|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | P:\SUP_ADM\Logos\150th anniv\150logo-Blue02_horizontal.png | | |
| Telecommunication  Development Bureau (BDT) | |  | | |
|  | | | | |
| Ref. | BDT/DDR/DM-018 | | | Geneva, 19 February 2015 |
|  |  | | |  |
|  |  | |  | Communication Administrations, Regulators, Regional organizations, ITU Sector Members from Europe and CIS |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  | | | | |
| Subject: | **Regional Workshop on Spectrum Management and Transition to Digital Terrestrial Television Broadcasting for Europe and CIS, Budapest, Hungary, 5-7 May 2015** | | | |
|  | | | | |
| Dear Sir/Madam,  I am pleased to inform you that the International Telecommunication Union (ITU), in collaboration with the National Media and Infocommunications Authority of Hungary, is organizing a Regional Workshop for Europe and CIS on “Spectrum Management and Transition to Digital Terrestrial Television Broadcasting” to be held from 5 to 7 May 2015 in Budapest, Hungary.  This Workshop is organized in the context of the European Regional Initiative approved by WTDC-14 on Spectrum Management and Transition to Digital Broadcasting that seeks to provide a basis for the exchange of best practices encountered on the path of digital terrestrial television broadcasting transition, and works towards the way to maximize the economic and social benefits of the digital dividend. It will also consider how to develop further a unified approach in order to enhance the advantages that it will bring to the region of Central-Eastern Europe and how to enhance spectrum management tools and structures. The Seminar will discuss, in particular:   * Digital terrestrial television transition; * Utilization of the Digital dividend; * Post transition activities * Spectrum management structure and tools   Please note that the meeting will be paperless. Documents related to the event, including the agenda, registration form, hotel reservation and practical information for participants soon will be posted on the ITU website at <http://www.itu.int/en/ITU-D/Regional-Presence/Europe/Pages/Events/2015/Spectrum-Management.aspx>  Participants are invited to download and print the documents needed for the event. The Seminar will be conducted in English with simultaneous interpretation into Russian. It is however, recommended that participants have an appropriate knowledge of English.  Although there is no participation fee for this meeting, please note that all expenses concerning travel, accommodation and insurance of experts should be covered by your Administration / Organization / Company.  Participants are requested to complete the registration form and send it by email: to [eurregion@itu.int](mailto:eurregion@itu.int) **by 15 April 2015** at the latest.  Participants requiring an entry visa to Hungary should contact their nearest Hungarian Embassy or Consulate well in advance. Information on visa requirements can be found in the practical information for participants.  Should you have any questions or need clarifications concerning the venue, accommodation, entry visa etc., please do not hesitate to contact Ms. Krisztina Szerémi (email: [szeremi@nmhh.hu](mailto:szeremi@nmhh.hu), phone: +36 1 468 0595, fax: +36 1 457 7163). For any other questions concerning this seminar please contact Mr Jaroslaw Ponder, Coordinator for Europe Region (telephone: +41 22 730 60 65, e-mail: [eurregion@itu.int](mailto:eurregion@itu.int)) or Mr Istvan Bozsoki, Head of BDT/IEE/SBD Division (telephone: +41 22 730 63 47, e-mail: [istvan.bozsoki@itu.int](mailto:istvan.bozsoki@itu.int)).  I look forward to active participation from your Administration / Organization / Company.  Yours faithfully,  [Original signed]  Brahima Sanou  Director  Annex 1: Provisional Agenda | | | | |
|  | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Annex 1**  **Regional Seminar for Europe and CIS**  **On**  **Spectrum Management and Transition to Digital Terrestrial Television Broadcasting**  **5-7 May 2015**  **Hotel Mercure Buda**  **Krisztina krt. 41-43, Budapest, Hungary**  **DRAFT AGENDA**  **Tuesday, 5 May 2015**   |  |  | | --- | --- | | **9:00 – 10:00** | **Registration** | | **10:00 – 10:30** | Welcome Addresses   * Ministry TBC * NMHH * ITU | | **10:30 – 11:00** | **Group Photo and Coffee Break** | | **11:00 – 12:30** | **Session 1: European Regional Initiative**   * **RI approved at WTDC-14** * **Update on the replies to the Questionnaire 2013** * **Digital Switch Over Database** * **BDT and BR activities on the transition** * **150 years of ITU** | | **12:30 – 14:00** | **Lunch Break** | | **14:00 – 15:20** | **Session 2: Digital terrestrial television transition – last minutes before analogue switch off**   * **GE06 requirements on the ASO** * **Round table presentations on the status of the countries on the ASO** | | **15:20 – 15:40** | **Coffee Break** | | **15:40 – 17:00** | **Session 3: Digital terrestrial television transition – last minutes before analogue**  **switch off – cont’d**   * **Round table presentations cont’d** * **Open Discussion** * **Summary** | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Wednesday, 6 May 2015**   |  |  | | --- | --- | | **9:30 – 10:50** | **Session 4: Post ASO**   * **Round Table Presentations on planned/ongoing activities (frequency planning, licensing, new services, etc.)** * **Open Discussion** | | **10:50 – 11:10** | **Coffee Break** | | **11:10 – 12:30** | **Session 5: Utilization of the Digital dividend**   * **Round Table Presentations (600/700/800 MHz, planned services, implementation)** * **Open Discussion** | | **12:30 – 14:00** | **Lunch Break** | | **14:00 – 15:20** | **Session 6: Spectrum management**  **Round Table Presentations on experiences in the region (Structure, Spectrum management tools, Cross-border frequency coordination, spectrum fee, auctions, monitoring, etc.)** | | **15:20 – 15:40** | **Coffee Break** | | **16:40 – 17:00** | **Session 7: Spectrum management – cont’d**   * **Round table cont’d** * **Open Discussion** |   **Thursday, 7 May 2014**   |  |  | | --- | --- | | **9:30 – 10:50** | **Session 8: Presentations**   * **SM tools** * **SM Master plans** * **SMTP** | | **10:50 – 11:10** | **Coffee Break** | | **11:10 – 12:00** | **Proposals for implementing in RI**   * **Needs of countries for ITU assistance** * **Summary and way forward** * **Closing Remarks** | | **12:00 – 14:00** | **Lunch Break** | |