



Radiocommunication Bureau (BR)

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Subject: **ITU Workshop on National Tables of Frequency Allocation for Region 2
Mexico City, Mexico, 17-20 June 2024**

Dear Madam, Sir,

I am pleased to inform you that the [International Telecommunication Union](#) (ITU) is organizing the ITU Workshop on National Tables of Frequency Allocation (NTFA) for Region 2, kindly hosted by the [Instituto Federal de Telecomunicaciones](#) (IFT), in cooperation with the [Inter-American Telecommunication Commission](#) (CITEL).

This Workshop will be held in Mexico City, Mexico, over the period 17-20 June 2024 (see the Annex: Draft programme).

Languages

The lectures and discussions during this Workshop will be conducted in English and Spanish, with simultaneous interpretation (please note that some material such as presentations and software tools will be in English only).

Documentation

The Workshop's documentation will be available on the website. Given the amount of practical work expected, participants are required to install the necessary tools on their laptops in advance; laptops should be able to perform the set of minimal specifications detailed on the Workshop's website.

Practical information for participants

All practical matters related to this event (venue, hotels, visas, etc.) will be available on the "General Information" section on the Workshop's website. For further information, please contact: Ms Mariana ALDAY (mariana.alday@ift.org.mx).

Registration

ITU Member States and Academia as well as ITU-R Sector Members and Associates from Region 2 are invited to attend this Workshop. Attendance is free-of-charge for their representatives. Advance registration of all participants is required. Registration will be carried out exclusively online and will require the approval of the corresponding Designated Focal Point (DFP) for ITU-R events registration. Participants will find the necessary information on registration at: www.itu.int/en/ITU-R/information/events.

We kindly encourage administrations to nominate staff directly involved in their NTFA management and to consider providing opportunities also to female staff.

Fellowships

To facilitate the participation of developing countries and subject to availability of funds, one fellowship may be granted per eligible Member State of Region 2.

Member States are encouraged to select their candidates taking into consideration the inclusion of persons with disabilities and persons with specific needs, bearing in mind gender balance.

To submit applications, please see the Fellowship section on the Workshop's website. Deadline for applications: 20 May 2024 (2359 Geneva time). The candidate's registration to the Workshop prior to submitting the fellowship request is mandatory.

Website

All the relevant information regarding the event including the agenda, registration, fellowships, and practical information will be available on the Workshop webpage: www.itu.int/go/ITU-R/NTFA-R2-WS-24. As this information may be updated or complemented without notice, it is recommended that you visit the webpage regularly.

Yours faithfully,

Mario Maniewicz
Director

Annex: Draft programme

Copy:

Mr Bruno Ramos, Director, Regional Office for the Americas, ITU, bruno.ramos@itu.int

Mr Oscar León, Executive Secretary, CITEL, oleon@oas.org

Mr Javier Juárez Mojica, President (acting), IFT, asuntosinternacionales@ift.org.mx

Annex

Draft programme – ITU Workshop on National Tables of Frequency Allocation (NTFA) for Region 2

Mexico City, Mexico, 17-20 June 2024

Time (UTC -6)	Monday, 17 June 2024	Time (UTC -6)	Tuesday, 18 June 2024	Time (UTC -6)	Wednesday, 19 June 2024	Time (UTC -6)	Thursday, 20 June 2024
	Plenaries		Plenaries (<i>cont.</i>)		Tutorials/ Workshops		Workshop
0900-0915	Opening remarks: ITU, CITEI, IFT	0900-1030	Session 6: National spectrum management <ul style="list-style-type: none"> - National planning and legal context - National stakeholders: Spectrum use harmonisation - National spectrum management; layers; planning, administration, control - Automatization of spectrum management 	0900-1030	Session 10: ITU-R Art. 5 analyser tool <ul style="list-style-type: none"> - Tutorial 	0900-1000	Exercise 3: WRC-23 outcomes; updating NTFA <ul style="list-style-type: none"> - Tutorial
0915-1030	Session 1: International framework ITU <ul style="list-style-type: none"> - ITU structure & governance - ITU-R Sector IROs <ul style="list-style-type: none"> - Structure & governance: CITEI, CTU, COMTELCA 					1000-1100	Exercise 4: WRC-27 Agenda; long-term planning NTFA <ul style="list-style-type: none"> - Exercise
1030-1100	<i>Coffee break</i>	1030-1100	<i>Coffee break</i>	1030-1100	<i>Coffee break</i>		
1100-1230	Session 2: ITU Radio Regulations (RR) <ul style="list-style-type: none"> - Structure, key concepts, definitions, frequency management - Art. 5: Table of Frequency Allocations - Planned and unplanned bands - Country footnotes: impact on the main table 	1100-1230	Session 7: The NTFA <ul style="list-style-type: none"> - Goal - Structure - Link with other spectrum management layers - SM tools providers: NTFA management 	1100-1230	Session 11: ITU-R Art. 5 analyser tool (<i>cont.</i>) <ul style="list-style-type: none"> - Tutorial 	1100-1130	<i>Coffee break</i>
						1130-1245	Feedback: Exercises outputs <ul style="list-style-type: none"> - Presentations
1230-1400	<i>Lunch break</i>	1230-1400	<i>Lunch break</i>	1230-1400	<i>Lunch break</i>	1245-1300	Closing remarks

Time (UTC -6)	Monday, 17 June 2024	Time (UTC -6)	Tuesday, 18 June 2024	Time (UTC -6)	Wednesday, 19 June 2024	Time (UTC -6)	Thursday, 20 June 2024
1400-1500	Session 3: ITU World Radio Conference (WRC) – WRC Cycle – WRC preparation: CITEL, CTU, COMTELCA	1400-1530	Session 8: RR and NTFA alignment – RR allocations; ITU-R Recommendations – National footnotes – Frequency use information	1400-1500	Session 12: ITU RR Browser Tool – Tutorial	1400-1500	Round Table on SM (ITU-IROs)* Presentation IROs: CITEL, COMTELCA, CTU
1500-1600	Session 4: ITU-R Sector – ITU-R SGs: structure, working methods – ITU-R publication series						
1600-1630	<i>Coffee break</i>	1600-1730	Session 9: NTFA country cases – NTFA examples from different countries – Level of technical details – Reflecting on long-term spectrum utilisation strategy	1600-1630	<i>Coffee break</i>	1600-1630	<i>Coffee break</i>
1630-1730	Session 5: Regional tables framework IROs spectrum allocation coordination: COMTELCA, CTU, CITEL						

* Round Table reserved to ITU and IROs Delegates.