Regional Information Meeting and Workshop related to the RRC-06 for the Administrations of the Arab Group of countries

Damascus, 16-18 August 2005

PROGRAMME

Day 1: 16 August 2005
Chairman: Representative of the host administration

09:00 – 09:30	**Registration**
09:30 – 10:00	**Official opening** Representatives from SYR, ASBU, ITU
10:00 – 10:45	**Results of the first meeting of the IPG and future activities** (K. Arasteh, Chairman of the IPG)
11:45 – 11:00	*Break*
11:00 - 11:45	**Results of the first planning exercise** (P. Hai, ITU/BR)
11:45 - 12:30	**Format of notices for submission of requirements for the production of the draft plan** (A. Mendez, ITU/BR)
12:30 – 14:00	*Lunch*
14:00 - 15:30	**Workshop –** Preparation of electronic notices for digital requirements
15:30 - 15:45	*Break*
15:45 - 17:30	**Workshop –** Preparation of electronic notices for digital requirements – conversion from existing analogue assignments

Day 2: 17 August 2005
Chairman: to be determined

09:00 – 09:45	**Planning for digital services – some practical issues** (P. Hai, ITU/BR)
09:45 – 10:30	**Planning software – description and demonstration** (D. Botha, ITU/BR)
10:30 - 11:00	*Break*
11:00 - 12:30	**Workshop – Planning software**
12:30 – 14:00	*Lunch*
14:00 - 15:30	**Workshop – Planning software (cont)**
15:30 - 16:00	*Break*
16:00 - 17:30	**Workshop – Result display software**

Day 3: 18 August 2005	
Chairman: to be determined	
09:00 - 09:45	**Regulatory and procedural issues** (K. Arasteh, Chairman of the IPG, P. Hai, ITU/BR)
09:45 - 10:30	**Salient issues related to the production of the draft plan** (D. Botha, ITU/BR)
10:30 - 11:00	*Break*
11:00 - 11:45	**Pre-coordination and administrative declarations** (A. Mendez, ITU/BR)
11:45 - 12:30	General discussion
12:30 - 14:00	*Lunch*
14:00 - 15:30	**Workshop –** all software
15:30 - 16:00	*Break*
16:00 - 17:30	**Workshop –** all software (cont)