



*Radiocommunication Bureau*

*(Direct Fax N°. +41 22 730 57 85)*

Administrative Circular  
**CA/190**

3 May 2010

## **To Administrations of Member States of the ITU and Radiocommunication Sector Members**

**Subject:** World Radiocommunication Seminar  
(Geneva, 6-10 December 2010)

1 You may recall that the Radiocommunication Bureau organizes, on a biennial basis at the ITU Headquarters in Geneva, a seminar which deals with the use of the radio-frequency spectrum and the satellite orbits, and, in particular, with the application of the provisions of the ITU Radio Regulations.

2 The Bureau is pleased to announce that the next World Radiocommunication Seminar will be held at the ITU Headquarters in Geneva from 6-10 December 2010.

3 Based on the evaluation of the successful experiences from the previous World Radiocommunication seminars, and as may be noted from the enclosed programme (**Annex 1**), the 2010 seminar will be held in a new format. The first two days will be dedicated to cover the international frequency management and radiocommunication standardization aspects of the terrestrial and space services, including the related work of the ITU-R study groups. Workshops will be held in different rooms for the remaining of the week, enabling participants to prepare their own schedule, based on their interest, alternating between space and terrestrial services and lectures or workshops. These workshops will enable the participants to get hands-on experience with ITU notification procedures as well as with some of the software and electronic publications made available by the Radiocommunication Bureau to the Administrations of Member States and to the Radiocommunication Sector Members.\*

4 The lectures and discussions during the seminar will be held in the six official languages of the ITU (English, Arabic, Chinese, Spanish, French and Russian) with simultaneous interpretation facilities. The workshops will be held in separate groups in accordance with the language requirements and available facilities.

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\* Participants are encouraged to bring extracts from national frequency registers for training purposes and for comparison of the contents of the national register with those of the Master International Frequency Register. In the Bureau's opinion, this will facilitate the training and the familiarization of the administrations with the new format of the data concerning the radio stations. Participants may also submit notices for official treatment by the Bureau, provided that the national administration duly authorizes the participant(s), in writing, to submit appropriate notices to the Bureau in this respect.

5 A detailed programme of the seminar events, including the respective room assignments, will be available on the BR website at <http://www.itu.int/itu-r/go/wrs-10> and will be updated as new or modified information becomes available.

6 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 invited to bring their laptop PC.** Under special circumstances, the BR Secretariat will endeavour to provide a limited number of laptops for use by the participants during the Seminar and for which a deposit will be required.

7 Member States and ITU-R Sector Members are invited to attend the seminar. Registration will begin on 1 September 2010 and will be carried out via the on-line registration system (EDRS) located at the ITU-R Delegate Registration and Member Information website, <http://www.itu.int/ITU-R/go/delegate-reg-info/en>.

We would like to remind participants that citizens of some countries are required to obtain a visa in order to enter and spend time in Switzerland. **The visa must be requested at least four (4) weeks prior to the opening of the meeting** and obtained from the office (embassy or consulate) representing Switzerland in the respective country of origin. In cases where there is no such office in the country, the visa should be obtained from the office that is closest to the country of departure. ***It should be noted that on-line visa support for delegates representing an ITU Member State or Sector Member may be obtained by processing the respective participation request via the Designated Focal Point (DPF), for the entity concerned.*** For such registrations, the DFP should register the delegate using the on-line system. The list of Designated Focal Points is available on the aforementioned website. For those Member States/Sector Members wishing to modify the indicated DFP, please complete and return **Annex 2** (see attached).

Registration will begin at 08:00 hours on the opening day of the Seminar and will take place at the entrance of the **Montbrillant Building**. Please note that the confirmation of registration sent to each participant by e-mail must be presented, together with photo identification, in order to receive a badge.

For further information, please contact the Delegate Registration Unit at [ITU-Registrations@itu.int](mailto:ITU-Registrations@itu.int).

8 The cost of travel and accommodation in Geneva for participants is the responsibility of the administration/organization concerned. A number of hotels in Geneva and the surrounding area have agreed to offer preferential rates to delegates participating in ITU conferences and meetings. Information on the list of these hotels, as well as on the procedure to follow for the reservation of hotels, is available from the ITU website (see <http://www.itu.int/travel/>). Bookings must be made by delegates in their own name, without going through a travel agent or airline company. Bookings should be sent by post or fax directly to the hotel.

9 In recognition of the difficulty faced by the low income countries, the ITU will offer one fellowship per eligible country, with priority given to requests from the Least Developed Countries (LDCs). The fellowship request form (**Annex 3**) is available from the ITU website (see <http://www.itu.int/ITU-R/go/wrs-10> and should be submitted before **30 October 2010**. Accommodation will be arranged and paid for by the ITU.

10 Attendance to the seminar is free of charge for ITU Member States and ITU-R Sector Members. However, in keeping with ITU Council decisions on ITU seminars, a fee of CHF 1 000 will be charged to non-members. This fee should be settled at the time of registration.

11 The seminar will commence at 0930 hours on 6 December 2010 and registration will be possible as of 0800 hours. Detailed information concerning the meeting rooms will be displayed on screens at the entrances to the ITU headquarters.

Yours faithfully,

Valery Timofeev  
Director, Radiocommunication Bureau

**Annexes: 3**

**Distribution:**

- Administrations of Member States of the ITU
- Radiocommunication Sector Members
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups and Special Committee on Regulatory/Procedural Matters
- Chairman and Vice-Chairmen of the Radiocommunication Advisory Group
- Chairman and Vice-Chairmen of the Conference Preparatory Meeting
- Members of the Radio Regulations Board
- Secretary-General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

**ANNEX 1**  
**PRELIMINARY PROGRAMME**  
**Geneva, 6 - 10 December 2010**

| Monday 6 December<br>(CICG)   | Tuesday 7 December<br>(CICG)   | Wednesday 8 December<br>(ITU) |                                    | Thursday 9 December<br>(ITU) |                                    | Friday 10 December<br>(ITU)  |                                    |
|---|--|-------------------------------|------------------------------------|------------------------------|------------------------------------|------------------------------|------------------------------------|
| <u>Opening</u><br><br><u>General</u><br><br>ITU-R, RRB<br>WRC Process   | <u>Radio Regulatory Issues</u><br><br>Overview of the procedures<br>- space<br>- terrestrial   | <u>Space</u><br><br>Workshop  | <u>Terrestrial</u><br><br>Workshop | <u>Space</u><br><br>Workshop | <u>Terrestrial</u><br><br>Workshop | <u>Space</u><br><br>Workshop | <u>Terrestrial</u><br><br>Workshop |
|   |  |                               |                                    |                              |                                    |                              |                                    |
| <u>Study Group Issues</u><br><br>General<br>Specific topics (e.g., radiocommunication standardization issues) | <u>Radio Regulatory Issues</u><br><br>BR publications & systems<br>(Preface, BRIFIC, databases, etc.)<br><br>Workshop overview<br>- space<br>- terrestrial | <u>Space</u><br><br>Workshop  | <u>Terrestrial</u><br><br>Workshop | <u>Space</u><br><br>Workshop | <u>Terrestrial</u><br><br>Workshop | <u>Space</u><br><br>Workshop | <u>Terrestrial</u><br><br>Workshop |





## WORLD RADIOCOMMUNICATION SEMINAR



Geneva, 6-10 December 2010

Please return to:

Planning, Budget and  
Administration (PBA)  
ITU/BDT  
Geneva (Switzerland)

E-mail :  
[bdtfellowships@itu.int](mailto:bdtfellowships@itu.int)  
Tel: +41 22 730 5487 / 5095  
Fax: +41 22 730 5778

**Request for a fellowship to be submitted before 30 October 2010**

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 fellowship per eligible country.
2. One return ECO class airticket by the most direct/economical route.
3. A daily allowance to cover accommodation, meals and incidental expense
4. Imperative that fellows be present first day/end of the Seminar.

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: \_\_\_\_\_