

**IMPLEMENTATION OF THE 2003 OPERATIONAL PLAN
(ACTIVITIES OF TERRESTRIAL SERVICES DEPARTMENT (TSD))**

Executive summary

During the year 2003, TSD activities were focused on the treatment of submissions from administrations, mainly frequency assignment notices to stations in various terrestrial radiocommunication services, under the relevant provisions of Articles 9, 11, 12 and 20 of the Radio Regulations, as well as under the relevant provisions of various Regional Agreements. The TSD's objective (to carry out the standard processing and examination procedures within the statutory limits and to eliminate the accumulated backlog, either through a standard tool or through alternate solutions) was achieved with respect to the major part of administrations' submissions; however, slight backlog still exists in the context of Article 11 examinations in the bands shared with space service.

The relevant information resulting from these activities was published according to the standard patterns:

- on a bi-weekly basis, through the International Frequency Information Circular (IFIC), for the submissions under Articles 9 of the RR, under various plan modification procedures, and under Article 11 of the RR;
- on a monthly basis, through regular CD publications, for the submission under Article 12 of the RR;
- in accordance with pre-established schedules, as indicated in the relevant publication notices, for the submissions relevant to the publication of various service documents listed in Article 20 of the RR.

At the same time, TSD continued to meet the increasing demand for assistance from administrations, international organizations, private companies and other entities in the application of regulatory, administrative and operational procedures including detailed calculation results and test calculations. Reports of harmful interference were accorded the highest priority, as were reports of unauthorized emissions in frequency bands reserved for safety services.

TSD also applied the relevant administrative and operational procedures, and the outcomes of these procedures (e.g., provision of appropriate means of identification) have been disseminated accordingly (e.g., through the Operational Bulletin).

In addition, TSD continued to maintain several databases (such as the electronic version of the IFL, several worldwide and regional plans, the ship and coast stations databases), which represent reference tools for numerous applications. The uninterrupted on-line availability of the ship stations database, to the registered users, through Internet, was highly appreciated by the search and rescue authorities as indispensable tool for their everyday activities.

TSD continued to participate in the further development and testing of the software tools for the processing of notices for terrestrial services (TerRaSys), bearing in mind that the former processing system (FMS) was phased out at the end of 1999, due to the incompatibility of the ITU mainframe configuration with the Year-2000 requirements. In the areas where no operational tools are yet integrated within TerRaSys, the Department continued with the application of the provisional arrangements (e.g., use of software for off-line data capture, including partial validation; treatment of the submissions related to LF/MF broadcasting, which comprise complete processing, including examination and publication, of all submissions related to the GE75 and RJ81 Agreements and to Article 11 of the RR; update of the reference databases with the results of these activities, etc).

4 Activities related to WRC-03¹

4.1 Staff of the Department was extensively involved in the preparatory activities for WRC-03 which included:

- Preparation of some of the statutory reports to WRC-03 (Report on activities since WRC-2000, experiences in the application of the radio regulatory procedures, HFBC issues, report on the results from monitoring programmes in response to Resolutions 207(Rev.WRC-2000) and 350(WRC-2000), status of the MMSI resources, etc);
- submitting briefing notes and explanatory texts related to various WRC-03 agenda items,
- participation in meetings of ITU-R Study Groups, of regional telecommunication organizations (e.g., CEPT WG FM, CEPT ad hoc group on monitoring, ASBU) and international organizations (e.g., IMO COMSAR), participation in the Regional preparatory meeting for the African countries, etc.

Several staff of the Department participated in the work of WRC-03, either as part of the Secretariat (W. Frank, J. Fonteyne, A. Mendez, N. Vassiliev, L. Trarieux, D. Steel, P. Rosa) or as BR representatives (T. Gavrilov, P. Hai, S. Challos).

4.2 After WRC-03, staff of the Department was involved in the preparation of the revised version of the Final Acts of WRC-03, as well as in several post-conference activities (early implementation of the decisions of WRC-03 that entered into force on 5 July 2003 including changes in the concerned validation and examination procedures, review of the Rules of procedure and preparation of required modifications to the existing Rules with a view to reflecting the WRC-03 decisions, review of findings for some categories of frequency assignments, etc).

Performance indicator (for TSD): Satisfactory (all activities initiated in time and completed according to established schedules; participation in WRC-03 was efficient and appreciated by the delegates and conference officers). The staff resources used were within the forecasts indicated in the Operational Plan.

6 Activities related to the preparations for RRC-04/05

6.1 Staff of the Department was involved in various kind of preparatory activities related to the RRC-04/05, such as: participation in the activities of TG6/8 (including preparation of submissions to TG6/8 for the meetings in February 2003, May 2003 and September 2003), as well as other correspondence to administrations resulting from the consideration of the subject matter within TG6/8, such as CR/192, CR/196 and the multi-address letter to the administrations from the extended planning area outside ST61 and GE89), participation in the meetings of the regional organizations (CEPT, EBU, ASBU, RCC) as well as in the meeting of the informal group for preparations of RRC-04, preparation of input documents for C-2003 and implementation of the related decisions (including preparation of invitation letters, letters concerning the consultation of the concerned Member States for final adoption of the agenda), etc.

6.2 On the advice from RAG, staff of the department organized the BR information meeting on RRC, in Geneva (18 – 19 September 2003). This included, inter alia, the preparation of the CD-ROM with the relevant documentation. The meeting was attended by more than 200 participants from 71 Member States.

¹ The numbering of sections follows the numbering scheme of the ITU-R Operational Plan for 2002-2003, see CA/116 at <http://www.itu.int/ITU-R/information/plans/index.html>

6.3 The ITU preparatory activities were streamlined into two organizational structures: the BR preparatory team (comprising participants from TSD, SGD and IAP) and the ITU Task Force (comprising participants from the BR, SC, CONF, CEC, FI, PE, IS and LAU), which had regular meetings at which the relevant issues are discussed. Where necessary, suitable documents have been prepared for the attention of the Members States (e.g., CA/132 dealing with guidelines for submission of contributions, CA/133 dealing with the expenses for RRC). The draft version of the BR Report to RRC-04 has been compiled, in December 2003, with a view to its finalization in early January 2004. The required document templates were created, as well as a dedicated web page, which includes some useful enhancements (e.g., newsflashes).

Performance indicator (for TSD): Satisfactory (all activities initiated in time). The staff resources used were within the forecasts indicated in the Operational Plan.

7 RRB-related activities

Staff of the Department prepared the required input for the Director's report to the 30th, 31st and 32nd RRB meetings (March 2003, September 2003, December 2003) and contributed to the preparation of CCRR/21 and CCRR/23, which include the first and the third sets of Rules of procedure which reflect the decisions of WRC-03.

Performance indicator: Satisfactory (all activities initiated in time and completed according to established schedules). The staff resources used were within the forecasts indicated in the Operational Plan.

8 RAG-related activities

8.1 Staff of the Department prepared the necessary input to the eleventh RAG meeting (27 – 31 January 2003) as well as the necessary organizational support. The conclusions from the RAG-2003 meeting were scrutinized and appropriate follow-up activities were initiated and carried out (e.g., submission of document to C-03 on RRC-04/05 Agenda, preparation of CA/127 on the correspondence group on operational planning, etc).

8.2 After RA-03, staff of the Department scrutinized the decisions of the RA-03 from the point of view of their relevance for RAG and contributed to the preparation of the relevant circular-letter (CA/130). The RAG web-page was adapted accordingly.

Performance indicator: Satisfactory (timely response to all RAG-related activities; satisfaction has been expressed by Member States and Sector Members). The staff resources used were within the forecasts indicated in the Operational Plan.

10 Seminars and related activities

10.1 Staff of the Department prepared the necessary input for the Regional preparatory meeting of the African countries for WRC-03 (Gabon, 31 March – 4 April 2003), for the Regional BR Seminar for the African countries (Lusaka, 29 September – 3 October 2003) and for the Regional BR Seminar for Region 3 countries (Jeju-do, Republic of Korea, 17 – 21 November 2003), and participated in all three events.

10.2 Staff of the Department conducted the extended training for two officials from GNB (26 March – 4 April 2003), for one official from MLI (22 – 26 September 2003), and for four officials from Spanish speaking countries (CLM, PNR, PRU, DOM; 24 – 28 November 2003).

10.3 Staff of the Department participated in the ASBU workshop in Tunis (8 – 11 April 2003).

Performance indicator: Satisfactory (timely response to all seminar-related activities). The staff resources used were within the forecasts indicated in the Operational Plan.

11 Development of BR publications

11.2 Regulatory publications (including service publications)

11.2.1 In the reporting period, the preparation of the regulatory publications and the service publications followed the standard pattern, as foreseen in the Operational Plan, notably:

- The BR International Frequency Information Circular (BRIFIC) was published regularly, with no delay, every two weeks, and the concerned website was updated on a regular basis. Administrations were informed, via BR Circular Letter CR/191 (21 March 2003), on the changes introduced in the BRIFIC (as from BRIFIC No. 2491), concerning the addition of the FXM component under TerRaSys. In addition, administrations were informed, via Addendum 1 to CR/189, that the option of providing the BRIFIC, in DVD-ROM format, could not be implemented in April 2003, as initially announced in Circular Letter CR/189, due to insufficient interest in this format.
- List of Coast Stations (List IV): Supplements Nos. 2 and 3 to the 18th edition of List IV were published in April 2003 and October 2003, respectively. The necessary preparatory work with respect to the 19th Edition has been initiated in a timely manner.
- List of Ship Stations (List V): Supplement No. 3 to the 42nd edition of the List was published in March, 2003. Administrations were informed on the changes to the form and content of the 43rd and future editions of this List via BR Circular Letter CM/13 (7 February, 2003), consequential to the consultations conducted in this respect. The required changes to the Desktop Publishing templates and extraction programs have been implemented and the 43rd edition of the List was subsequently published in June 2003, using the approach specified in CM/13 (which resulted in reduction of the number of paper volumes from two to one). Supplements Nos. 1 and 2 to the 43rd edition were published in September 2003 and December 2003, respectively.
- List of Radiodetermination and Special Service Stations (List VI): the 15th edition of the List was published in March 2003. The 1st supplement was published in September 2003. In view of the lack of response from several administrations for update of their lists, their delegations at WRC-03 were contacted and were handed extracts of their data that was published in the 14th edition of the list but not in the 15th edition, with a view to reviewing these data for subsequent notification, if necessary; however, very limited response has been received in this respect. Preparatory work for supplement No 2 due to be published in March 2004 is underway.
- List of Call-signs of Maritime mobile Stations (List VIIA): Supplement No. 7 to the 20th edition was published in January 2003. The 21st edition of the List was prepared (using the approach specified in CM/13) and subsequently published in April 2003 (the new approach resulted in the reduction of the number of volumes from two to one). Supplements Nos. 1 and 2 to the 21st edition were published in July 2003 and October 2003, respectively.
- List of Monitoring Stations (List VIII): no activity in this period.
- Optional Provision: Four amendments to the optional provision, as regards Amateur Service, have been published in OB 781, 783, 784 & 785

Relevant details are included in Table 11.2-1.

Table 11.2-1: Cumulative statistics concerning preparation of Service documents in 2003

Service Documents	Publication	Pages	No. of incoming Notifications (all formats)	No. of transactions (including magnetic tapes & diskettes)
List IV (COAST STATIONS)	Supl. 2 and 3 to 18 th edition	154	84	3 326
LIST V (SHIP STATIONS)	Three supls + 43 rd edition	1 949 + 4 CD ROMs	1 538	184 541
LIST VI (RADIODETERMINATION)	15 th Edition + supl.	877	62	621
LIST VIIA	Three supls. + 21 st edition	1 759	Internal extraction	
LIST VIII	-	-	-	-
OPTIONAL PROVISION	-	-	-	-
OPERATIONAL BULLETIN	Nos. 781, 783 – 785, 787 –789, 793, 799- 801	33	20	

11.2.2 In addition to the standard treatment of notifications from administrations related to the above publications, activities were also undertaken on the publication of the relevant information in the ITU Operational Bulletin. The Bureau also continues to maintain and to update, on a regular basis, the ship-station database for use by the maritime mobile access and retrieval system (MARS). In December 2003, MARS was enhanced with a new functionality (developed with the IS Department), which provides the possibility for administrations to download, directly from the MARS, particulars concerning their ship stations.

Performance indicator (for TSD): satisfactory (all activities initiated and/or completed according to pre-established schedules; some complaints are still being received from users, on the difficulties in installing the BRIFIC: they are normally forwarded to IAP and they seem to be resolved on a case-by-case basis). The staff resources used were within the forecasts indicated in the Operational Plan.

13 Treatment of notices and other submissions related to terrestrial services

13.1 General observations

13.1.1 During 2003, staff of the Department continued to process notices pertaining to terrestrial services under various arrangements:

- Using those TerRaSys tools that have been brought into production (these include the tools for processing submissions to BC and BT notices in the VHF and UHF bands, and, as from 20 August 2003, the tools for treatment of FXM² notices governed by Article 11 of the RR, except the examination of the FXM notices in the bands shared with space services);

² FXM stands for the submissions in the fixed, mobile and other services, except the broadcasting service in the LF/MF and VHF/UHF bands.

- Using the provisional tools that have been developed by TSD (for some categories of FXM notices governed by Article 11 of the RR and for some types of examinations related to FXM notices) – until 19 March 2003;
- Using local data management systems and similar equivalents outside TerRaSys (such arrangements are used in the context of the AP26, GE75 and RJ81 Plans; in the context of the LF/MF BC submissions under Article 11 of the RR, as well as in the context of the HF Broadcasting under Article 12 of the RR – see also paragraph 13.3.3);
- Using semi-automated or manual procedures (such arrangement is used in the context of the Article 9 submissions and for some type of examinations under AP25 and GE85-MM Plans).
- Using auxiliary tools developed in the TSD for pre-validation of the notices vis-à-vis those decisions of the WRC-03 that have entered into force on 5 July 2003 (pending the update of the relevant validation software under TerRaSys).

13.1.2 At the end of 2003, the Department was still without any operational tool (either standard or provisional) in the following areas and no activity is being performed yet in these areas:

- Processing and examinations of new submissions related to the plan modification procedures, which necessitate assessment of the compatibility, in the context of the following plans: AP25, GE85-MM and GE85-EMA;
- Examination of the FXM notices governed by Article 11 of the RR, in the bands shared with space services.

13.3 Details concerning the activities related to the application of the regulatory procedures pertaining to terrestrial services

13.3.1 Coordination requests pertaining to terrestrial services

Table 13.3.1-1 indicates the activities related to coordination requests (under 9.21) pertaining to terrestrial services. This activity is being performed in a manual or semi-automated manner, outside TerRaSys.

Table 13.3.1-1: Treatment of coordination requests (under 9.21)

Expected input	100
Received notices	35
Examined notices (including previous periods)	39
No. of active cases	35
Performance indicator for examination	Satisfactory
Backlog (weeks)	0

13.3.2 Plan modification procedures for terrestrial services

Tables 13.3.2-1 and 13.3.2-2 summarize the activities related to plan modification procedures pertaining to terrestrial services. It is to be noted that the number of received notices in the context of BC/BT services, in 2003, was approximately 2.17 times higher than the expected input.

Table 13.3.2-1: Submissions under plan modification procedures (BC/BT services)³

Procedure	ST61	GE75	RJ81	GE84	GE89
Expected input	2 500	80	60	2 000	200
Received notices	4 423	66	59	5 537	441
Capture and Validation					
Captured notices	4 423	66	59	5 537	441
Performance indicator for data capture	Satisfactory	Satisfactory	Satisfactory	Satisfactory	Satisfactory
Backlog (weeks)	0	0	0	0	0
Examination and publication					
Published notices (Part A)	9 548	44	11	3 385	300
Notices awaiting publication in Part A	419 (8 weeks)	22 (16 weeks)	7 (16 weeks)	674 (14 weeks)	12 (1 week)
Published notices (Part B)	5 193	35	18	1 917	3
Notices awaiting publication in Part B	671 (8 weeks)	0	10 (12 weeks)	93 (10 weeks)	25 (2 weeks)
Performance indicator for examination and publ.	Satisfactory	Satisfactory	Satisfactory	Satisfactory	Satisfactory

Performance indicator: The objectives set forth in the Operational Plan (timely processing within the statutory limits) have been achieved by using two different arrangements: under TerRaSys in the context of the VHF/UHF Plans (ST61, GE84 and GE89), and outside TerRaSys in the context of the LF/MF Plans (GE75 and RJ81). The resources used were proportional to the forecasts indicated in the Operational Plan.

Table 13.3.2-2: Plan modification procedures (other than BC/BT)

Procedure	AP 25	AP 26	GE85
Expected input	20	10	40
Received notices	0	0	0
Examination			
Treated cases (including previous periods)	6	0	3
Performance indicator for examination	N/A	N/A	Satisfactory
Backlog (weeks)	0	0	0
Remaining active cases	14	0	0
Earliest date of receipt	14.05.2001	-	-

³ Submissions under ST61, GE84 and GE89 agreements are treated under TerRaSys; submissions under GE75 and RJ81 are treated outside TerRaSys (using local database systems).

Performance indicator: There was no new submission in any of these plans (AP25, AP26, GE85). In 2003, TSD/FMD has closed the remaining three active cases under GE85, after consultation with the administrations concerned.

13.3.3 Processing of submissions to HF broadcasting (Article 12 of the RR)

The treatment of these submissions has followed the standard pattern (for details see Table 13.3.4-1): all valid notices received up to two weeks before each publication are incorporated in the database and included in the appropriate technical examination process. In 2003, eleven CD-ROMs have been published, which contain, *inter alia*, HFBC schedules, results of compatibility analysis and the latest version of the HFBC software. This activity also comprises exchange of correspondence with administrations and regional coordination groups concerning possible improvements to software, update of reference data, improvements in the presentation of calculation results, and maintenance of web pages with latest software updates and reference data.

In the associated activities, staff of the Bureau participated in the Regional HFBC Coordination meeting for season A-2003 in Johannesburg (South Africa, 2 – 7 February 2003).

Performance indicator: Satisfactory. All activities completed in accordance with the schedule indicated in Article 12. The resources used were within the forecasts indicated in the Operational Plan.

13.3.4 Notification, examination, recording procedures pertaining to terrestrial services (Article 11 of the Radio Regulations)

Table 13.3.4-1 summarizes the activities related to notification and other regulatory procedures pertaining to terrestrial services:

Table 13.3.4-1: Notification and other regulatory procedures in 2003

Procedure	Art. 11	Art. 12	Rec. 402 ⁴
Expected input	50 000	15 000	30
Received notices	64 316	28 523	0
Capture and Validation			
Captured notices	64 316	28 523	0
Backlog (weeks)	0	0	N/A
Examination			
Examined notices (under TerRaSys)	6 535 (FMTV) 59 925 (FXM)	-	0
Examined notices (outside TerRaSys)	4 030 (FXM) 162 (LF/MF)	58 919⁵	

⁴ It is to be noted that Recommendation 402 was abrogated by WRC-03 due to the fact, *inter alia*, that considerable number of administrations did not apply the procedures of this Recommendation.

⁵ The number of examinations is somewhat greater, given the fact that the compatibility analysis is repeated with every new publication.

Backlog (weeks)	266 weeks (FXM) 10 weeks (LF/MF) 16 weeks (FMTV)	0	0
Backlog (number of notices waiting for standard examination)	2 814 (FMTV) 38 (LF/MF) 77 990 (FXM)	0	0

Performance indicator: The objectives set forth in the Operational Plan (timely processing within the statutory limits using standard tools) have been fully achieved in the context of the BC/BT notices and have been partially achieved in the context of the FXM notices (bands that are not shared with space services). The objectives set forth in the Operational Plan could not be achieved in the following areas: examination of FXM notices in the bands shared with space services, and in the bands governed by the GE85 and RJ88 Agreements. The resources used were generally within the forecasts indicated in the Operational Plan, with an emphasis on testing of the delivered components. The relevant statistics on processing of notices is given in Table 13.3.4-2.

Table 13.3.4-2: Notices processed in TerRaSys for Publication in Parts I, II and III of BRIFIC

	Broadcasting			FXM (outside shared bands)			FXM (within shared band)			Totals			Gr. Total
	Pt I	Pt II	Pt III	Pt I	Pt II	Pt III	Pt I	Pt II	Pt III	Pt I	Pt II	Pt III	
1Q03	656	987	5	0	0	0	0	0	0	656	987	5	1648
2Q03	2405	1731	2	53263	0	0	27079	0	0	82747	1731	2	84480
3Q03	1777	1239	122	21083	8750	257	19595	0	0	42455	9989	379	52823
4Q03	4139	2271	35	4426	49927	213	5089	0	0	13654	52198	248	66100
Total	8977	6228	164	78772	58677	470	51763	0	0	139512	64905	634	205051

In addition to the above, and until the discontinuation of the provisional FXM arrangements, the following number of FXM notices were published in the provisional parts 1P, 2P and 3P of the BRIFIC (Terrestrial services): **13 515** in Part 1P, **4 382** in Part 2P and **97** in Part 3P.

The Department also introduced some changes in the preparation and distribution of finding documents for the weekly meetings devoted to the approval of the BRIFIC, which include advance posting of these documents on the internal ITU web site. Such arrangement resulted in the cessation of the need for distribution of paper copies of the finding documents, which contributes to some savings, especially in the case of voluminous documents.

13.3.5 Other regulatory procedures, including assistance in the application of the regulatory procedures

Details concerning the application of the regulatory procedures described in Section 13.3.5.1 of the Operational Plan are summarized, as follows:

13.3.5.1.1 Procedures of Recommendation 402

The Bureau reported to WRC-03 on its difficulties in the application of this procedure. WRC-03 considered this issue and decided to abrogate Recommendation 402 as from 5 July 2003.

13.3.5.1.2 Special assistance in the application of coordination, plan modification and notification procedures

In 2003, TSD provided the following assistance to administrations related to the application of various regulatory procedures:

- Detailed frequency search and test calculations for GE84: to **three** administrations (BFA, MLI, BHR): **15** person-days
- Detailed calculation results and test calculations for GE89: to **four** administrations (BHR, MTN, NIG, ZWE): **21** person-days
- Assistance in the frame of the Article 9 procedures (9.18, 9.46): to **one** administration (MRC): **4** person-days.
- Assistance in the determination of suitable frequencies in the frame of the Article 12 procedure (12.12, 12.33): to **five** administrations (BFA, LVA, MLI, MTN, NIG): **4** person-days.

13.3.5.1.3 Special monitoring and treatment of cases of harmful interference

In 2003, TSD continued to treat the reports of harmful interference, as a special case of assistance defined in the RR, on a priority basis (within 48 hours from their receipt). Furthermore, the TSD/TPR continued with the special monitoring program referred to in Resolution 205. The relevant statistics in this regard are summarized in Table 13.3.5.1.3-1:

Table 13.3.5.1.3-1: Statistics on special monitoring and harmful interference cases

	1 Q 03	2 Q 03	3 Q 03	4 Q 03	Total year
<i>406-406.1 MHz</i>					
Reports received	9	10	10	4	33
No. of Administrations involved	8	6	7	5	
No. of unauthorized emissions	8	7	11	7	33
No. of unauthorized emissions ceased	2	1	2	1	6
<i>Harmful Interference</i>					
No. of new cases (total no. of active cases)	33 (58)	37 (86)	16 (94)	7 (89)	93
No. of Administrations involved	33	20	12	11	
No. of cases closed	2	6	2	0	10
Cases of assistance to Administrations	6	1	3	1	11

13.3.5.1.4 Regular Monitoring Programme in the HF bands

In 2003, the Bureau received a total of 29 333 monitoring observations (1 171 observations on paper forms and 28 162 observations using electronic formats). The observations in paper format have been captured and subsequently merged with the observations received in electronic format. Cumulative statistics are provided in Table 13.3.5.1.4-1. All monitoring observations are available in zipped dBase format for internal and external download at <http://www.itu.int/ITU-R/terrestrial/monitoring/index.html>.

Table 13.3.5.1.4-1 Monitoring observations received from administrations

Quarter	Observations received on paper	Observations received in electronic format	Total
1Q03	866	9 464	10 330
2Q03	305	7 883	8 188
3Q03	0	6 252	6 252
4Q03	0	4 635	4 563
Total	1 171	28 162	29 333

13.3.5.1.5 Special Monitoring Programmes (Circular Letter CR-147)

This Special Monitoring programme has been completed in 2002. Staff of the Department participated in the meeting of the Ad-hoc group of the CEPT (Paris, 30 – 31 January 2003) with a view to reviewing the results of this programme and their presentation. The consolidated report has subsequently been prepared by the BR and submitted to WRC-03. All information is available for internal and external download at <http://www.itu.int/ITU-R/terrestrial/monitoring/index.html>.

Performance indicator (for the whole of the section 13.3.5): satisfactory. All of the relevant requests for assistance were addressed in a timely manner. Each of reported cases of harmful interference was processed within 48 hours. The observation reports were processed and posted on the Web without delay. The resources used were within the limits indicated in the Operational plan.

13.3.6 Application of administrative and operational procedures

13.3.6.1 In 2003, TSD/FMD handled **34** requests dealing with allocation of series of call signs, blocks of selective call numbers and Maritime Identification Digits, in accordance with Article 19, Resolution 13(Rev.WRC-97), as well as ITU-R and ITU Recommendations.

13.3.6.2 In 2003, the following means of identification were allocated/modified to administrations/international organizations:

- call sign series: **1** (for TMP)
- blocks of coast station identification numbers: -
- predetermined group of ship stations: -
- MID: **3** (for E, GRC, PSE).

13.3.6.3 Assistance and clarifications concerning administrative provisions of the RR were given to several administrations, as well as to a number of entities outside the administrations (operating agencies, private companies and general public). Necessary liaison with IMO, Inmarsat / IMSO, ICAO and the UN was provided with regard to the application of the ITU treaty texts within these organizations. A total of **312** communications was exchanged.

13.3.6.4 The electronic version of the ITU Master List for means of identification has been maintained and updated using the new Global Administration Database (GLAD).

Performance indicator: satisfactory. All requests were treated in time and administrations in almost all cases follow the course of actions and other guidance suggested by BR. The staff resources used were within the forecasts indicated in the Operational Plan.

14 Other activities (assistance, cooperation, etc)

14.2 Assistance to Members

In 2003, TSD continued to provide various kinds of assistance to administrations, as listed in paragraphs 13.3.5.1.2, 13.3.5.1.3 and 13.3.6.3.

Performance indicator: satisfactory (all requests treated in time, satisfaction has been expressed by Member States). The staff resources used were within the forecasts indicated in the Operational Plan.

14.3 Cooperation with ITU-D

At the request of BDT, staff of TSD participated in the activities related to the acceptance of spectrum monitoring equipment, including participation in two missions related to site acceptance tests (Nairobi, 17 – 21 March 2003, and Dakar 14 – 17 April 2003), as well as in the ASBU workshop (Tunis, 8 – 11 April 2003).

Staff of the BR also provided support to BDT experts on mission in various Member States, and reviewed their mission reports.

14.5 Cooperation with international and regional organizations

The Bureau maintained liaison and cooperation with many International and Regional Organizations, particularly with a view to ensuring effective preparation for WRC-2003 and for RRC-04/05 (IMO, CEPT, ASBU, EBU, etc). Staff of the Department participated in the 43rd meeting of CEPT WG/FM (Dublin, 27 – 31 January 2003), in the EBU BMC annual specialized meeting devoted to the RRC-04 (Geneva, 4-5 November 2003), in the extraordinary meeting of the CEPT WG/FM devoted to RRC (Helsinki, 15 – 16 December 2003) and in the 7th meeting of the IMO/COMSAR (London, 13 – 17 January 2003).

Staff of Bureau participated in the relevant meetings concerning the coordination of the HFBC schedules organized by the regional coordination groups (HFCC, ASBU) and presented the pertinent software, as well as the associated procedures for broadcasting services.

15 TSD activities in software development for processing of terrestrial notifications

In 2003, staff of the Department continued with the testing of various components of the new TerRaSys. The major activities in this regard are listed below:

- Completion of the beta tests on the software related to the processing of T11-T14 notices (up to their publication in Part 1 of the BRIFIC); this part of the software was subsequently put into production (on 14 March 2003).
- Preparation of necessary inputs concerning the development of the software related to FXM (Phase 2), dealing with the publication in Parts 2 and 3 of FXM notices T11-T14 under Article 11 of the RR (without automated examination), and completion of the beta testing of the delivered modules; this part of the software was subsequently put into production (on 20 August 2003).
- Preparation of necessary inputs concerning the development of the software related to FXM (Phase 3), dealing with the examination of FXM notices T11-T14 under Article 11 of the RR, in the bands shared with the space services, and ongoing beta tests of the delivered modules (e.g., examinations under RR_ART21).

- Review of Validation Rules with a view to their clarifying.
- On-going testing of all components made available (TerRaQ, TerRaNV, TerRaTron, TerRaRevFdg, TerRaRevQ, TerRaPub), identification of possible improvements and enhancements, submittal of related change proposals and subsequent testing of the modified software, as delivered.
- Ongoing support in fixing bugs and in system development.

Performance indicator (for TSD): partially satisfactory (several statutory activities are still not performed due to the delay of the delivery of the relevant components of TerRaSys). The staff resources used were within the forecasts indicated in the Operational Plan.