiences from the last biennial Seminar, in 2002, the same arrangements will be followed for the 2004 Seminar, which means that lectures and workshops will be held in different rooms, enabling participants to prepare their own schedule, based on their interest, alternating between space and terrestrial services and lectures or workshops.
5. The lectures and discussions during the seminar will be held in the three working languages of the ITU (French, English and Spanish) with simultaneous interpretation facilities. The workshops will be held in separate groups, each dealing with one of the three working languages. A CD-ROM containing the documentation in the three languages will be distributed at the opening of the seminar. The documentation will be posted on the ITU TIES (www.itu.int) and will also be made available after the seminar upon request, for training purposes within administrations.
6. The Administrations of Member States and Radiocommunication Sector Members are invited to attend the seminar. Notification of the anticipated participation should be communicated by means of the attached form (**Annex 2**), preferably by **30 September 2004**.

Given the amount of the expected practical work during the workshops, participants are invited to bring their laptop PC.

7. The cost of travel and accommodation in Geneva for participants is the responsibility of the administration/organization concerned. A number of hotels in Geneva and the surrounding area have agreed to offer preferential rates to delegates participating in ITU conferences and meetings. Information on the list of these hotels, as well as on the procedure to follow for the reservation of hotels, is available from the ITU website (see <http://www.itu.int/travel/index.html>). Bookings must be made by delegates in their own name, without going through a travel agent or airline company. Bookings should be sent by post or fax directly to the hotel using the form attached as **Annex 3**.
8. In recognition of the difficulty faced by the Least Developed Countries (LDC), the ITU will offer one fellowship per LDC country, covering economy return air-ticket and a daily allowance intended to cover meals and incidental expenses during the seminar. Accommodation will be arranged and paid by the ITU. Participants eligible for fellowships are requested to complete the form attached as **Annex 4** and to submit it before **30 September 2004**.
9. We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Switzerland. The visa must be requested and obtained from the office (embassy or consulate) representing Switzerland in your country or, if there is no such office in your country, from the one that is closest to the country of departure. If problems are encountered, the Union can, at the official request of the administration or company you represent, approach the competent Swiss authorities in order to facilitate delivery of the visa. Any such request must specify the name and functions of the individual(s) for whom the visa(s) is/are requested and be accompanied by a copy of the approved registration form approved for the ITU conference or meeting in question.
10. Attendance to the seminar is free of charge for ITU Member States and ITU-R Sector Members. However, in keeping with ITU Council decisions on ITU seminars, a fee of CHF 1,000 will be charged to non-members. This fee should be settled at the time of registration.
11. The Seminar will commence at 0930 hours on 15 November 2004 and registration will be possible as of 0830 hours. Detailed information concerning the meeting rooms will be displayed on screens at the entrances to ITU headquarters.
12. For the participants from the Member States belonging to the planning area of RRC (i.e., Member States from ITU Region 1 (except Mongolia) and the Islamic Republic of Iran), an extension workshop will be conducted, on 18 and 19 November 2004 (in parallel with the programme envisaged for the space services). The participants interested for this option should inform the BR Secretariat on the Registration form, with a view to enabling the BR to put in place the necessary arrangements.

Yours faithfully,

V. Timofeev
Director
Radiocommunication Bureau

Annexes: 4

Distribution:

- Administrations of Member States of the ITU
- Radiocommunication Sector Members
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups and Special Committee on Regulatory/Procedural Matters
- Chairman and Vice-Chairmen of the Radiocommunication Advisory Group
- Chairman and Vice-Chairmen of the Conference Preparatory Meeting
- Members of the Radio Regulations Board
- Secretary-General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

BIENNIAL SEMINAR OF THE RADIOCOMMUNICATION BUREAU

ANNEX 1

DRAFT Programme

Geneva, 15-19 November 2004

Dates	Room B	Rooms C1 and C2
	<i>Lectures</i>	<i>Workshops</i>
Monday, 15 November 2004		
Morning	Introduction: Role of the BR Study Group Activities WRC-07 Overview of the regulatory procedures applicable to terrestrial services	
Afternoon	Space Services: <ol style="list-style-type: none">1. Overview of the functions of the Space Services Department2. Orbit/spectrum allocation procedures – overview3. Cost Recovery for satellite network filings (principles and application)4. WRC-03 (salient features non-planned services)5. Coordination of Satellite networks6. Preface and Notice forms for satellite systems	Terrestrial Services: <ol style="list-style-type: none">1. Terrestrial WEB services2. Familiarization with BR IFIC

Tuesday, 16 November 2004		
Morning	Terrestrial Services (General) <ol style="list-style-type: none"> 1. TerRaSys (Overview, components, and implementation status) 2. Notice forms and notification formats for terrestrial services 3. BRIFIC, Web and related issues 	Space Services: <ol style="list-style-type: none"> 1. Receivability of Space Notices – Rules and application 2. BRIFIC (Space services) and BRSSD Web page
Afternoon	Space Services: <ol style="list-style-type: none"> 1. SNS data structure 2. SpaceCap software 3. SpacePub software 4. SpaceQuery software 5. SpaceValidation software. 6. GIMS 7. Application of software packages to submission of space notices 	Terrestrial Services <ol style="list-style-type: none"> 1. Notice forms for BC services and related validation software 2. Notice forms for FXM services and related validation software 3. Use of TeRaNV and Web

Wednesday, 17 November 2004		
Morning	Terrestrial Services (Broadcasting): <ol style="list-style-type: none"> 1. Broadcasting Plans 2. HF BC (including issues from WRC-03) 3. Art. 11 procedure 	Space Services: <ol style="list-style-type: none"> 1. Familiarization with space notice forms and required data items (AP 4) 2. Specific exercises on submission of notices and the application of software packages <i>(to be continued)</i>
Afternoon	Space Services <ol style="list-style-type: none"> 1. Space Plans and Lists (AP 30/30A) 2. Allotment Plan (AP 30B) 3. WRC-03 (salient features planned services) 	Terrestrial services <ol style="list-style-type: none"> 1. Electronic notification for BC services 2. Use of BC planning software

Thursday, 18 November 2004		
Morning	Terrestrial Services (Broadcasting): 1. Results from RRC-04 2. Preparations for RRC-06 3. Workshop feedback	Space Services: 1. Specific exercises on processing of notices: - Compatibility analysis - Technical/regulatory examination - Space Plans - Earth station coordination - CR/D <i>(to be continued)</i>
Afternoon	Space Services: 1. Notification and Recording of assignments 2. Technical and Regulatory Assistance (including Earth station coordination and satellite system compatibility analysis) 3. Space services on-line - SNL on-line - SNS on-line	Terrestrial Services: 1. Formats for submission of requirements for digital broadcasting 2. Use of the software for generating electronic formats of requirements

Friday, 19 November 2004		
Morning	Terrestrial Services (Fixed, Mobile and other non-broadcasting): 1. Plans for FXM 2. Art. 11 procedure 3. Use of shared bands 4. Issues from WRC-03 and RRC-04 5. Service publications	Space Services: <i>(continuation of Wednesday and Thursday morning workshops)</i>
Afternoon	General Discussion Closure of the Seminar	

ANNEX 2



Registration Form
Biennial Seminar of the Radiocommunication Bureau
Geneva, Switzerland, 15 - 19 November 2004

Radiocommunication Bureau

Mr. Mrs. Ms. Miss:
(family name) (first name)

Accompanied by:
(family name) (first name)

1. REPRESENTATION

Name of Member State:

Name of Sector Member:

Non-member:

2. OFFICIAL ADDRESS

Name of the Company:

Street address:

City/State/Code/Country:

Business tel.: Fax:

E-mail: In case of emergency:

3. DOCUMENTS English French Spanish

4. RRC WORKSHOP Yes No

Date: Signature:

For BR Secretariat use only

Approved (if applicable)

Personal Section

Meeting Section

Pigeonhole

ANNEXE 3 - ANNEX 3 - ANEXO 3

Ce formulaire de confirmation est à **adresser directement à l'hôtel** de votre choix
This confirmation form **should be sent directly to the hotel** of your choice
Dirija directamente este formulario de confirmación **al hotel** que elija



**UNION INTERNATIONALE DES TELECOMMUNICATIONS
INTERNATIONAL TELECOMMUNICATION UNION
UNION INTERNACIONAL DE TELECOMUNICACIONES**



SECTEUR DES RADIOCOMMUNICATIONS
RADIOCOMMUNICATION SECTOR
SECTOR DE RADIOCOMUNICACIONES

Séminaire des Radiocommunications du au
Radiocommunication Seminar from 15.11.04 to 19.11.04
Seminario de Radiocomunicaciones desde el al
Genève - Geneva - Ginebra

Confirmation de la réservation faite le A l'hôtel
Confirmation of the reservation made on To hotel
Confirmación de la reserva efectuada el al hotel

au prix préférentiel offert à l'UIT / at ITU preferential tariff / al precio preferencial ofrecido a la UIT

chambre simple/double du heure d'arrivée au
single/double room from Time of arrival to
habitación indiv./doble desde el hora de llegada al

Nom / Name / Apellido _____

Prénom / First name / Nombre _____

Adresse / Address / Dirección _____ Tel. _____

_____ Fax. _____

Carte de crédit en garantie de la réservation
Credit card to guarantee this reservation: AX/VISA/DINERS/EC _____
Tarjeta de crédito que garantiza la reserva autre/other/otras

No. _____ validité/validity/validez _____

Date/Date/Fecha _____ Signature/Signature/Firma _____

ANNEX 4



**Biennial Seminar of the Radiocommunication Bureau
Geneva, Switzerland, 15 - 19 November 2004**

Radiocommunication Bureau

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

WOMEN CANDIDATES ARE ENCOURAGED

**FELLOWSHIP REQUEST TO BE SUBMITTED BY 30 SEPTEMBER 2004
(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 airticket 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 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: _____