

# INTERNATIONAL TELECOMMUNICATION UNION



*Telecommunication  
Development Bureau*

T E L E F A X

Place des Nations  
CH-1211 Geneva 20  
Switzerland

Telephone +41 22 730 51 11  
Telefax Gr3: +41 22 733 72 56  
Gr4: +41 22 730 65 00

Date: 6 November 2006

Time:

Page 1/7

Ref: DM-221

To: Caribbean Administrations and  
Regulators  
c.c. Philip Cross, ITU Area representative

Fax: *See attached list*

Fax: 1-246 437 74 03

For your reply:

Contact: E. Behdad, Regional Coordination Unit

E-Mail: [emamgholi.behdad@itu.int](mailto:emamgholi.behdad@itu.int)

Fax: +41 22 730 5484 Tel: +41 22 730 5448

Subject: Caribbean Seminar for Training of the Trainers in Spectrum Management System for Developing Countries (SMS4DC), St John's, Antigua and Barbuda, 27 November – 1 December 2006

Dear Sir/Madam,

I am pleased to inform you that the development of a new software for Spectrum Management System for Developing Countries (SMS4DC) has been completed and the Telecommunication Development Bureau (BDT) of the ITU, in close collaboration with the Caribbean Telecommunications Union (CTU), will hold a Caribbean seminar for training of the trainers on SMS4DC applications.

In this connection, at the kind invitation of the Government of Antigua and Barbuda and, in close collaboration with the CTU, the BDT will hold the seminar and workshop in Antigua and Barbuda from 27 November to 1 December 2006.

The training courses will be in English during which participants will be trained in the principles of Spectrum Management Systems, SMS4DC and ITU-R related Recommendations. During the associated workshops, participants will practically examine the features and functions of the SMS4DC software.

I would therefore like to invite your organization/administration to nominate experts to participate in the aforesaid training course. Participation will be limited to a maximum of two per country and they should possess the following minimum qualifications:

- a) good knowledge of English;
- b) good background of spectrum-related issues;
- c) employed by a national agency involved in Spectrum Management;
- d) capable of working with computers.

I would be grateful if you could inform us of your nominations by 17 November at the latest.

This seminar will be a paperless meeting and all documents will not be distributed during the seminar, but will be posted on the ITU website: [www.itu.int/ITU-D/tech/spectrum-management/index.html](http://www.itu.int/ITU-D/tech/spectrum-management/index.html). Participants are encouraged to download them onto their laptops or print them before coming to the seminar.

The agenda of the seminar, information note for participants, hotel and registration application forms are attached for your information. In order to make the necessary arrangements, you are kindly requested to send the duly completed registration forms to: Mr. Philip Cross, ITU Area Representative, Fax: 1-246-437-7403, e-mail: philip.cross@itu.int

Mr. Clement Samuel has been appointed as the local contact person by the Government of Antigua and Barbuda. Please contact him for further information regarding the accommodation, hotel reservation and entry visa requirements at the following numbers: Tel: 1-268-562-1868, Fax: 1-268-562-1872 e-mail: clement.samuel@antigua.gov.ag.

Should you need any further information, please do not hesitate to contact us.

Yours faithfully,

*Original letter signed by:*

Hamadoun I. Touré  
Director

Annexes:      Agenda (Annex 1)  
                  Registration Form (Annex 2)  
                  Information Note (Annex 3)  
                  Hotel Registration (Annex 4)