



**Director of Radiocommunication  
Bureau (BR)**

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Contact: F. Rancy, Director, BR

ATG, B, BAH, BLZ, BRB, DMA, G, GRD, GUY,

Telephone: +41 22 730 5800

HOL, JMC, KNA, LCA, SUR, TRD, USA, VCT

Telefax: +41 22 730 5785

E-mail: [francois.rancy@itu.int](mailto:francois.rancy@itu.int)

**Subject: 4th ITU Regional Frequency Coordination Meeting for Central America and the Caribbean Region on the use of the VHF (174-216 MHz) and the UHF (470-806 MHz) bands, 11-14 September 2018, Belize City, Belize**

Dear Madam, Sir,

The [International Telecommunication Union](#) (ITU), in close collaboration with the [Comisión Técnica Regional de Telecomunicaciones](#) (COMTELCA), the [Inter-American Telecommunication Commission](#) (CITEL) and the [Caribbean Telecommunications Union](#) (CTU), is pleased to invite your Administration to participate in the **Fourth and Final ITU Regional Frequency Coordination Meeting on the use of the VHF (174-216 MHz) and UHF (470-806 MHz) bands for Central America and the Caribbean region**, to be held from 11 to 14 September 2018 in Belize City, Belize, at the kind invitation of the Public Utilities Commission (Belize).

As you are certainly aware, the first three coordination meetings, which took place respectively in Managua, Nicaragua from 8 to 10 March 2017, in Guatemala City, Guatemala, from 2 August to 1 September 2017 and in Panama City, Panama, from 7 to 11 May 2018, were successful in setting the frequency coordination basis for broadcasting and mobile services, with the aim of achieving coordination agreements with the neighboring administrations.

This process is intended to facilitate the transition from Analog to Digital Terrestrial Television (DTT) and the allocation of the Digital Dividend, by ensuring compatible operation for all involved services and administrations. As such, your Administration is highly recommended to participate in order to secure compatible and coordinated frequency channels for digital television and protection of existing broadcasting and fixed and mobile stations.

The fourth and final meeting is very important to finalize the process of regional frequency coordination in Central America and the Caribbean region towards building a consensus and establishing formal agreements between the administrations involved. In line with recommendation 4 of the outcome of the 3<sup>rd</sup> meeting (See BR letter 31DIR(BCD)O-2018-001946 dated 29 May 2018), the BR will maintain the results of the final iteration as a reference list of assignable channels to be taken into account by the all administrations involved.

The meeting is primarily intended for experts in the domain of broadcasting and mobile frequency planning in position to take decisions on frequency assignments and coordination, and preferably Regulators having participated in the previous meetings.

The process and details of the frequency coordination meeting are accessible at:  
<https://www.itu.int/en/ITU-R/terrestrial/broadcast/Americas/Pages/default.aspx>.

**Website:** All the relevant information regarding the event – agenda, registration, visas, practical information, etc. – will be available on the event’s webpage: <https://www.itu.int/en/ITU-R/2017-RegFreqCoord/Pages/4thMeeting.aspx>. As this information may be updated or complemented without notice, it is recommended that you visit the webpage regularly.

**Program:** The detailed event program is annexed hereto; it is also available via the ITU webpage indicated above.

**Languages:** The meeting will be held in Spanish with simultaneous interpretation in English. In order to facilitate mutual understanding, the BR staff present at the meeting has a knowledge of both languages.

**Registration:** Registration for the event is to be carried out exclusively online, through the Member States’ designated focal points (DFPs). The list of DFPs for ITU-R activities, including this workshop, is available via the webpage indicated. The advance registration of all participants is strongly advised. For those Member States wishing to modify the DFP indicated or for any further information, please contact the ITU-R Delegate Registration Unit at [ITU-R.Registrations@itu.int](mailto:ITU-R.Registrations@itu.int).

**General Information:** Information on the event venue, accommodation, visa matters and other practical arrangements are provided in the *General Information* document, available via the event webpage. Please note that the citizens of some countries are required to obtain a visa in order to enter Belize. Please refer to the instructions in this regard in the afore-mentioned document.

The contact person within the Radiocommunication Bureau for general matters regarding the 4th ITU Regional Frequency Coordination Meeting for Central America and the Caribbean Region on the use of the VHF (174-216 MHz) and the UHF (470-806 MHz) bands is Mrs Ilham Ghazi (Telephone: +41 22 7306329 or E-mail: [ilham.ghazi@itu.int](mailto:ilham.ghazi@itu.int)).

You are cordially invited to visit periodically this website for the updated program, general information, etc.

I look forward to the participation and contribution of your Administration to this meeting in order to reach the most effective results.

Yours faithfully,



François Rancy

Annex: Preliminary Program

Copy: Mr Bruno Ramos, Director, Regional office for the Americas, ITU (Email: [bruno.ramos@itu.int](mailto:bruno.ramos@itu.int))

**Annex: Preliminary Program**  
**Fourth and final ITU Regional Frequency Coordination Meeting on the use of the VHF (174-216 MHz) and the UHF (470-806 MHz) bands**  
**11-14 September 2018, Belize City, Belize**

Time	11 September 2018	12 September 2018	13 September 2018	14 September 2018
09:00 – 09:30	Opening – <b>ASEP, ITU, CITEL, COMTELCA, CTU</b> Followed by DSO/DD (20 min each): <b>CITEL, COMTELCA, CTU</b>	<ul style="list-style-type: none"> <li>• Frequency notification and Compatibility analysis (ITU)</li> <li>• BR Tools for Terrestrial services (ITU)</li> </ul>	Analysis of Iteration 39UHF/26VHF Frequency coordination	Analysis of iteration 40UHF/27VHF results
09:30 – 10:40				
10:40 – 11:00	<b>Coffee Break</b>			
11:00 – 12:30	DTT Standards (20 min each): - DVB-T/T2 - ISDB-T - ATSC-3.0	Methodology for seeking DTT channels for requirements (ITU) BR software and training (ITU)	Frequency coordination	Frequency coordination
12:30 – 13:30	<b>Lunch Break</b>			
13:30 – 15:00	- DSB Standards - WBU - DRM - DAB	Individual compatibility analysis (ITU and participants)	Frequency coordination	Frequency coordination Finalization of a reference list <sup>1</sup>
15:00 – 15:15	<b>Coffee Break</b>			
15:15 – 16:00	<ul style="list-style-type: none"> <li>• Compatibility analysis process: outcome and decisions of previous meetings, results of iterations and status, working methodology (ITU)</li> </ul>	Analysis of Iteration 38UHF/25VHF Frequency coordination	Preparation of requirements to iteration 40UHF/27VHF Submission of requirements	Approval of the reference list Wrap-up and closing speeches
18:00		Deadline for submission of requirements: iteration 39UHF/26VHF	Deadline for submission of requirements: iteration 40UHF/27VHF	

<sup>1</sup> The reference list will contain the coordinated and agreed assigned frequency channels as per recommendation 4 of the 3d meeting outcome (See letter 31DIR(BCD)O-2018-001946 dated 29 May 2018).