



## Radiocommunication Bureau (BR)

Geneva, 29 August 2013

Our Ref.:

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Subject: **ITU Regional Radiocommunication Seminar for Asia-Pacific (RRS-13-Asia-Pacific)  
Nadi, Fiji, 14-18 October 2013**

Dear Madam, Sir,

I am pleased to inform you that, at the kind invitation of the Ministry of Communications, Republic of Fiji, the ITU Regional Radiocommunication Seminar 2013 for Asia-Pacific (RRS-13-Asia-Pacific) will be held in Nadi, Fiji, from 14 to 18 October 2013.

RRS-13-Asia-Pacific will be held in the following format (see Annex 1: Proposed Programme):

- A pre-seminar web tutorial will be available at ITU web site: [www.itu.int/go/ITU-R/RRS-13-Asia-Pacific/preseminar-webtutorial](http://www.itu.int/go/ITU-R/RRS-13-Asia-Pacific/preseminar-webtutorial), with the most basic concepts about ITU and ITU-R structures and functions, including Study Groups and BR Departments, and ITU basic texts, mainly focused on the Radio Regulations (RR) and their associated Rules of Procedure (RoP). A good understanding of the pre-seminar web tutorial concepts is required to be able to actively participate in the Seminar.
- During the first two days the basic concepts related to Spectrum Management, both at worldwide and regional basis, will be reviewed, as well as the procedures associated to 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 Radio Assembly (RA-12) will follow. This part will also cover the current regulatory framework for the international frequency management and the ITU-R Recommendations and best practices on 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.
- The following two days will be devoted to parallel workshops (Terrestrial and Space), enabling the participants, to get hands-on experience on ITU notification procedures for each type of service, as well as on the software and electronic publications made available by the Radiocommunication Bureau.

- A Forum on the future of the C Band in the Asia-Pacific Region will take place during the last day with the participation of stakeholders, and it will include relevant topics as: Regulatory Perspective, Industry Perspective, WRC-15 Agenda.

The programme of the Seminar with the detail of its events, including the respective room assignments, will be available on the ITU website at: [www.itu.int/go/ITU-R/RRS-13-Asia-Pacific/agenda](http://www.itu.int/go/ITU-R/RRS-13-Asia-Pacific/agenda).

The presentations and discussions during the Seminar will be held in English.

Member States, ITU-R Sector Members, Associates and Academia of Asia-Pacific (Region E) are invited to attend the Seminar. Attendance to the Seminar is free of charge for any representative of ITU Member States, ITU-R Sector Members, Associate Members and Academia, previously registered.

Please consider 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 for any further related information, please contact the ITU-R Delegate Registration Unit at: [ITU-R.Registrations@itu.int](mailto:ITU-R.Registrations@itu.int).

Registration will begin on 2 September 2013. Advance registration of all participants is strongly advised; unannounced participants will face further delays at the on-site registration desks. The Seminar will start at 09:00 hours on 18 October 2013 and registration will be possible as of 08:00 hours.

Please note that the Seminar will be conducted in a “paperless” environment, i.e. seminar proceedings will be available on the website. Given the amount of the expected practical work during the workshops, participants are required to bring their laptop, performing the set of minimal specifications detailed on the Annex 2, also available on ITU website: [www.itu.int/go/ITU-R/RRS-13-Asia-Pacific/laptop-requirements](http://www.itu.int/go/ITU-R/RRS-13-Asia-Pacific/laptop-requirements).

Information on the seminar venue, accommodation, visa matters, and other practical arrangements are provided in ITU web site at: [www.itu.int/go/ITU-R/RRS-13-Asia-Pacific/venue-info](http://www.itu.int/go/ITU-R/RRS-13-Asia-Pacific/venue-info).

Please note that all information mentioned above will be available from 2 September 2013 on its corresponding web pages and updated as new or modified information becomes available. It is recommended to visit the Seminar web pages regularly.

Recognizing the difficulty faced by the low income countries, the ITU offers one partial fellowship per eligible country on the region, with priority to requests from the Least Developed Countries (LDCs). Partial fellowship request form is available at ITU website ([www.itu.int/go/ITU-R/RRS-13-Asia-Pacific/fellowships](http://www.itu.int/go/ITU-R/RRS-13-Asia-Pacific/fellowships)) and should be submitted before 13 September 2013.

Yours faithfully,

François Rancy  
Director

Annexes: 2

Copies: Mr. Brahim Sanou, Director, Telecommunication Development Bureau, ITU BDT  
Mrs. Eun-Ju Kim, Director; ITU Regional Office for Asia & the Pacific



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**ANNEX 1**  
**Draft Programme**

	Session	SEMINAR		WORKSHOPS				FORUM: Future of C Band in Asia-Pacific
		Monday	Tuesday	Wednesday	Thursday	Friday		
PRE-SEMINAR WEB TUTORIAL (available on the ITU Seminar web site)	9:00 am to 10:30 am	Opening Ceremony: Fiji Ministry of Communications; ITU	Terrestrial Services: Regulatory Framework	Space Services	Terrestrial Services	Space Services	Terrestrial Services	Opening Ceremony: Fiji Ministry of Communications; ITU
		ITU and ITU-R in a Glance ITU						Keynote Speeches: ITU
	10:30 am to 11:00 am	Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break
	11:00 am to 12:30 pm	Spectrum Management, Radio Regulations and WRC, Regional Issues on Spectrum; ITU	Terrestrial Stations: Registration Procedures	Space Services	Terrestrial Services	Space Services	Terrestrial Services	Regulatory Perspective
	12:30 pm to 02:00 pm	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break
	02:00 pm to 03:30 pm	Space Services: Regulatory Framework	Space Services: Publications and Tools	Space Services	Terrestrial Services	Space Services	Terrestrial Services	Industry Perspective
	03:30 pm to 04:00 pm	Coffee Break	Coffee Break	Coffee Break	Coffee Break			Coffee Break
	04:00 pm to 05:30 pm	Space Stations: Registration Procedures	Terrestrial Services: Publications and Tools	Space Services	Terrestrial Services			WRC-15 Agenda
								Closing Ceremony



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**ANNEX 2**

**Laptops requirements**

Given the amount of expected practical training during the workshops, each participant is required to bring a laptop.

In order to accurately run the ITU Software Tools to be used during the workshops, laptops shall perform according to the following set of minimal specifications:

<b>Windows XP or VISTA</b>		
Minimum/recommended system requirements	32-bit OS	64-bit OS
Processor (CPU)	300 MHz	800 MHz
Memory (RAM)	128 MB	1 GB
Graphics	Super VGA (800 x 600)	

<b>Windows 7</b>		
Minimum/recommended system requirements	32-bit OS	64-bit OS
Processor (CPU)	1 GHz	
Memory (RAM)	1 GB	2 GB
Graphics	128	

- Available free disk space: at least 5 GB (recommended 10 GB)
- USB port and/or DVD Reader
- Wireless (Wifi) adapter
- Software environment:
  - Microsoft Office 2003 (or higher) with: Word, Excel, PowerPoint
  - Windows Explorer, internet browser (IE, Chrome, or Firefox), Adobe Reader, Skype

Users shall have necessary permissions on their laptops for installing new software (e.g. local administrator rights).

Please note that some ITU Software Tools to be used:

- Might experience unexpected difficulties when running on Windows 8
- Could require configuring regional settings in English