



Administrative Circular
CA/100

18 June 2001

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

Subject: Workshop on notification and publication procedures pertaining to terrestrial services and on the associated software (19-23 November 2001)

1. As you may be aware, the Radiocommunication Bureau regularly organizes world and regional radiocommunication seminars dealing with spectrum management. Last year, a record number of participants took part in the Bureau's world radiocommunication seminar, which was held in Geneva. The seminar covered the main radio regulatory procedures as well as half-day software workshops.
2. Some of the participants were of the view that it would be desirable to hold longer practical workshops on the capture and validation of space and terrestrial notice forms. To this end, the Bureau organized a Space Workshop in Geneva, from 18 to 22 June 2001 (see Administrative Circular CA/98, dated 20 April 2001), which covered the capture and validation software for notice forms pertaining to space services. As a complementary event, the Bureau is organizing a Terrestrial Workshop in Geneva from 19 to 23 November 2001, which will cover the terrestrial notice forms, as well as the associated software.
3. You will find attached as Annex 1 a draft programme indicating the content of this workshop, which aims to provide the participants with detailed information on how to prepare and validate notices pertaining to terrestrial services. The general sessions (notably the morning and the afternoon sessions on 19 November 2001, the morning session on 21 November 2001, and the morning session on 23 November 2001) will be held in English, French and Spanish, with simultaneous interpretation. The remaining sessions, which will deal with practical work, will be organized in three separate groups (English, French and Spanish).
4. Attendance to the seminar is limited to participants from ITU Member States and ITU-R Sector Members, and it is free of charge. Your Administration is invited to attend this workshop and to nominate **no more than two participants** by completing the attached Registration Form in Annex 2 to this Administrative Circular. The Bureau strongly urges administrations to respect this limit on participation, so as to contribute to the effectiveness of the training.
5. The participants are encouraged to bring extracts from national frequency registers for training purposes and for comparison of the contents of the national register with those of the Master International Frequency Register. In the Bureau's opinion, this will facilitate the training and

the familiarization of the administrations with the new format of the data concerning terrestrial stations. Your participants may also submit notices for official treatment by the Bureau, if your Administration so wishes, provided that the national administration duly authorizes the participant(s), in writing, to submit appropriate notices to the Bureau in this respect.

6. The cost of travel and accommodation in Geneva for participants is the responsibility of the administration/organization concerned. A number of hotels in Geneva and the surrounding area have agreed to offer preferential rates to delegates participating in ITU conferences and meetings. The list of these hotels, as well as the procedure to follow for the reservation of hotels, was communicated to you in Administrative Circular CA/87 dated 6 September 2000; however, the prices indicated therein may have changed. Bookings must be made by delegates in their own name, without going through a travel agent or airline company. Bookings should be sent by post or fax directly to the hotel using the form attached (Annex 3).

7. In recognition of the difficulty faced by the least developed countries (LDC), the ITU will offer one fellowship per LDC, covering an economy return air ticket and a daily allowance intended to cover meals and incidental expenses during the seminar. Accommodation will be arranged and paid for by the ITU. Participants eligible for fellowships are requested to complete the form attached (Annex 4) and to submit it before 30 September 2001.

8. In accordance with the standard practice, the Bureau will offer, on request, extended individual training to participants in the Terrestrial Workshop, as well as to other participants from administrations, in the week following the workshop (i.e., from 26 to 30 November 2001). Requests for individual training should be sent to the Bureau as early as possible, with the indication of the subject on which additional training is requested, so as to enable the Bureau to organize appropriate preparations.

9. I would like to remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Switzerland. The visa must be requested and obtained from the office (embassy or consulate) representing Switzerland in your country or, if there is no such office in your country, from the one that is closest to the country of departure. If problems are encountered, the Union can, at the official request of the administration or company you represent, approach the competent Swiss authorities in order to facilitate delivery of the visa. Any such request must specify the name and functions of the individual(s) for whom the visa(s) is/are requested and be accompanied by a copy of the registration form approved for the ITU conference or meeting in question.

Robert W. Jones
Director, Radiocommunication Bureau

Annexes : 4

Distribution:

- Administrations of Member States of the ITU
- Radiocommunication Sector Members
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups and the 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

Terrestrial Workshop Programme

19 - 23 November 2001

<p align="center">Monday, 19 November (Room B, ITU Tower)</p>	<p align="center">Tuesday, 20 November (Rooms H and K, Montbrillant Building)</p>
<p align="center"><i>Session 1: Presentations</i></p> <p>08h30 Registration</p> <p>09h30 Opening remarks</p> <p>09h45 Introduction: Overview of the program</p> <p>10h15 Coffee Break</p> <p>10h30 Radio regulatory procedures (an overview, status of examinations) (T. Gavrilov)</p> <p>11h00 Notice forms and notification formats for terrestrial services (J. Fonteyne, J.-M. Paquet, N. Vassiliev, B. Rackov)</p> <p>12h00 Data validation (B. Ba)</p>	<p align="center"><i>Session 3: Workshop on Terrestrial Notice Forms</i></p> <p>09h00 • Filling of terrestrial notice forms to 12h00 • Use of TerRaNV</p> <p>(Participants will learn how to prepare paper format and electronic notices, how to submit electronic filings to BR, how to use the BR software (e.g., TerRaNV). Participants will validate real notice forms submitted to BR, under the supervision of BR staff. Participants can test their own notices.)</p>
<p>12h30 Lunch Break</p>	<p>12h00 Lunch Break</p>
<p align="center"><i>Session 2: Presentations</i></p> <p>14h30 BR IFIC and TerRaQ (P. Natarajan, B. Abouchanab)</p> <p>15h00 BR Web pages related to terrestrial services (A. Méndez)</p> <p>15h45 Coffee Break</p> <p>16h00 Software related to studies in the context of FM/TV Plans (J.-M. Paquet)</p> <p>16h45 MARS (S. Challos)</p> <p>17h15 Discussion to 17h30</p>	<p align="center"><i>Session 4: Workshop on software related to assistance</i></p> <p>14h00 to 17h00</p> <p>(Participants will learn the possibilities of the BR software for technical assistance in the context of the FM/TV Plans with real examples.)</p>

Wednesday, 21 November		Thursday, 22 November (Rooms H and K, Montbrillant Building)	
<p>Session 5: Presentations (Room B, ITU Tower)</p> <p>09h00 Workshop feedback</p> <p>10h00 TerRaSys: Overview, status on implementation (J. Boursy)</p>		<p>Session 7: Parallel workshops on BR IFIC (terrestrial services) and on the software related to assistance</p> <p>09h00 to 12h00</p> <ul style="list-style-type: none"> • Use of BR IFIC (Participants will learn how to install BR IFIC, how to make queries using TerRaQ, etc.) 	
10h30	Coffee Break		
10h45	Article S12: Procedure, format for notification, HFBC Planning software, Web pages (P. Hai, N. Miltchev)	<ul style="list-style-type: none"> • Software related to assistance (if required) <p>(Participants will learn the possibilities of the BR software for technical assistance in the context of the FM/TV Plans with real examples).</p>	
12h00	Lunch Break	12h00	Lunch Break
<p>Session 6: Workshop on Notice Forms (Rooms H and K, Montbrillant Building)</p> <p>14h00 to 17h00</p> <ul style="list-style-type: none"> • Filling of terrestrial notice forms • Use of TerRaNV <p>(Participants will continue with practical exercises on how to prepare paper format and electronic notices, how to submit electronic filings to BR, how to use the BR software (e.g., TerRaNV). Participants will validate real notice forms submitted to BR, under the supervision of BR staff. Participants can test their own notices.)</p>		<p>Session 8: Workshop on Notice Forms and on BR IFIC (Rooms H and K, Montbrillant Building)</p> <p>14h00 to 17h00</p> <p>In addition to the exercises concerning the preparation and validation of notices, participants will learn how to use the BR IFIC data for preparing electronic notices.</p>	

Friday, 23 November (Room B, ITU Tower)	
09h00 to 12h00	<p>Summary</p> <p>General Discussion</p> <p>Closure of the Seminar</p>

ANNEX 2



**Radiocommunication
Bureau**

**Registration Form
Workshop on Terrestrial Notices
19 – 23 November 2001, Geneva**

Mr. Mrs. Ms. Miss:
(family name) (first name)

1. REPRESENTATION

Name of Member State:

Name of Sector Member:

- Recognized Operating Agencies
- Scientific or Industrial Organizations
- Regional and other International Organizations
- Regional Telecommunication Organizations
- Intergovernmental Organizations Operating Satellite Systems
- Other Entities Dealing with Telecommunication Matters (CV 230)
- United Nations and its Specialized Agencies
- Associate Members

2. OFFICIAL ADDRESS

Name of the Company :

Street Address:

City/State/Code/Country:

Tel: Fax: E-mail:

Private Address during the meeting: In case of Emergency:

3. DOCUMENTS

English French Spanish

Date : Signature:

For BR Secretariat use only

Approved (if applicable)

Personal Section

Meeting Section

Pigeonhole

ANNEXE 3 - ANNEX 3 - ANEXO 3

Ce formulaire de confirmation est à **adresser directement à l'hôtel** de votre choix
This confirmation form **should be sent directly to the hotel** of your choice
Dirija directamente este formulario de confirmación **al hotel** que elija



UNION INTERNATIONALE DES TELECOMMUNICATIONS
INTERNATIONAL TELECOMMUNICATION UNION
UNION INTERNACIONAL DE TELECOMUNICACIONES



SECTEUR DES RADIOCOMMUNICATIONS
RADIOCOMMUNICATION SECTOR
SECTOR DE RADIOCOMUNICACIONES

Atelier des Services de Terre du au
Terrestrial Workshop from **19.11.01** to **23.11.01**
Taller de los Servicios Terrenales desde el al
Genève - Geneva - Ginebra

Confirmation de la réservation faite le _____ A l'hôtel
Confirmation of the reservation made on _____ To hotel _____
Confirmación de la reserva efectuada el _____ al hotel _____

au prix préférentiel offert à l'UIT / at ITU preferential tariff / al precio preferencial ofrecido a la UIT

_____ chambre simple/double du _____ heure d'arrivée au _____
_____ single/double room from _____ Time of arrival _____ to _____
_____ habitación indiv./doble desde el _____ hora de llegada al _____

Nom / Name / Apellido _____

Prénom / First name / Nombre _____

Adresse / Address / Dirección _____ Tel. _____

_____ Fax. _____

Carte de crédit en garantie de la réservation
Credit card to guarantee this reservation: AX/VISA/DINERS/EC _____
Tarjeta de crédito que garantiza la reserva _____ autre/other/otras

No. _____ validité/validity/validez _____

Date/Date/Fecha _____ Signature/Signature/Firma _____

ANNEX 4

**FELLOWSHIP REQUEST FOR TERRESTRIAL WORKSHOP ORGANIZED BY BR
(Geneva, 19 – 23 November 2001)**

Please return to: Head Fellowships Service Tel: +41 22 730 5489
ITU Fax: +41 22 730 5778
Place des Nations Tlx: 421 000 ITU CH
CH - 1211 Geneva 20 (Switzerland) Internet: faccin@itu.ch

WOMEN CANDIDATES ARE ENCOURAGED

The Government of _____ nominates _____
for a fellowship to attend the above seminar

PERSONAL HISTORY:

Family name Mr./Ms. _____ Given name(s) _____

Education and diplomas _____

Name and address of present employer _____

Major responsibilities in the Organization _____

Present post (title) _____

Years of service _____

Fax _____ Telephone _____

Telex _____ E-mail _____

PASSPORT INFORMATION:

Place and date of birth _____

Nationality _____ Passport number _____

Date passport issued _____ In (place) _____

Valid until (date) _____

CONDITIONS: Fellowships are awarded under the following conditions:

1. One fellowship per eligible country.
2. A round-trip air ticket in economy class from country of origin to Geneva by the most direct and economical itinerary.
3. A daily allowance intended to cover board and lodging expenses.
4. Requests for fellowship must be received by **30 September 2001**. The candidates will be advised in due course.
5. It is imperative that participants awarded ITU fellowships be present from the first day and participate during entire duration of the seminar.

Place, date and signature of fellowship candidate

**TO VALIDATE FELLOWSHIP REQUEST, NAME AND SIGNATURE OF CERTIFYING
GOVERNMENT OFFICIAL DESIGNATING PARTICIPANT MUST BE COMPLETED BELOW
WITH OFFICIAL GOVERNMENT STAMP:**
