INTERNATIONAL TELECOMMUNICATION UNION

Radiocommunication Bureau
   (Direct Fax N°. +41 22 730 57 85)

Administrative Circular   20 July 2012
   CA/205

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

Subject: ITU World Radiocommunication Seminar 2012 (WRS-12)
                  (Geneva, 3-7 December 2012)

1   The ITU 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   I am pleased to inform you that the next ITU World Radiocommunication Seminar will be held at the ITU Headquarters in Geneva from 3-7 December 2012.

3   WRS-12 will be held in the following format (see **Annex 1**): The first two days will be dedicated to cover the international frequency management and radiocommunication standardization aspects of the terrestrial and space services, including the related work of the ITU-R Study Groups. Workshops will be held in different rooms for the remainder of the week, enabling participants to prepare their own schedule, based on their interest, alternating between space and terrestrial services and lectures or practical sessions. These 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 the ITU-R Sector Members.[*]

4   The lectures and discussions during the Seminar will be held in the six official languages of the ITU (English, Arabic, Chinese, Spanish, French and Russian) with simultaneous interpretation facilities. The workshops will be held in separate groups in accordance with the language requirements and available facilities.

5   A detailed programme of the Seminar events, including the respective room assignments, will be available on the ITU website at http://www.itu.int/ITU-R/go/WRS-12 and will be updated as new or modified information becomes available.

----

[*]   Participants are encouraged to bring extracts from national frequency registers for training purposes and for comparison of the contents of the national register with those of the Master International Frequency Register. In the Bureau's opinion, this will facilitate the training and the familiarization of the administrations with the new format of the data concerning the radio stations. Participants may also submit notices for official treatment by the Bureau, provided that the national administration duly authorizes the participant(s), in writing, to submit appropriate notices to the Bureau in this respect.

6   Please note that the Seminar will be conducted in a "paperless" environment, i.e. seminar proceedings will be available on the website. **Given the amount of the expected practical work during the workshops, participants are invited to bring their laptop.** Under special circumstances, the BR Secretariat will endeavour to provide a limited number of laptops for use by the participants during the Seminar.

7   Member States, ITU-R Sector Members, Associates and Academia are invited to attend the Seminar. Each of them has been requested to designate a focal point responsible for the handling of all registration formalities. The list of Designated Focal Points (DFPs) for ITU-R Activities, including the Seminar, is available at http://www.itu.int/ITU-R/go/delegate-reg-info/en. Online registration of participants by DFPs will begin on 1 September 2012. Please note that registration for this event will be carried out exclusively online through the aforementioned website. Advance online registration of all participants is strongly advised. Unannounced participants will face further delays at the on-site registration desks. For those Member States/Sector Members wishing to modify the indicated DFP or for any further information, please contact the ITU-R Delegate Registration Unit at ITU-R Registrations@itu.int.

8   Citizens of some countries are required to obtain a visa in order to enter and spend time in Switzerland. Visa applications must be submitted to the Swiss foreign mission closest to their place of residence at least six (6) weeks prior to the planned travel date. When needed, requests for visa support must also be requested by the DFP during the online registration process of participants. Please allow up to 15 working days for a confirmation support to be provided by the ITU.

9   The cost of travel and accommodation in Geneva for participants is the responsibility of the administration/organization concerned. Participants will find the necessary information with relation to accommodation and travel at http://www.itu.int/ITU-R/go/delegate-reg-info/en.

10   In recognition of the difficulty faced by the low income countries, the ITU will offer one fellowship per eligible country, with priority given to requests from the Least Developed Countries (LDCs). The fellowship request form (**Annex 2)** is available from the ITU website (see http://www.itu.int/ITU-R/go/WRS-12 and should be submitted before **16 October 2012**. Accommodation will be arranged and paid for by the ITU.

11   Attendance to the Seminar is free of charge for representatives of ITU Member States, ITU-R Sector Members, Associates and Academia.

12   The Seminar will commence at 0930 hours on 3 December 2012 and registration will be possible as of 0800 hours. Detailed information concerning the meeting rooms will be displayed on screens at the entrances to the ITU headquarters.

Yours faithfully,

François Rancy
Director, Radiocommunication Bureau

Annexes: 2

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

Annex 1

Preliminary programme

Geneva, 3-7 December 2012

Monday 3 December (CICG)	Tuesday 4 December (CICG)	Wednesday 5 December (ITU)		Thursday 6 December (ITU)		Friday 7 December (ITU)	
Opening **General** ITU-R, RRB WRC (WRC-12 and WRC-15)	**Radio Regulatory Issues** Overview of the procedures – space – terrestrial	**Space** Workshop	**Terrestrial** Workshop	**Space** Workshop	**Terrestrial** Workshop	**Space** Workshop	**Terrestrial** Workshop
Study Group Issues General Specific topics (e.g. radiocommunication standardization issues)	**Radio Regulatory Issues** BR publications & systems (Preface, BRIFIC, databases, etc.) Workshop overview – space – terrestrial	**Space** Workshop	**Terrestrial** Workshop	**Space** Workshop	**Terrestrial** Workshop	**Space** Workshop	**Terrestrial** Workshop

Annex 2

ITU World Radiocommunication Seminar 2012 (WRS-12)
Geneva, 3-7 December 2012

Please return to: **Administration Service (ADM) ITU/BDT -
Geneva Switzerland**   **E-mail :
bdtfellowships@itu.int
Tel: +41 22 730 5487 / 5095
Fax: +41 22 730 5778**

Request for a fellowship to be submitted before 16 October 2012

Participation of women is encouraged

Country _____

Name of the Administration or Organization _____

Mr. / Ms. _____   _____
(family name)   (given name)

Title _____ _____

Address _____

_____

Tel.: _____   **Fax:** _____

e-mail: _____

PASSPORT INFORMATION :

Date of birth _____

Nationality _____   **Passport number** _____

Date of issue _____   **In (place)** _____   **Valid until (date)** _____

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

Signature of fellowship candidate _____   **Date** _____

**TO VALIDATE FELLOWSHIP REQUEST, NAME AND SIGNATURE OF CERTIFYING OFFICIAL
DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW WITH OFFICIAL STAMP.**

Signature _____   **Date** _____