



Director of Radiocommunication Bureau (BR)

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Subject: **ITU Regional Frequency Coordination Meeting on the use of the VHF band (174-216 MHz) and the UHF band (470-806 MHz), 8 to 10 March 2017, Managua, Nicaragua**

Madam, Sir,

Following the discussions held in the ITU/CTU Regional Radiocommunication Seminar in Port-of-Spain, Trinidad and Tobago on 21-22 July 2016 and in the Central American Summit on Digital Terrestrial Television and the Digital Dividend, held in San Salvador, El Salvador on 25 and 26 July 2016, and consistent with the "San Salvador Declaration" adopted by COMTELCA Members on 26 July 2016, the International Telecommunication Union (ITU), in close collaboration with the Comisión Técnica Regional de Telecomunicaciones (COMTELCA), the Caribbean Telecommunications Union (CTU) and the Inter-American Telecommunication Commission (CITEL), is pleased to invite your administration to participate in the ITU Regional Frequency Coordination Meeting on the use of the VHF band (174-216 MHz) and the UHF band (470-806 MHz) that will be held from 8 to 10 March 2017 in Managua, Nicaragua.

This Regional Frequency Coordination Meeting is intended to facilitate the processes of transition from analog to Digital Television (DTT) and allocation of the Digital Dividend, taking into account the large separation distances required to ensure mutual compatibility among broadcasting and mobile stations in the VHF and UHF bands. The overall objective is to ensure compatible operation for each of them, thus preventing the occurrence of harmful interference situations, which otherwise could extend several hundred kilometers into the territory of the countries involved.

The meeting is not intended to conclude any formal agreement under the ITU (such as the GE-06 Regional Agreement), but to build informal consensus in the Central American and Caribbean regions towards the conclusion of formal agreements between the administrations involved before formal notification of the relevant frequency assignments to the ITU.

The meeting will focus on the process necessary to ensure the compatibility of national frequency plans in support of terrestrial television broadcasting and mobile broadband in the VHF and UHF bands, taking into account:

- Existing analog television broadcasting transmissions and mobile broadband transmissions,
- Current and future plans, if any, for DTT and Mobile Broadband,
- The need, where applicable, for simulcast digital and analog transmissions,
- The standards adopted at national level for DTT and the Mobile Broadband channeling plans,
- The timelines and activities for frequency assignment and planning.

In order to provide support to the meeting, the ITU Radiocommunication Bureau intends to make available to the participants the compatibility analysis software which was adopted in the preparation of the GE-06 Agreement, suitably modified to take into account the specific channeling arrangements, standards and sharing criteria that each of the participating countries may wish to retain for this compatibility exercise.

It is proposed that the agenda for this meeting cover:

1. General objectives and structure of the coordination activities
2. Characteristics, Standards and Sharing criteria
3. Training on the compatibility analysis software and preparation of the electronic notices for the spectrum requirements
4. Submission of the spectrum requirements for the first compatibility iteration
5. Assessment of the results of the first compatibility iteration and identification of issues to be resolved in subsequent iterations.

Based on similar frequency coordination exercises conducted between African countries and between Arab States, it is likely that convergence of the process towards an acceptable level of compatibility will require several iterations, which could be conducted by correspondence following the meeting, until another meeting is considered necessary by the participants to ensure progress. Typically, the process may involve:

- A new iteration every other week,
- Submission of the updated requirements by participants every other Friday,
- Compatibility analysis by the BR based on the submitted requirements,
- Distribution to the participants of the compatibility analysis results on the following Monday,
- Assistance to participants throughout the process, in the analysis and proposals to reduce potential interference.

In order to be able to assess the compatibility between the different assignments, the proposed software may base the calculations on the following:

- The digital requirements to be submitted by the participating administrations;
- The analog, digital assignments and assignments to the stations of primary services other than broadcasting recorded in the MIFR, already in operation or planned to be operated in the future by the participating administrations.

At this point, and in order to be able to assess the compatibility between all the assignments listed above, it is very important that the administrations concerned, whether they participate in this meeting or not, notify to the ITU for recording in the MIFR all their frequency assignments in operation in the frequency bands 174-216 MHz and 470-806 MHz, **at the latest one month** before this event, irrespective of the service used. For this purpose, a separate letter will be sent to your administration with the guidelines relating to the notification to the MIFR.

Please note that this meeting is primarily intended for experts in the domain of broadcasting and mobile frequency planning, therefore the presence of broadcasting and mobile planning experts from the regulatory entities is **highly recommended**.

The meeting will be held in Spanish and English, with simultaneous interpretation. In order to facilitate mutual understanding, the BR staff present will speak both languages. Annex 1 to this letter contains a preliminary program of the meeting.

In order to encourage the participation of administrations from Least Developed Countries (LDCs) and Low Income Countries in this meeting, there will be a limited number of fellowships available for eligible countries. Administrations wishing to benefit from these fellowships should fill in the fellowship Request Form provided in Annex 2 to this letter, at the latest on 31st January 2017. They could choose either a full fellowship (covering the accommodation and air ticket) or two partial ones (each covering only one of those items). In all cases, one of the beneficiaries of fellowships must be a frequency-planning expert from the broadcasting sector.

Participants requiring entry visas are invited to contact the concerned embassy in their country in order to obtain the relevant information at the appropriate time.

Hotel reservations must be made on the form provided on the website, by contacting directly the hotel.

Please confirm your participation as soon as possible.

I am looking forward to participation of your Administration in this meeting, in order to reach the most effective results.

Yours faithfully,



François Rancy

Annex 1 - Preliminary Program

Annex 2 – Fellowship Application Form

Annex 1

**ITU Regional Frequency Coordination Meeting on
the use of the VHF band (174-216 MHz) and the UHF band (470-806 MHz)**

8 to 10 March 2017, Managua, Nicaragua

Preliminary Program

Time	8 March 2017	9 March 2017	10 March 2017
09:00 – 11:00	09:00 – 09:15: Opening – ITU CITEL COMTELCA CTU <ul style="list-style-type: none"> • Compatibility analysis process. • Compatibility analysis and notification Software 	Frequency coordination	Frequency coordination/Analysis of iteration1 results
11:00 – 11:15	Coffee Break	Coffee Break	Tea Break
11:15 – 12:45	<ul style="list-style-type: none"> • Frequency notification procedure. • Finding new channels for DTT. • Compatibility analysis for new frequency requirements. • Installation of the BR software and training. 	Frequency coordination Submission of requirements	Frequency coordination/Analysis of iteration1 results
12:30 – 14:00	Lunch Break	Iteration 1	Lunch Break
14:00 – 15:15	ITU Tools for notification and coordination.	Frequency coordination	Frequency coordination Submission of requirements
15:15 – 15:30	Coffee Break	Coffee Break	Tea Break
15:30 – 17:30	ITU Tools for notification and coordination.	Frequency coordination/ Analysis of iteration1 results	Future work Iteration 2



Annex 2

**ITU Regional Frequency Coordination Meeting on
the use of the VHF band (174-216 MHz) and the UHF band (470-806 MHz)
8 to 10 March 2017, Managua, Nicaragua**

Please return to: Administration Service (ADM) ITU/BDT - **E-mail: fellowships@itu.int**
Geneva Switzerland **Tel: +41 22 730 5487 / 5095**
Fax: +41 22 730 5778

Request for fellowship:
to be submitted before 31st January 2017; 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

1. One full or two partial fellowships per eligible country.
2. Full fellowship covers one return ECO class air ticket by the most direct/economical route, and daily allowances to cover accommodation, meals and incidental expenses; partial fellowships cover one of these items
3. Imperative that fellows be present first day/end of the Conference.

Signature of fellowship candidate _____ Date _____

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

Signature _____ Date _____