



BR Ref.: 01(DIR/IAP)O-2019-0001787
BDT Ref.: Circular BDT/EUR/022

Geneva, 22 May 2019

Contact: Jaroslaw Ponder
Head, ITU office for Europe
Telephone: +41 22 730 6065
E-mail: jaroslaw.ponder@itu.int

ALB, AND, AUT, BEL, BIH, BUL, CVA, CYP,
CZE, D, DNK, E, EST, F, FIN, G, GEO, GRC,
HNG, HOL, HRV, I, IRL, ISL, ISR, LIE, LTU,
LUX, LVA, MCO, MDA, MKD, MLT, MNE,
NOR, POL, POR, ROU, S, SMR, SRB, SUI,
SVK, SVN, TUR, UKR

Subject: **Seminar on Radiocommunication Matters for Europe (SRME-19)**
Tirana, Albania, 24-27 June 2019

Dear Madam, dear Sir,

We are pleased to inform you that, at the kind offer of the Ministry of Infrastructure and Energy of Albania, the International Telecommunication Union (ITU) is organizing the Seminar on Radiocommunication Matters for Europe (SRME-19) to be held in Tirana, Albania, from 24 to 27 June 2019, in cooperation with national regulatory bodies and Regional Coordination Council (RCC).

The Seminar will be organized in three parts (see Annex: Proposed Programme):

- A pre-seminar web tutorial will be available on the Seminar's website (below indicated) with the basic concepts of spectrum management at national and international levels and in accordance with the ITU Radio Regulations (RR). Information will be provided on ITU, ITU-R and ITU-D structures and functions, the BR study groups, as well as the BR and BDT departments. Additionally, the tutorial will describe the instruments of the ITU, 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.
- The first part of the Seminar (days one and two) will cover concepts related to spectrum management as well as the procedures associated to the recording of frequency assignments in the Master International Frequency Register (MIFR). The review of the modifications to the Radio Regulations (RR), associated World Radiocommunication Conference (WRC) Resolutions and ITU-R Resolutions decided by the last WRC-15 and Radiocommunication Assembly (RA-15), as well as agendas of the next WRC-19 will follow. These two days will also cover the current regulatory framework for international frequency management and the ITU-R and ITU-D Recommendations and best practices regarding the use of spectrum for both terrestrial and space services, including basic training on ICT tools and databases developed by ITU-BR for frequency notifications for those services and for their technical examinations.
- During the following part (day three), Workshops will be carried out on the use of these tools for both terrestrial and space services. These workshops will enable the participants to get hands-on experience with ITU notification procedures as well as with the software and electronic publications made available by ITU to the Membership.
- The last day of the Seminar will be devoted to the Forum on "5G Ecosystem: Challenges and Opportunities for Europe", with the aim of sharing national experiences from the region.

The outcomes of the Seminar will contribute to the implementation of the ITU Regional Initiative for Europe on Broadband Infrastructure, Broadcasting and Spectrum Management adopted by the WTDC-17.

Website

All relevant information regarding the event (agenda, registration, visas, practical information, etc.) will be available on the Seminar's webpage: <http://www.itu.int/go/ITU-R/SRME-19>. As this information may be updated or complemented without notice, it is recommended that you visit the webpage regularly.

Languages

The lectures and discussions during the Seminar will be in English.

Format

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 Seminar's website.

Registration

Member States, ITU-R and ITU-D Sector Members, Associates and Academia from European countries are invited to attend the SRME-19. Its attendance is free of charge for their representatives. Registration for this event is carried out exclusively online, through their respective designated focal point (DFP). The list of DFPs for ITU-R activities, including this Seminar, is available at the indicated website. Advance registration of all participants is strongly advised. Unannounced participants might face further delays at the on-site registration desk. For those Member States/Sector Members 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.

Venue, Accommodation and Visas

Information on the Seminar venue, accommodation, visa matters and other practical arrangements are provided on the "General Information" document, available at the Seminar's website. Please note that citizens of some countries are required to obtain a visa in order to enter Albania. Please refer to instructions in this regard in the above-mentioned documents.

Fellowships

One partial fellowship (air ticket or daily subsistence allowance) per eligible country may be awarded, subject to available funding, to facilitate participation from developing countries of the Europe Region only.

Fellowship applicants must first submit their registration in order to receive the fellowship form. This means that during the registration process, they should tick the box corresponding to fellowships.

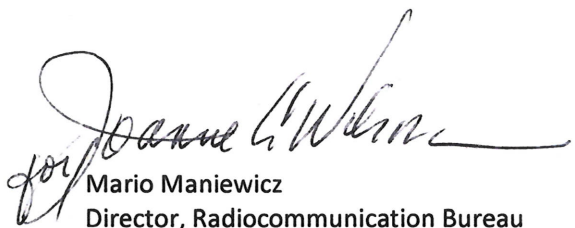
Fellowship applications must be authorized by the relevant administration of the ITU Member State and submitted, by e-mail to fellowships@itu.int or by fax: +41 22 730 57 78, **no later than 31 May 2019**.

Forms received after the deadline will not be considered.

Member States are encouraged to consider gender balance and the inclusion of delegates with disabilities and with specific needs when proposing candidates for fellowships.

Given the direct relevance of this seminar to the objectives of the Multi-annual Action Plan for Regional Economic Area in Western Balkans, Regional Cooperation Council (RCC) offers fellowship for one representative from each Western Balkans economy. The fellowship includes transport and accommodation in Tirana during the seminar. Nominated representatives from Western Balkans are kindly asked to contact RCC Secretariat for all logistical issues after completing their online registration for the event, no later than Friday, 31 May 2019 (contact e-mail: nadja.greku@rcc.int).

Yours faithfully,



Mario Maniewicz
Director, Radiocommunication Bureau



Doreen Bogdan-Martin
Director, Telecommunication Development Bureau

Annex: Draft programme

**Annex
Draft Programme**

SRME-19

Tirana, Albania, 24-27 June 2019

Timeline	Monday 24/06	Tuesday 25/06	Wednesday 26/06	Thursday 27/06
08:00 to 09:00 a.m.	Registration			Forum: "5G Ecosystem: Challenges and opportunities for the Region"
9:00 a.m. to 10:30 a.m.	<p>Opening Ceremony: ITU; Ministry Group photo</p> <p>ITU structure ITU-R at a Glance WRC and CPM, RA, RAG, RRB, SGs</p> <p>ITU-D at a glance WTDC and RPM, TDAG, RDF, SGs</p>	<p>BDT spectrum management related activities and publications Spectrum Management Assessment National Table of Frequency Allocation Cross-border frequency coordination Spectrum fee Spectrum monitoring tender EMF</p>	<p>Workshop Terrestrial Services Broadcasting services Fixed and mobile services</p>	<p>IMT 2020 Roadmap</p>
10:30 a.m. to 10:45 a.m.	Spectrum management			
10:45 a.m. to 12:30 p.m.	<p>Radio Regulations (RR) Main Concepts Table of Frequency Allocations (Article 5) RR and National SM RR Tools</p>	<p>BDT twinning projects Spectrum Management Software (SMS4DC) Spectrum Management Training Program (SMTP) BDT activities on broadcasting Guidelines for roadmap preparation Country assistance DSO database Digital Dividend</p>	<p>Workshop Terrestrial Services GE06 Agreement and software tools</p>	<p>Country experiences</p>
12:30 p.m. to 02:00	Lunch Break			

Draft Programme

SRME-19

Tirana, Albania, 24-27 June 2019

Timeline	Monday 24/06	Tuesday 25/06	Wednesday 26/06	Thursday 27/06
02:00 p.m. to 03:30 p.m.	World Radio Conference (WRC) WRC Preparation Process WRC-19 Agenda CPM19-2 Results CEPT preparation WRC-19	Terrestrial services Regulatory framework MIFR; BR IFIC Notification WISFAT Frequency plans for broadcasting Digital Radio	Workshop Space Services Earth Stations	Country experiences
03:30 p.m. to 03:45 p.m.	<i>Coffee Break</i>	<i>Coffee Break</i>	<i>Coffee Break</i>	<i>Coffee Break</i>
03:45 p.m. to 05:30 p.m.	ITU-R Study Groups SGs and WPs Working Methods ITU-R Publications ITU-R Search Tool ITU-D Study Groups SG1 and SG2 Questions Reports of the Questions	Space services Regulatory framework MIFR; BR IFIC Notification Planned bands	Workshop Space Services Earth Stations	Round Table Wrap-up
				Closure