



Radiocommunication Bureau (BR)

Administrative Circular
CA/217

15 August 2014

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

Subject: **ITU World Radiocommunication Seminar 2014 (WRS-14)
(Geneva, 8-12 December 2014)**

By means of this Administrative Circular, the ITU Radiocommunication Bureau has the pleasure to invite your Administration or organization to attend the ITU World Radiocommunication Seminar 2014 (WRS-14), to be held at ITU Headquarters in Geneva, from 8 to 12 December 2014.

The ITU organizes World Radiocommunication Seminars (WRS) on a biennial basis, in complement to the cycle of Regional Radiocommunication Seminars (RRS). WRS deal 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.

Sessions

WRS-14 sessions will be organized in two parts (see Annex 1):

1. The first two days will cover the basic concepts related to Spectrum Management both at worldwide and regional levels, as well as the procedures associated to the management of the Master International Frequency Register. These will be followed by the review of:

- the modifications to the Radio Regulations adopted by the last World Radio Conference (WRC-12),
- the Agenda of WRC-15.

The programme will also cover the current regulatory framework for the international frequency management and the ITU-R Recommendations and tools regarding the use of spectrum for both terrestrial and space services, including basic training on ICT Tools developed by ITU for frequency notifications and for the technical examinations.

2. Workshops will be held during the remaining three days, enabling participants to prepare their own schedule, based on their interest, alternating between space and terrestrial services and between lectures and practical sessions. These workshops will allow the participants to get hands-on experience with ITU notification procedures as well as with the software and electronic

publications made available by the Radiocommunication Bureau to the Member States and to the ITU-R Sector Members¹.

Interpretation

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

Format

WRS-14 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 laptops, taking into consideration the set of minimal specifications detailed on the ITU website: <http://www.itu.int/go/WRS-14/laptop-requirements>. Under special circumstances, the BR Secretariat could endeavour to provide a limited number of laptops for use by the participants during the Seminar.

Program

A detailed programme of the seminar’s events, including the respective room assignments, will be available on the ITU website at <http://www.itu.int/go/WRS-14> and will be updated as new or modified information becomes available. The seminar will start on Monday 8 December at 09h30.

Registration

Member States, ITU-R Sector Members, Associates and Academia are invited to attend. Participation to the seminar is free of charge for their representatives.

Advance Registration for this event is mandatory and will be carried out exclusively online, through ITU-R Designated Focal Point (DFP). The list of DFPs for ITU-R Activities, including the Seminar, is available at <http://www.itu.int/go/ITU-R/events-registration>. Advance online registration will start on 8 September 2014. For those entities wishing to modify the indicated DFP or for any further information, please contact the ITU-R Delegate Registration Unit at ITU-R.Registrations@itu.int.

On-site badging and registration will take place at the main entrance of the ITU Montbrillant building (2 rue de Varembé, 1202, Geneva) from 08h00 on 8 and 9 December 2014. Please note that the confirmation of registration sent to each participant by e-mail should be presented, together with photo identification, in order to receive an event participant badge.

Visa requirements

Citizens of some countries are required to obtain a visa in order to enter and spend time in Switzerland. Visa applications must be submitted to the Swiss foreign mission closest to their place of residence at least six (6) weeks prior to the planned travel date. When needed, requests for visa

¹ *Participants are encouraged to bring extracts from national frequency registers of terrestrial stations for training purposes and for comparison of the contents of the national register with those of the Master International Frequency Register; this will facilitate the training and the familiarization of the administrations with the format of the data concerning the radio stations*

support must also be requested by the DFP during the online registration process of participants. Please allow up to 15 working days for a confirmation support to be provided by the ITU.

Accommodation


The cost of travel and accommodation in Geneva for participants is the responsibility of the administration/organization concerned. Participants will find the necessary information with relation to accommodation and travel at <http://www.itu.int/go/ITU-R/events-registration> and also at: www.itu.int/travel.

Fellowships

In recognition of financial constrains being faced by some low income countries, the ITU could offer fellowships to delegates from eligible countries (one per country), with priority given to requests from the Least Developed Countries (LDCs).

Please note that due to limited budget resources, the amount of fellowships is limited, hence requests will be processed on a first come first served basis, and fellowships will be granted until the resources available are exhausted.

The fellowship request form (Annex 2) is available at the ITU website (<http://www.itu.int/go/WRS-14>) and should be submitted before 10 October 2014.



François Rancy

Director

Annexes: 2

Distribution:

- Administrations of Member States of the ITU
- ITU-R Sector Members
- ITU-R Associated
- ITU-R Academia
- 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, 8-12 December 2014

Monday 8 December (CICG)	Tuesday 9 December (CICG)	Wednesday 10 December (ITU)		Thursday 11 December (ITU)		Friday 12 December (ITU)	
Opening General Spectrum Management ITU basics; ITU-R Structure ITU-R SG and Publications RR & RoP WRC & RA (WRC-12 and WRC-15) ITU-R Study Groups: Works, Issues	Applications of RR Provisions Notifications Procedures – space – terrestrial	Space Workshop	Terrestrial Workshop	Space Workshop	Terrestrial Workshop	Space Workshop	Terrestrial Workshop
Applications of RR Provisions Introduction: International recognition of Stations Regulatory Framework: national and international matters Overview of the notification procedures – space – terrestrial	Applications of RR Provisions BR publications & ICT Tools (Preface, BRIFIC, databases, etc.) Workshop overview – space – terrestrial	Space Workshop	Terrestrial Workshop	Space Workshop	Terrestrial Workshop	Space Workshop	Terrestrial Workshop

Annex 2



ITU World Radiocommunication Seminar 2014 (WRS-14)
Geneva, 8-12 December 2014

Please return to: **Administration Service (ADM) ITU/BDT -** E-mail bdtfellowships@itu.int
Geneva Switzerland Tel: +41 22 730 5487 / 5095
Fax: +41 22 730 5778

Request for a fellowship to be submitted before 10 October 2014

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 (request will be revised in first come-first served and fellowships granted until exhausting resources)			
2. One return ECO class air ticket 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	_____