

INTERNATIONAL TELECOMMUNICATION UNION



Radiocommunication Bureau

(Direct Fax No. +41 22 730 57 85)

Administrative Circular
CA/160

21 July 2006

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

Subject: Biennial Seminar of the Radiocommunication Bureau
(Geneva, 30 October - 3 November 2006)

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 30 October to 3 November 2006.

3 As may be noted from the enclosed programme (**Annex 1**), the 2006 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 decisions 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 (RRC-06) and to the preparation for WRC-07. 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 2004, the same arrangements will be followed for the 2006 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 six working languages of the ITU (Arabic, Chinese, French, English, Russian and Spanish) with simultaneous interpretation facilities. The workshops will be held in separate groups in accordance with the language requirements and available facilities. A CD-ROM containing the relevant documentation will be distributed at the opening of the seminar. The documentation will be posted on the ITU-R website (<http://www.itu.int/ITU-R/conferences/seminars/>) 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 2006**.

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 low income countries, the ITU will offer fellowships per country, with priority given to requests from the Least Developed Countries (LDCs). Fellowship requests should be submitted before **30 September 2006** using the form attached as **Annex 4**. Accommodation will be arranged and paid by the ITU.

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 30 October 2006 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 The seminar will be held in conjunction with the ITU **Workshop on Market Mechanisms for Spectrum Management**, to be held from 2 to 3 November 2006. More information about the workshop can be found at: <http://www.itu.int/osg/spu/stn/spectrum/>.

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, 2006

ANNEX 1 Draft Programme

Geneva, 30 October - 3 November 2006

Period	Room I (CICG)	Rooms V, VI and XVIII (CICG)
	<i>Lectures</i>	<i>Workshops</i>
Monday, 30 October 2006		
Morning	Opening of the Seminar Introduction: ITU and the Radiocommunication Bureau (100 years of Radio Regulations) Study Group activities WRC-07 preparation	
Afternoon	Space Services: 1. Overview of the functions of the Space Services Department (SSD) 2. Orbit/spectrum allocation procedures – overview 3. Cost Recovery for satellite network filings (principles and application) 4. Coordination of satellite networks 5. Electronic submission of satellite system notices and the Preface	Terrestrial Services: 1. TerRaSys (overview, components, and implementation status) 2. Familiarization with BR IFIC 3. Terrestrial Web services

Tuesday, 31 October 2006		
Morning	Terrestrial Services: 1. Overview of the regulatory procedures applicable to terrestrial services 2. Notice forms and notification formats for terrestrial services 3. HFBC 4. BRIFIC, Web and related issues	Space Services: 1. Receivability of space notices – rules and application 2. BR IFIC (space services) and BR SSD website
Afternoon	Space Services: 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 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, 1 November 2006		
Morning	Terrestrial Services (broadcasting): 1. Broadcasting Plans 2. Detailed results from RRC-06 related to the broadcasting service including modifications to the Plans and notification procedures	Space Services: 1. Familiarization with electronic submission of satellite system notices and required data items (AP 4) 2. Specific exercises on electronic submission of notices and application of software packages <i>(to be continued)</i>
Afternoon	Space Services: 1. Space Plans 2. BSS and associated feeder-link Plans and Lists (AP 30/30A) 3. FSS Allotment Plan (AP 30B)	Terrestrial Services: 1. Electronic notification for BC services 2. Use of BC planning software

Thursday, 2 November 2006		
Morning	Terrestrial Services: 1. Results of RRC-06 related to FXM services including coordination and notification procedures 2. Identification of affected administrations and conformity check in GE06 Agreement	Space Services: 1. Specific exercises on processing of notices for non-Plan services: - compatibility analysis - technical/regulatory examination - 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. Electronic notification of broadcasting services in GE06 bands 2. Electronic notification of FXM services in GE06 bands
Friday, 3 November 2006		
Morning	Terrestrial Services (fixed, mobile and other than broadcasting): 1. Overview of FXM issues 2. Plans for FXM 3. Article 11 procedure 4. Use of shared bands 5. Service publications	Space Services: 1. Specific exercises on processing of notices for Plan services: - Software for submission and examination - Technical/regulatory examination for AP30/30A/30B - Use of data in BR IFIC, Web, etc <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 Union
Geneva, Switzerland
30 October - 3 November 2006

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 ☐ Arabic ☐ Chinese ☐ Russian

4. RRC WORKSHOP ☐ Yes ☐ No

Date: Signature:

For BR Secretariat use only

Approved (if applicable)

Personal Section

Meeting Section

Pigeonhole

To be returned duly completed to the Radiocommunication Bureau

Place des Nations
CH-1211 Geneva 20
Switzerland

Telephone: +41 22 7305802
Telefax: +41 22 7306600
Email: linda.kocher@itu.int

Annex 3

This confirmation form **should be sent directly to the hotel** of your choice



INTERNATIONAL TELECOMMUNICATION UNION



RADIOCOMMUNICATION SECTOR

Radiocommunication Seminar from 30.10.06 to 03.11.06
Geneva

Confirmation of the reservation made on _____ to hotel _____

at ITU preferential tariff

_____ single/double room from _____ Time of arrival _____ to _____

Name _____

First name _____

Address _____

Tel. _____

Fax. _____

Credit card to guarantee this reservation: AX/VISA/DINERS/EC _____
other

No. _____ validity _____

Date _____ Signature _____

Annex 4



Biennial Seminar of the Radiocommunication Union Geneva, Switzerland 30 October - 3 November 2006

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 2006
(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 air ticket in economy class from country of origin to venue by the most direct and 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 and 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: _____