



## *Radiocommunication Bureau*

(Direct Fax N<sup>o</sup>. +41 22 730 57 85)

Administrative Circular

**CA/174**

30 June 2008

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

**Subject:** Biennial Seminar of the Radiocommunication Bureau  
(Geneva, 8-12 December 2008)

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 8-12 December 2008.

3 As may be noted from the enclosed programme (**Annex 1**), the 2008 seminar will cover the international frequency management aspects of the terrestrial and space services, including the related work of the ITU-R study groups. Special attention will be given to the decisions of the 2007 World Radiocommunication Conference (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 the Radiocommunication Sector Members.\*

4 Based on the evaluation of the successful experiences from the previous biennial seminars, the same arrangements will be followed for the 2008 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 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. 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/go/seminars/>) and could also be made available after the seminar upon request, for training purposes within administrations.

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\* 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 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 October 2008**.

**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/>). 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 one fellowship per eligible country, with priority given to requests from the Least Developed Countries (LDCs). Fellowship requests should be submitted before **30 October 2008** using the form attached as **Annex 4**. Accommodation will be arranged and paid for 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 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 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 8 December 2008 and registration will be possible as of 0830 hours. Detailed information concerning the meeting rooms will be displayed on screens at the entrances to the ITU headquarters.

Yours faithfully,

Valery 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

**ANNEX 1**

**BIENNIAL SEMINAR  
OF THE RADIOCOMMUNICATION BUREAU, 2008**



**PRELIMINARY PROGRAMME**

**Geneva, 8 - 12 December 2008**

<b>Monday, 8 December 2008</b>		
<b>Period<sup>1</sup></b>	<b>Room 1 (CICG)</b>	<b>Rooms 15 and 16 (CICG) and K and M (Montbrillant building)<sup>2</sup></b>
	<i>Presentations</i>	<i>Workshops</i>
0930-1000	<b>Opening of the Seminar</b> (V. Timofeev, Director, BR)	
	<b>Introduction:</b>	
1000-1010	1. Presentation of the Seminar Program (F. Leite, Deputy-Director, BR)	
1010-1030	2. ITU and the Radiocommunication Sector (F. Leite, Deputy-Director, BR)	
1030-1050	3. Radio Regulations Board (Chairman, RRB)	
1050-1130 1130-1200	4. Overviews of regulatory procedures 4.1 Terrestrial (Chief, Terrestrial Services Department, BR) 4.2 Space (Chief, Space Services Department, BR)	
1200-1400	<b>Lunch break</b>	
1400-1700	<b>Space Services:</b>  1. Orbit/spectrum allocation procedures – overview (SSD) 2. Coordination of satellite networks (SSC)  3. The BR IFIC and the Preface (SPR) 4. Receivability of space notices – rules and application (SPR) 5. BR SSD website (SPR) 5a. SNL on-line  <b>Discussion</b>	<b>Terrestrial Services:</b>  1. Familiarization with BR IFIC (TPR) 2. Terrestrial services web site (TPR) 3. <i>TerRaQ</i> query program (TAS)

<sup>1</sup> **Coffee Breaks** - Coffee breaks will normally take place at 1030 and 1530, and lunch breaks at 1200 hours; precise information to be verified on the screens.

<sup>2</sup> **Rooms** - Room assignments for the workshop sessions should be verified on the screens.

<b>Tuesday, 9 December 2008</b>		
<b>Period<sup>1</sup></b>	<b>Room 1 (CICG)</b>	<b>Rooms 15 and 16 (CICG) and K and M (Montbrillant building)<sup>2</sup></b>
	<i>Presentations</i>	<i>Workshops</i>
0900-1200	<p><b>Terrestrial Services:</b></p> <ol style="list-style-type: none"> <li>1. Submission of notices for various procedures related to terrestrial services and WRC-07 decisions in this respect (TPR)</li> <li>2. <i>TerRaSys</i> (overview, components, and implementation status) (TAS)</li> <li>3. BRIFIC, Web and related issues (TPR)</li> </ol> <p><b>Coffee Break</b></p> <ol style="list-style-type: none"> <li>4. Broadcasting Plans (GE75, RJ81/RJ88, GE84) and related plan modification procedures (BCD staff)</li> <li>5. Article 11 procedure (BCD and FMD)</li> </ol>	<p><b>Space Services:</b></p> <ol style="list-style-type: none"> <li>1. Receivability of space notices – rules and application</li> <li>2. BR IFIC (space services)</li> <li>3. BR SSD website</li> <li>4. BR IFIC online/SNL online/SNS online</li> </ol>
1400-1700	<p><b>Space Services:</b></p> <ol style="list-style-type: none"> <li>1. SNS data structure (SAS)</li> <li>2. SpaceCap software (SAS)</li> <li>3. SpacePub software (SAS)</li> <li>4. SpaceQuery software (SAS)</li> <li>5. SpaceCom software (SAS)</li> <li>6. GIMS (STS)</li> <li>7. GIBC (STS)</li> <li>8. SNS on-line (SAS)</li> </ol> <p><b>Discussion</b></p>	<p><b>Terrestrial Services:</b></p> <ol style="list-style-type: none"> <li>1. E-notices for BC services and related validation software</li> <li>2. E-notices for FXM services and related validation software</li> <li>3. Use of <i>TerRaNV</i> and Web</li> </ol>

<b>Wednesday, 10 December 2008</b>		
<b>Period<sup>1</sup></b>	<b>Room 1 (CICG)</b>	<b>Rooms 15 and 16 (CICG) and K and M (Montbrillant building)<sup>2</sup></b>
	<i>Presentations</i>	<i>Workshops</i>
0900-1200	<p><b>Terrestrial Services:</b></p> <ol style="list-style-type: none"> <li>1. GE06 - Modifications to the audio and video broadcasting services Plans and notification procedures (BCD)</li> <li>2. Conformity check in GE06 Agreement (BCD)</li> <li>3. The use of a digital entry for broadcasting and other services applications (BCD)</li> </ol> <p><b>Coffee Break</b></p> <ol style="list-style-type: none"> <li>4. Procedures for other primary services in the bands governed by GE06 Agreement (FMD)</li> <li>5. Identification of affected administrations (BCD)</li> </ol>	<p><b>Space Services:</b></p> <ol style="list-style-type: none"> <li>1. Familiarization with electronic submission of satellite system notices and required data items (AP 4) – application of RES-55 (rev. WRC-07)</li> <li>2. Specific exercises on electronic submission of notices and application of BR software packages (SpaceCap, SpaceVal, SpaceQry and SpacePub)</li> <li>3. SNL online/SNS online</li> <li>4. GIMS (multiple days, if required, based on the interest of the participants)</li> </ol>
1400-1700	<p><b>Space Services:</b></p> <ol style="list-style-type: none"> <li>1. Space Plans (overview) (SNP)</li> <li>2. BSS and associated feeder-link Plans and Lists (AP 30/30A) (SNP)</li> <li>3. FSS Allotment Plan (SNP)</li> </ol> <p><b>Discussion</b></p>	<p><b>Terrestrial Services:</b></p> <ol style="list-style-type: none"> <li>1. E-notices for audio and video broadcasting services</li> <li>2. Use of BC planning software (BCD)</li> </ol>

<b>Thursday, 11 December 2008</b>		
<b>Period<sup>1</sup></b>	<b>Room 1 (CICG)</b>	<b>Rooms 15 and 16 (CICG) and K and M (Montbrillant building)<sup>2</sup></b>
	<i>Presentations</i>	<i>Workshops</i>
0900-1200	<p><b>Terrestrial Services (fixed, mobile and other than broadcasting):</b></p> <ol style="list-style-type: none"> <li>1. Overview of FXM issues (FMD)</li> <li>2. Plans for FXM (FMD)</li> <li>3. Use of shared bands (FMD)</li> </ol> <p><b>Coffee Break</b></p> <ol style="list-style-type: none"> <li>4. HFBC issues (BCD)</li> <li>5. Service publications and MARS<sup>3</sup> (TPR)</li> </ol>	<p><b>Space Services:</b></p> <p>Creation of electronic submissions for AP30/30A, AP30B, Res.49</p> <p>Technical examination</p> <p>SPS software</p> <p>Identification of potentially affected administrations and provisions of comments (SpaceCom)</p> <p>Use of ITU website and BRIFIC for space Plans</p>
1400-1700	<p><b>Space Services:</b></p> <ol style="list-style-type: none"> <li>1. Notification and recording of assignments</li> <li>2. Regulatory time-limits</li> <li>3. Earth station coordination</li> <li>4. Satellite system compatibility analysis</li> <li>5. Technical and regulatory assistance</li> <li>6. Cost Recovery for satellite network filings (principles and application)</li> </ol> <p><b>Discussion</b></p>	<p><b>Terrestrial Services:</b></p> <ol style="list-style-type: none"> <li>1. E-notices for terrestrial services</li> <li>2. Use of BC planning software</li> <li>3. Familiarization with BR IFIC</li> <li>4. Web site for terrestrial services</li> <li>5. <i>TerRaQ</i> and <i>TerRaNV</i></li> </ol>

<sup>3</sup> The Bureau staff would be ready to provide, on demand, a parallel workshop on the Notification of data to update the ITU MARS database (i.e. ship stations, coast stations, SAR aircraft and AIS Aids to Navigation) and on the related ITU Service Publications. Interested participants are invited to contact the Seminar Secretariat.

<b>Friday, 12 December 2008</b>		
<b>Period<sup>1</sup></b>	<b>Room 1 (CICG)</b>	<b>Rooms 15 and 16 (CICG) and K and M (Montbrillant building)<sup>2</sup></b>
	<i>Presentations</i>	<i>Workshops</i>
0900-1200	<p><b>Terrestrial Services:</b></p> <ol style="list-style-type: none"> <li>1. Treatment of cases of harmful interference (TPR)</li> <li>2. Decisions of WRC-07 related to terrestrial services; terrestrial services issues for consideration by WRC-11 (FMD)</li> </ol> <p><b>Coffee Break</b></p> <p><b>General:</b></p> <ol style="list-style-type: none"> <li>1. Database related to emergency situations (TPR and SSD)</li> <li>2. Radiocommunications and climate change (SGD)</li> </ol>	<p><b>Space Services:</b></p> <p>Specific exercises on processing of notices for non-Plan services:</p> <ul style="list-style-type: none"> <li>- Technical/regulatory examination</li> <li>- Compatibility analysis</li> <li>- Earth station coordination</li> <li>- SpaceCom and API/B and CR/D</li> </ul>
1430-1450 1450-1520 1520-1530 1530-1600 1600	<ol style="list-style-type: none"> <li>1. Study Group activities (SGD)</li> <li>2. Preparations for WRC-11 (SGD)</li> <li>3. BR Publications (IAP)</li> </ol> <p><b>General Discussion</b></p> <p><b>Distribution of Certificates</b></p> <p><b>Closure of the Seminar</b></p>	

## Annex 2



# Registration Form Biennial Seminar of the Radiocommunication Bureau Geneva, Switzerland 8 - 12 December 2008

*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: .....

**WORKSHOP**

Space

Terrestrial

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

*Seminar of the Radiocommunication Bureau* from 8.12.08 to 12.12.08

*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 Bureau  
Geneva, Switzerland, 8 - 12 December 2008**



Please return to:

**ITU/BDT  
Geneva (Switzerland)**

**E-mail : bdtfellowships@itu.int**

**Tel: +41 22 730 5487**

**Fax: +41 22 730 5778**

### Request for fellowship to be submitted before 30 October 2008

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 OF FELLOWSHIP**

1. A round trip airticket in economy class from country of origin to venue by the most direct and economical itinerary
2. Accommodation is booked and pre-paid by ITU
3. A daily allowance to cover meals and misc. expenses will be paid to the fellow
4. Imperative that fellows be present from the first day to the end of the meeting

Signature of fellowship candidate

Date

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

Signature

Date