



Radiocommunication Bureau (BR)

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ARG, ATG, B, BAH, BLZ, BOL, BRB, CAN,
CHL, CLM, CTR, CUB, DMA, DOM, EQA,
GRD, GTM, GUY, HND, HTI, JMC, KNA,
LCA, MEX, NCG, PNR, PRG, PRU, SLV,
SUR, TRD, URG, USA, VCT, VEN

Subject: **ITU Regional Radiocommunication Seminar 2014 for Americas
(RRS-14-Americas), Scarborough, Island of Tobago, Trinidad and Tobago, 14-18 July 2014**

Dear Madam, Sir,

I am pleased to inform you that, at the kind invitation of the Telecommunications Authority of Trinidad and Tobago (TATT) and in collaboration with the Caribbean Telecommunications Union (CTU), the ITU Regional Radiocommunication Seminar 2014 for Americas (RRS-14-Americas) will be held in Scarborough, Island of Tobago, Trinidad and Tobago, from 14 to 18 July 2014.

RRS-14-Americas will be held in the following format (see the Annex: Proposed Programme):

- A pre-seminar web tutorial will be available on the ITU website: www.itu.int/go/ITU-R/RRS-14-Americas/preseminar-webtutorial, with the basic concepts of: Spectrum Management at national and international levels, their links with ITU Radio Regulations (RR), ITU and ITU-R structures and functions, including the study groups and BR departments, and ITU basic texts, with the main focus on RR and their associated Rules of Procedure (RoP). A good understanding of the pre-seminar web tutorial concepts is required in order to be able to participate actively in the seminar.
- During the first sessions, basic concepts related to Spectrum Management both at worldwide and regional level will be reviewed, with an exchange of national experience on the subject, as well as the procedures associated with the international register of frequencies. The review of the modifications to the RR, associated WRC Resolutions and ITU-R Resolutions decided by the last World Radio Conference (WRC-12) and Radiocommunication Assembly (RA-12) as well as agendas of the next WRC-15 will follow. These seminars will also cover the current regulatory framework for international frequency management and the ITU-R Recommendations and best practices regarding the use of spectrum for both terrestrial and space services, including basic training on ICT tools developed by ITU for frequency notifications for those services and for the technical examinations.
- The subsequent sessions will be devoted to workshops (terrestrial and space), providing participants with hands-on experience of ITU notification procedures for each type of service, and of the software and electronic publications made available by the Radiocommunication Bureau.

- The event will conclude with a two-day Forum on WRC-15 preparations and the related regional matters, including: IMT harmonization and future bands; Digital Broadcasting and the Digital Dividend; Dynamic Spectrum Access and Whitespace technologies; C-Band based and other satellite services. This Forum will include the participation of main stakeholders in the region.

The detailed seminar programme will be made available on the ITU website at: www.itu.int/go/ITU-R/RRS-14-Americas/agenda.

The presentations and discussions at the seminar will be in English.

ITU Member States, ITU-R Sector Members, Associates and Academia from the Americas Region are invited to attend the seminar. Attendance is free of charge for previously registered participants.

Please note that registration for this event will be carried out exclusively online, through the respective designated focal point (DFP), at <http://www.itu.int/go/ITU-R/events-registration>. Those entities wishing to add/modify their DFP, or requiring any further related information, are requested to contact the ITU-R Delegate Registration Unit at: ITU-R.Registrations@itu.int.

Registration will begin on 19 May 2014. Advance registration is strongly advised for all participants; unannounced participants will face further delays at the on-site registration desks. The seminar will start at 08:30 hours on 14 July 2014 and on-site registration will be possible as of 07:30 hours.

Please note that the seminar will be conducted in a “paperless” environment, i.e. the seminar documentation will be available on the website. Given the amount of practical work expected during the workshops, participants are required to bring their laptops, performing the set of minimal specifications detailed on the ITU website: www.itu.int/go/ITU-R/RRS-14-Americas/laptop-requirements.

Information on the seminar venue, accommodation, visa matters and other practical arrangements is provided in the ITU website at: www.itu.int/go/ITU-R/RRS-14-Americas/venue-info.

Please note that all the information mentioned above will be available from 19 May 2014 on the corresponding webpages, and will be updated as new or modified information becomes available. It is recommended to visit the seminar webpages regularly.

Recognizing the difficulties faced by low-income countries, ITU offers one partial fellowship per eligible country in the Americas Region, with priority to requests from the least developed countries (LDCs). The partial fellowship request form is available at ITU website (www.itu.int/go/ITU-R/RRS-14-Americas/fellowships) and should be submitted before 21 June 2014.

Yours faithfully,



François Rancy
Director

Annex: 1

Copies: Mr. Brahim Sanou, Director, Telecommunication Development Bureau, ITU-BDT
Ms. Bernadette Lewis, Secretary General, CTU
Mr. Bruno Ramos, Director, ITU Regional Office for Americas



RRS-14-Americas

Scarborough, Island of Tobago, Trinidad and Tobago, 14-18 July 2014

Annex

Draft Programme

| SEMINAR: Application of the Provisions of the ITU Radio Regulations | | WORKSHOP: International Recognition of Stations | |
|---|---|--|----------------------------------|
| Timeline | Monday | Tuesday | Wednesday |
| 08:30 to 09:00 a.m. | Opening Ceremony: TATT; ITU | 1st part: Registering | 2nd part: Coordinating |
| 9:00 to 10:30 a.m. | Spectrum Management and Regulation: Fundamentals, Architecture, Databases, National-International Relationship ITU and ITU-R in a Glance ITU, ITU-R, WRC, RA, RAG, RRB, BR | Space Services: Notification Procedures | Workshop Terrestrial Stations |
| 10:30 to 11:00 a.m. | <i>Coffee Break</i> | <i>Coffee Break</i> | <i>Coffee Break</i> |
| 11:00 to 12:30 p.m. | ITU-R: SG/WP, Publications; Radio Regulations and Rules of Procedure; World Radio Conferences, CPM, RPM; Regional Conferences Spectrum Management and Regulation: Regional Cases CTU, TATT, SM Natl. Regulators | Space Services: Publications and Tools | Workshop Terrestrial Stations |
| 12:30 to 01:30 p.m. | <i>Lunch Break</i> | <i>Lunch Break</i> | <i>Lunch Break</i> |
| 01:30 to 03:00 p.m. | Space Services: Regulatory Framework | Terrestrial Services: Notification Procedures | Workshop Earth Stations |
| 03:00 to 03:30 p.m. | <i>Coffee Break</i> | <i>Coffee Break</i> | <i>Coffee Break</i> |
| 03:30 to 05:00 p.m. | Terrestrial Services: Regulatory Framework | Terrestrial Services: Publications and Tools | Workshop Earth Stations |
| 05:00 to 05:15 p.m. | | | <i>Closing Speech</i> |

| FORUM: WRC-15 Agenda: Regional matters | |
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| Thursday | Friday |
| Opening Ceremony: TATT | |
| Keynote Speeches CTU | TDT: Regional Status, Switchover |
| WRC-15 ITU | |
| <i>Coffee Break</i> | <i>Coffee Break</i> |
| IMT: Regional Status : Harmonization, Deployment | Dynamic Spectrum Access and White Spaces |
| <i>Lunch Break</i> | <i>Lunch Break</i> |
| IMT: Future Bands | C band |
| <i>Coffee Break</i> | <i>Coffee Break</i> |
| Digital Dividend | Satellite Services |
| | <i>Closing Speech</i> |

PRE-SEMINAR
WEB TUTORIAL
(available on the
ITU Seminar web
site)