Telecommunication
Development Bureau (BDT)

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- Administrations of ITU Member States
- Regulatory Authorities
- ITU-D Sector Members
- Associates
- Academia

Subject: **International Meeting of SMS4DC Users**
8-9 December 2016, ITU headquarters, Geneva, Switzerland

Dear Sir/Madam,

I am pleased to invite you to participate in the **International Meeting of Users of the Spectrum Management System for Developing Countries (SMS4DC)**, to be held in Geneva **on 8-9 December 2016.**

There are increasing requests for SMS4DC from Member States as efficient spectrum management is acknowledged to be the key to addressing the growing demand for radio frequencies. The main objective of SMS4DC is to provide a comprehensive package of assistance to member countries, including spectrum management software tools.

In order to further develop the tool, it is necessary to collect the opinions and expectations of users and potential users. To this end, the meeting will be organized with the following aims:

- summarizing why computerized spectrum management is required;
- analysing the main functions of the SMS4DC;
- proposing further developments;
- understanding the needs, proposals and experiences of targeted users in order to meet their requirements.

The meeting will address middle to senior level management from policy-makers and regulators, corporate executives and managers undertaking spectrum management responsibilities in their organizations and software users. It will focus on:

- short frequency management summary, highlighting the main functions and structure of spectrum management organization and necessary information for efficient spectrum management;
- the role of computer-aided spectrum management;
- overview of the SMS4DC, including its structure, main features and different functions;
- practical examples;
- country presentations from SMS4DC users: how to use the tool and description of their experiences;

- requirements, needs, proposals and remarks for further developing the tool.

The draft programme is attached as Annex 1. Further information on logistics and how to access the meeting webcast will be available on the meeting website: http://www.itu.int/en/ITU-D/Spectrum-Broadcasting/Pages/International-SMS4DC-Users-Meeting_Geneva_December16.aspx.

In order to collect information from the existing subscribers, I kindly invite you to complete and return the Questionnaire attached as Annex 2.

Interpretation will be provided based on the requests of participants. You are, therefore, when registering online, invited to indicate on the registration form, **before 25 October 2016** (45 days before the start of the event) whether you require a language other than English.

Registration and visa support

Pre-registration for the meeting will be carried out exclusively online through the Focal Points designated by each administration, entity or organization entitled to participate. The role of a Designated Focal Point (DFP) is to handle registration formalities for his or her respective administration, entity or organization. The DFP list is available at http://www.itu.int/mm/scripts/s/gensel19.htm and can be accessed using TIES log-in credentials.

Online pre-registration for **ITU members** will open at http://www.itu.int/go/regitud on **Tuesday, 4 October 2016**.

Participants who are not ITU members are invited to register at http://www.itu.int/en/ITU-D/Spectrum-Broadcasting/Pages/International-SMS4DC-Users-Meeting_Geneva_December16.aspx for the **International Meeting of SMS4DC Users.**

On-site registration will open on **Thursday, 8 December 2016** at 1100 hours at the ITU Montbrillant Building. Pre-registered delegates will only need to bring their "Confirmation of Registration" message from ITU and a photo ID. **Any participant registering directly on site must present a letter of accreditation from their respective Designated Focal Point.**

Participants requiring an entry visa to Switzerland are requested to contact the Swiss Embassy or Consulate in their country well in advance. To comply with the procedure applicable for ITU meetings held in Geneva, Designated Focal Points should request visa support for delegates needing such assistance during the online registration process.

Please note that a strict procedure for visas is in force in Switzerland and that the processing of a request for a Schengen visa takes a minimum of three weeks.

Mr István Bozsóki, Head, Spectrum and Broadcasting Division (Tel.: +41 22 730 6347) and Mr Jongho Kim, Senior Engineer (Tel.: +41 22 730 5066), e-mail: sms4dc@itu.int, are at the disposal of participants who may require assistance.

I look forward to your active participation in the meeting.

Yours faithfully,

[Original signed]

Brahima Sanou
Director

Annexes: as mentioned

	Annex 1 **International Meeting of SMS4DC Users** **8-9 December 2016, Geneva**
	8 December
11:00-14:00	**Registration**
14:00-14:10	Opening remarks
14:10-15:30	• *Short frequency management summary, highlighting the main functions, structure of spectrum management organization, necessary information for efficient spectrum management* • *The role of computer-aided spectrum management*
15:30-16:00	*Break*
16:00-17:00	• *Overview of the SMS4DC: the structure, main features and the different functions* • *Country presentations from those who are using SMS4DC: how they are using the tool, what are their experiences, what can be further improved how this product fits with their needs*
	9 December
09:00-10:30	• *Country presentations (cont'd)*
10:30-11:00	*Break*
11:00-12:30	• *Open discussion: Requirements, needs, proposals and remarks on the further development of the tool*
12:30-14:00	**Lunch break**
14:00-15:30	• *Open discussion (cont'd): Requirements, needs, proposals and remarks on the further development of the tool*
15:30-16:00	**Break**
16:00-17:00	• *Summary* • *Closure*

Annex 2

Questionnaire to subscribers

of

SMS4DC

Introduction

Since 2007 the ITU Telecommunication Development Bureau (ITU-BDT) has made available a computer program to assist the Administrations of developing countries in performing their spectrum management responsibilities more effectively.

This program is known as SMS4DC (Spectrum Management System for Developing Countries).

The SMS4DC provides assistance on technical and regulatory procedures for managing spectrum allocated to the Land Mobile, Fixed and Broadcasting services, in full compliance with the relevant ITU recommendations. It includes the use of an open-source global digital terrain map.

The software is designed for easy upgrade to accommodate revised ITU procedures and regulations. SMS4DC is intended to be a low-cost, entry-level spectrum management system; however, it is a very complex software tool with many technical features and functions.

More than 60 licenses with around 250 users from different countries were provided for various versions.

In order to improve the features of the software, recognize and solve the problems and facilitate the maintenance/support services **we kindly invite you to fill this questionnaire and return to** SMS4DC@itu.int or fax it to +41 22 730 5484 (to the attention of Mr. István BOZSÓKI).

1. Administration, contact, date purchased, version in use

- Country:

- Name of the organization, company or institution:

- Contact:

- Date of purchase of SMS4DC software:

- Version of SMS4DC software in use:

2. General
- Have you ever had any other computerized Spectrum Management system in your organization?

  □ Yes   □ No

  If yes, please describe.

- How did you get introduced with SMS4DC?

- How was the publicity of the information for SMS4DC?

- Which parts in your organization were supposed to work with the software (Licensing, Financial, Technical, Managers, International coordination and notification department, monitoring ...)?

- Do you need any other Windows system, other than XP, such as Windows 7, to be added?

3. During installation/setup:

- Has the software been installed?
  □ Yes   □ No

  If not, why?

- Were you successful with the installation manual?

- How effective was the installation manual?

- Do you install SMS4DC as stand-alone systems or in a network?

- Could you get in-time and useful help through support service?
  □ Yes   □ No

  If not, why?

4. During daily routine work:

- Is the software in use?
  □ Yes   □ No

  If not, why?

- How do you evaluate the utilization of the software (easy/moderate/difficult)?
  □ Easy   □ Moderate   □ Difficult

  Please explain.

- How do you evaluate the user manual of SMS4DC?

- Have you ever contacted the support service?
  □ Yes   □ No

  If yes, how many times and what was the result?

- Do you have all the required background information available?
  - National Frequency Allocation Table (NFAT)   □ Yes   □ No
  - National channel arrangement   □ Yes   □ No
  - Database of actual frequency use   □ Yes   □ No
  - Is there a spectrum monitoring capability   □ Yes   □ No
  - Do software users have enough knowledge   □ Yes   □ No
    on spectrum management (e.g. wave propagation,
    interference calculation, licensing process)

5. Trainings

- Have your personnel ever attended any trainings/workshops of SMS4DC?
  □ Yes   □ No

  If yes, when and where?

- How do you evaluate the level of training on technical modules (Propagation Modules,
  Coordination, Interference, Broadcasting plans…) of SMS4DC?

- How do you evaluate the level of training on Administrative modules (establishing the stations,
  database, notification….) of SMS4DC?

- Based on your experience, what should be the minimum required qualifications of personnel who
  are attending training on technical modules of SMS4DC?

- Was the time spent on training sufficient to cover all functions?
  □ Yes   □ No

  If not please explain.

6. Billing
- Do you have any local billing model to add to SMS4DC?
  □ Yes   □ No

  If yes please explain?

- Do you want to see in the software some spectrum fee calculation models?
  □ Yes   □ No

  If yes please explain?

7. Technical and Propagation model

- How do you evaluate the existing propagations models included in SMS4DC?

  □ Not enough   □ Sufficient   □ Too much

- Which other propagation models should be added to SMS4DC?

  Please explain the reasons.

- With considering that Fixed, Land Mobile and Broadcasting services as well as Earth stations in space services are included in current version of SMS4DC, do you need that other services, such as Aeronautical Radionavigation, Maritime mobile, etc. , to be included in SMS4DC?

  □ Yes   □ No

  If yes which other services?

- With considering that VHF/ UHF bands are included in SMS4DC, do you need additional bands, such as HF, MF, LF.., and the related Radiocommunications services and propagation models to be added to SMS4DC?

  □ Yes   □ No

  If yes please explain which bands and services?

- With considering that Frequency Assignment/Arrangement functions in SMS4DC software now are based on ITU-R Recommendations in uniform, non uniform and homogenous categories, do you

think these categories are sufficient?

□ Yes □ No

If not please explain.

- With considering that now the ST61, GE84, GE89 and GE06 broadcasting Plans have been added to SMS4DC, do you need any other Plan to be included in SMS4DC?

□ Yes □ No

If yes please explain.

- How do you evaluate antenna pattern function?

□ Useful □ Not required □ Not used yet

8. GIS functions
- How much user friendly did you find GIS functions of SMS4DC?

□ Easy □ Moderate □ Difficult

- Have you customized other maps to SMS4DC?

□ Yes □ No

If yes, have you received enough support from ITU?

- Is any other function required to be added to GIS system of SMS4DC?

□ Yes □ No

If yes please explain.

- With considering the existing 3D terrain map of SMS4DC (Globe-DEM map 30 sec resolution), do

you think that this resolution of map is enough or do you need maps with more resolution to be provided and added to SMS4DC by ITU?

☐ Enough ☐ Not enough, resolution required:

- With considering that SMS4DC is linked to Google Earth and the results can be presented on the Google earth, how do you evaluate this functionality of SMS4DC?

☐ Useful ☐ Not required ☐ Not used yet

- Do you need other kind of 2D map?

☐ Yes ☐ No

If yes please explain

- How do you evaluate 3D view functions such as antenna 3D pattern, MapDem 3D view,..?
☐ Useful ☐ Not required ☐ Not used yet

9. Monitoring functions

With considering that SMS4DC has the capability to be linked to R&S and Thales monitoring systems:

- Do you use these monitoring systems in your country?

☐ Yes ☐ No

If no please mention the other system that is used in your country (if any)?

- How do you evaluate monitoring functions?
☐ Useful ☐ Not required ☐ Not used yet

- How much user friendly do you consider monitoring functions of SMS4DC?

□ Easy   □ Moderate   □ Difficult

- Is it required that any other monitoring system be linked to SMS4DC?

  □ Yes   □ No

- Do you think that a general monitoring system should be defined as monitoring system and be linked to SMS4DC?

  □ Yes   □ No

  If yes, please explain.

10. Database

- Are the existing database fields of SMS4DC sufficient for your national database?

  □ Yes   □ No

  If No, please explain.

- Do existing database fields of SMS4DC cover all your national database fields?

  □ Yes   □ No

  If No, what other fields should be added to SMS4DC database?

- How much user friendly did you find the database of SMS4DC?

  □ Easy   □ Moderate   □ Difficult

- Do you need export/import tools to be available?

□ Yes   □ No

- Do you need built in queries and/or a query maker to be available in the software?

    □ Yes   □ No

11. ITU is establishing an on-line SMS4DC user group. Are you interested to participate?
    □ Yes   □ No

12. Annual payment for license

 - Are you aware that the payment for usage of SMS4DC is on annual basis and if you do not renew the subscription you are not entitled for assistance and receiving any update?
    □ Yes   □ No

- Is your organization able to forward annual payment via bank transfer upon reception of a Pro-Forma invoice?

    □ Yes   □ No

13. General satisfaction

 Please give a mark on the general satisfaction related to the product and services provided:

 (1- terrible,…, 10- excellent)

 Product ☐   Services ☐

14. Comments, proposals, requirements on further developments