Radiocommunication Bureau (BR)

Geneva, 23 April 2024

Our Ref.:   01(DIR/SGD)O-2024-001236

Contact: Joaquin Restrepo, SGD   Member States in Region 3
Telephone: +41 22 730 5733
Telefax: +41 22 730 5785
E-mail: joaquin.restrepo@itu.int

Subject: **ITU Workshop on National Tables of Frequency Allocation (NTFA) for Region 3**
                   Shanghai, China, 28-31 May 2024

Dear Madam, Sir,

I am pleased to inform you that the International Telecommunication Union (ITU) is organizing the ITU Workshop on National Tables of Frequency Allocation (NTFA) for Region 3, kindly hosted by China's Ministry of Industry and Information Technology (MIIT), in cooperation with the Asia-Pacific Telecommunity (APT).

This Workshop will be held in Shanghai, China, over the period 28-31 May 2024 (see the Annex: Draft programme).

Languages

The lectures and discussions during this Workshop will be conducted in English only.

Documentation

The Workshop's documentation will be available on the website. Given the amount of practical work expected, participants are required to install the necessary tools on their laptops in advance; laptops should be able to perform the set of minimal specifications detailed on the Workshop's website.

Practical information for participants

All practical matters related to this event (venue, hotels, visas, etc.) will be available on the "General Information" section on the Workshop's website. For further information, please contact: Ms Li WANG or Ms Yanqi ZHANG (radiomanagement@miit.gov.cn and wangli3@caict.ac.cn).

Registration

ITU Member States and Academia as well as ITU-R Sector Members and Associates from Region 3 are invited to attend this Workshop. Attendance is free-of-charge for their representatives. Advance registration of all participants is required. Registration will be carried out exclusively online and will require the approval of the corresponding Designated Focal Point (DFP) for ITU-R events registration. Participants will find the necessary information on registration at: www.itu.int/en/ITU-R/information/events.

We kindly encourage administrations to nominate staff directly involved in their NTFA management and to consider providing opportunities also to female staff.

Fellowships

To facilitate the participation of developing countries and subject to availability of funds, one full fellowship (or two partial ones) may be granted per eligible Member State of Region 3.

Member States are encouraged to select their candidates taking into consideration the inclusion of persons with disabilities and persons with specific needs, bearing in mind gender balance.

To submit applications, please see the Fellowship section on the Workshop's website. Deadline for applications: 6 May 2024 (2359 Geneva time). The candidate's registration to the Workshop prior to submitting the fellowship request is mandatory.

Website

All the relevant information regarding the event including the agenda, registration, fellowships, and practical information will be available on the Workshop webpage: www.itu.int/go/ITU-R/NTFA-R3-WS-24. As this information may be updated or complemented without notice, it is recommended that you visit the webpage regularly.

Yours faithfully,

Mario Maniewicz
Director

Annex: Draft programme

Copy:
Mrs Atsuko Okuda, Director, Regional Office for Asia Pacific, ITU, atsuko.okuda@itu.int
Mr Masanori Kondo, Secretary General, APT, kondo@apt.int
Ms Li WANG, MIIT China, radiomanagement@miit.gov.cn; ituchina@miit.gov.cn

Annex

Draft programme – ITU Workshop on National Tables of Frequency Allocation (NTFA) for Region 3
Shanghai, China, 28-31 May 2024

Time (UTC +8)	Tuesday, 28 May 2024	Time (UTC +8)	Wednesday, 29 May 2024	Thursday, 30 May 2024	Time (UTC +8)	Friday, 31 May 2024
	Plenaries		**Plenaries** (*cont.*)	**Tutorials**		**RR and ITU-R Rec NTFA hands-on Workshop**
0900-0915	**Opening remarks**: ITU, APT, MIIT China	0900-1030	**Session 6: National spectrum management** – National planning and legal context – National stakeholders: Spectrum use harmonisation – National spectrum management; layers; planning, administration, control – Automatization of Spectrum Management	**Session 10: ITU RR Browser Tool** – Tutorial	0900-1030	**Exercise 1: ITU Art. 5 analyser and its matching with NTFA** – Exercise
0915-1030	**Session 1: International Framework: ITU, APT** – ITU Structure; ITU Governance – ITU-R Sector – APT: Structure, Governance					
1030-1100	*Coffee/tea break*	*1030-1100*	*Coffee/tea break*		*1030-1100*	*Coffee/tea break*
1100-1230	**Session 2: ITU Radio Regulations (ITU RR)** – Structure; key concepts; definitions, frequency management – Article **5**: Table of Frequency Allocations – Planned and unplanned bands – Country footnotes: impact on the main table	1100-1230	**Session 7: The NTFA** – Goal – Structure – Link with other spectrum management layers – SM tools providers: NTFA management	**Session 11**: ITU-R Art. 5 analyser tool – Tutorial	1100-1230	**Exercise 2: Identification/updating of ITU-R Rec within NTFA** – Exercise
1230-1400	*Lunch break*	*1230-1400*	*Lunch break*	*Lunch break*	*1230-1400*	*Lunch break*

Time (UTC +8)	Tuesday, 28 May 2024	Time (UTC +8)	Wednesday, 29 May 2024	Thursday, 30 May 2024	Time (UTC +8)	Friday, 31 May 2024
1400-1500	**Session 3: ITU World Radio Conference (WRC)** – WRC Cycle – WRC preparation: APT regional harmonization	1400-1530	**Session 8: RR and NTFA alignment** – RR allocations; ITU-R Recommendations – National footnotes – Frequency use information	**Session 12: ITU-R Art. 5 analyser tool (cont.)** – Tutorial	1400-1500	**Exercise 3: WRC-23 outcomes; updating NTFA**
1500-1600	**Session 4: ITU-R Sector** – ITU-R SGs: structure, working methods – ITU-R publication series				1500-1600	**Exercise 4: WRC-27 Agenda; long-term planning NTFA**
		1530-1600	*Coffee/tea break*	*Coffee/tea break*		
1600-1630	*Coffee/tea break*	1600-1730	**Session 9: NTFA country cases** – NTFA examples from different countries – level of technical details – reflecting on long-term spectrum utilisation strategy	**Session 13: APT Frequency Information System (AFIS)** – Tutorial	1600-1630	*Coffee/tea break*
1630-1730	**Session 5: Regional tables framework: APT** – APT Frequency Information System (AFIS) – Regional cooperation and harmonisation: APT, PITA				1630-1730	**Feedback: Exercises outputs** – Presentations
					1730-1745	**Closing remarks**

_____