

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: 22 February 2006 Time: Page 1/7 Ref: DM-118

To: Administrations of Asia and Pacific Region
c.c. Mrs. A. Rubio, ITU Senior Adviser, Jakarta,
Indonesia Fax: See attached list
Fax: + 6221 38905521

Contact: E. Behdad, Technologies and Networks
Development (TND)

For your reply:

E-Mail: emamgholi.behdad@itu.int
Fax: +41 22 730 5484 Tel: +41 22 730 5448

Subject: Regional Seminar for Training of the Trainers on Spectrum Management System for Developing Countries (SMS4DC) for Asia and Pacific Region, Vientiane, Lao PDR, 18 - 22 April 2006

Dear Sir/Madam,

I am very pleased to inform you that the development of new software for Spectrum Management System for Developing Countries (SMS4DC) has been completed and ITU-D, in close collaboration with ITU-R, intends to hold regional seminars, along with workshops, for training of the trainers on SMS4DC applications.

In this connection, at the kind invitation of and in close collaboration with the Ministry of Communications, Transport, Posts & Construction of Lao-PDR, ITU-BDT will hold the SMS4DC's first Regional Seminar for training of the ASP countries' trainers in Vientiane, Lao PDR, from 18 to 22 April 2006.

The training courses will be in English, during which the ASP trainees will be trained on the principles of Spectrum Management Systems and SMS4DC, ITU-R related recommendations while, during its associated workshops, the trainees will practically examine SMS4DC's features and functions.

I therefore would like to invite your administration to nominate a maximum of two experts to participate in the aforesaid training course with the following qualifications:

- a) good knowledge of the English language;
- b) good background of spectrum-related issues;
- c) working in a Radio Frequency Management Unit of your country;
- d) capable of working with computers.

I would be grateful if you could inform us of your participation by 13 March 2006 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. Participants are encouraged to download them onto their laptops or print them before coming to the seminar.

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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. Xayluxa Insiengmay, Deputy Director of the Radio Frequency Management Division, Post and Telecommunication Department, has been appointed as the local contact person by the Ministry. Please contact him for further information regarding the registration and entry visa requirements at the following numbers: Tel: +856-21-412299; Fax:+856-21-412279, e-mail: depostel@laotel.com.

With copy to:

- ITU Headquarters, Attention Mr. Behdad, Fax: +41 22 730 54 84, e-mail: emamgholi.behdad@itu.int
- as well as to ITU Area Office in Jakarta, attention Mrs. Aurora Rubio, fax no: +62 21 38905521;
e-mail:aurora.rubio@itu.int.

Regarding the accommodation, please send your registration hotel form to: Ms. Somchit LEUANGVANSAY, Tel: +856 21 214488 or Mobile: +856 20 5500576, Fax: +856 21 217485, e-mail: bns@laotel.com.

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)