

INTERNATIONAL TELECOMMUNICATION UNION

Telecommunication Development Bureau

Radiocommunication Bureau

Administrative Circular CA/08

Administrative Circular CA/167

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Subject: **Questionnaire on national radio-frequency spectrum management to seek information needed for responding to Resolution 9 of the World Telecommunication Development Conference (Rev. Doha, 2006)**

TO ADMINISTRATIONS OF MEMBER STATES OF ITU, MEMBERS OF THE TELECOMMUNICATION DEVELOPMENT SECTOR AND MEMBERS OF THE RADIOCOMMUNICATION SECTOR

Dear Sir/Madam,

At the request of Mr Nabil Kisrawi, Chairman of ITU-D Study Group 2, and Mr Robin Haines, Chairman of ITU-R Study Group 1, we are forwarding you by means of the attached memorandum for action a three-part questionnaire on national radio-frequency spectrum management.

The questionnaire is designed to gather information, primarily from administrations, regarding:

- 1) national use of the spectrum in the frequency range 2 900 MHz - 30 GHz;
- 2) activities in radio-frequency spectrum management;
- 3) the calculation of fees for using the spectrum.

The information requested is urgently needed to enable the preparation of the third stage of a joint Radiocommunication and Telecommunication Development Sectors report that is intended to assist administrations in their consideration of alternative strategies for national radio-frequency spectrum use.

Administrations are invited to complete the three parts of the questionnaire. Also, as in the first two stages of Resolution 9, Sector Members are invited to participate in the study by completing any part of the questionnaire for which they may have relevant information, in particular Part I, where information on existing applications and new applications that may require use of the spectrum in this frequency range would be most useful.

We would be grateful if you could complete responses to this questionnaire and return them not later than **17 July 2007** to the Telecommunication Development Bureau.

Please send the responses to Part I of the questionnaire by e-mail (devsg2@itu.int) in a Word file, or to the following address:

ITU/ITU-D Study Groups Secretariat
Place des Nations
1211 Geneva 20 Switzerland
Fax : +41 22 730 5484

Responses to Parts II and III of the questionnaire can be submitted direct over the web to the following webpage: <http://www.itu.int/ITU-D/CDS/gg/BDT-SF/index.asp>. You are strongly encouraged to fill out these parts online in order to enable us to analyse your responses as soon as possible.

To access the above webpage for the first time, it is necessary to create an access account first:

- a) Select country
- b) Enter e-mail address of contact person
- c) Click on "Submit"

The password is sent back to the e-mail address of the contact person, allowing that person to access the interface as follows:

- a) Select country
- b) Enter password
- c) Click on "Submit"

We recommend that you take whatever time is required to fill out the different parts of the questionnaire.

It is possible to return to the interface as often as you wish in order to answer all the questions. Each part can be modified and saved as often as required.

Once the questionnaire has been duly completed, click on "Submit entries to ITU".

If you do not have Internet access, your replies to Parts II and III can be sent in electronic format to address devsg2@itu.int.

Queries or requests for further information regarding this questionnaire should be sent to Mr Haines, Mr Huynh or Mr Koffi, who are the Co-Chairmen of the Joint Group on Resolution 9 (Rev.WTDC-06), or to the focal points appointed to assist with the study. Their addresses are given in the annex.

The electronic versions of this administrative circular and the questionnaire have been posted on the ITU-R website (<http://www.itu.int/md/R00-CA-CIR-0167/en>) and on the ITU-D website <http://www.itu.int/md/D06-CA-CIR/en>).

The time available for implementation of the questionnaire and processing of the responses is extremely short, and is insufficient for the documents to be translated into the six languages. The understanding of administrations is requested in this regard.

A copy of this administrative circular has also been sent to the national regulators declared to ITU.

Yours faithfully,

[Original signed by Mr. Sami Al-Basheer Al Morshid, Director, BDT and Mr. Valery Timofeev, Director, BR]

Sami Al Basheer Al Morshid
Director
Telecommunication Development Bureau

Valery Timofeev
Director
Radiocommunication Bureau

Annex: Action memorandum and questionnaire

Distribution:

- Administrations of Member States of ITU
- Telecommunication Regulatory Authorities
- Development Sector Members
- Radiocommunication Sector Members
- ITU distribution list

Annex

15 February 2007

Action memorandum

To: All ITU Member States and all Sector Members of the Radiocommunication and Telecommunication Development Sectors

From: Mr Nabil Kisrawi, Chairman of ITU-D Study Group 2
Mr Robin Haines, Chairman of ITU-R Study Group 1

Focal points:

- Mr Jean-Pierre Huynh, Co-Chairman of the Joint Group on Resolution 9 (Rev. Doha, 2006) and focal point for the European countries and CEPT;
- Mr Simon Koffi, Co-Chairman of the Joint Group on Resolution 9 (Rev. Doha, 2006) and focal point for the African countries;
- Mr Robin Haines, Co-Chairman of the Joint Group on Resolution 9 (Rev. Doha, 2006) and focal point for the American countries and CITELE;
- Mr Semeon Lopato, for the CIS countries;
- Mr Naser Al Rashedi, for the Arab countries;
- Mr Kavouss Aresteh, for the Asia-Pacific countries.

Subject: Questionnaire on national radio-frequency spectrum management in response to Resolution 9 of the World Telecommunication Development Conference (Rev. Doha, 2006)

Resolution 9, first adopted by the World Telecommunication Development Conference (WTDC-98), and revised first by WTDC-02 and subsequently by WTDC-06, requests the Directors of ITU-D and ITU-R to develop a report, in several stages, on current and foreseen national uses of the radio-frequency spectrum. This resolution also requires the Directors of ITU-D and ITU-R to consider and implement effective means to encourage and facilitate the active participation of both developing and least developed countries in the preparation of this report.

In 1999, and in response to this resolution, ITU-R Study Group 1 and ITU-D established a joint ITU-R/ITU-D group, the "Joint Group on Resolution 9". The Joint Group prepared a report entitled WTDC-98 Resolution 9: Review of national spectrum management and use of the spectrum. Stage 1: 29.7-960 MHz". This report was approved by ITU-R Study Group 1 and ITU-D Study Group 2 and presented at WTDC-02, which, with the approval of Resolution 9, requested the Joint Group to proceed with Stage 2 of the report, to review national spectrum management and use of the radio spectrum in the frequency range 960-3 000 MHz.

In addition to the work programmed to develop the second stage of the report, WTDC-02 requested that the Joint Group should include in its scope the provision of assistance to BDT in Programmes 2 and 4 of the Istanbul Action Plan, with respect to "Spectrum management and radio monitoring" and the preparation of a report in answer to Question 21/2 "Calculation of frequency fees".

The report on Resolution 9 (Rev. Istanbul, 2002) and Question 21/2 was approved by ITU-R Study Group 1 and ITU-D Study Group 2 and presented at WTDC-06, which approved a further revision incorporating Question 21/2 in Resolution 9.

For the new study period, WTDC-06 requested the Joint Group to prepare Stage 3 of the report on the review of national spectrum management and use of the spectrum in the frequency band 2 900 MHz - 30 GHz, to continue the development of the "Spectrum Fees" database and provide additional guidelines and case studies, based on practical experiences of administrations in the field of spectrum fees.

The Joint Group will use the same methodology as for Stages 1 and 2:

- 1) collect selected information from all Member States and all Sector Members of the Radiocommunication and Telecommunication Development Sectors, through the use of a questionnaire (see the attachments to this annex) distributed jointly by the Radiocommunication and Telecommunication Development Sectors;
- 2) use the spectrum management expertise in the Joint Group on Resolution 9 to analyse the collected information; and
- 3) produce a report that will be reviewed by ITU-R Study Group 1 and ITU-D Study Group 2. To ensure the timely completion of this work, Member States and Sector Members are urged to complete and return the attached questionnaire by **17 July 2007**.

The review of the responses to this questionnaire is scheduled for the next meeting of the Joint Group on Resolution 9, to be held in Geneva from 25 to 27 (morning) June 2007.

Attachment 1: Part I of the questionnaire deals with national spectrum use. Member States are requested to provide information on their national use of the spectrum in the frequency range 2 900 MHz - 30 GHz (the lower and upper bounds of the frequency range have been chosen in order not to split bands with similar allocations). For convenience in responding to these questions, an extract of Article 5 of the Radio Regulations (Table of Frequency Allocations for the frequency bands from 2 900 MHz to 30 GHz) is included in Attachment 1. This extract is also available on the ITU-R website. An example extract from a national table is given to show the typical information requested.

Attachment 2: Part II of the questionnaire deals with general questions on national spectrum management. This is a revision of a similar questionnaire developed to obtain information on national spectrum management for the report of the second stage of Resolution 9.

Attachment 3: Part III of the questionnaire deals with the "calculation of spectrum fees" (ITU-D Question 21/2, approved by WTDC-02 and incorporated in Resolution 9 by WTDC-06). This requires the establishment in electronic format of a document structure bringing together the calculation formulas and frequency fee amounts applied by different countries for different radiocommunication usages in the various frequency bands concerned. In addition, a report is to be prepared analysing the various methods, formulas and approaches currently applied by different countries for calculating frequency fees, accompanied by a comparative study of the key features of these methods.

Part III also contains questions requesting information on national methods for calculating fees for spectrum use. Detailed instructions are given to assist in completing this part of the questionnaire.

The information provided by administrations under Part III will be used to augment the "Spectrum Fees" database.

Any queries or requests for further information regarding this questionnaire should be directed to the Co-Chairmen of the Joint Group, Mr Haines (**Part I**), Mr Koffi (**Part II**) or Mr Huynh (**Part III**), or the other focal points at the addresses listed below:

<p>Mr Robin H. HAINES U.S. Dept. of Commerce - NTIA Room 4606 1401 Constitution Avenue NW Washington DC 20230 United States of America Tel.: +1 202 4826207 Fax: + 1 202 5016198 E-mail: rhaines@ntia.doc.gov</p>	<p>Mr Jean-Pierre HUYNH Agence nationale des fréquences 78 avenue du Général de Gaulle BP 400 94704 Maisons-Alfort France Tel.: + 33 1 45 18 73 77 Fax: + 33 1 45 18 73 13 E-mail: huynh@anfr.fr</p>
<p>Mr Simon KOFFI Agence des telecommunications de Côte d'Ivoire Marcory Anoumabo Abidjan Côte d'Ivoire Tel.: + 225 20 344973 Fax: + 225 20 344969 E-mail: koffisimon@yahoo.fr</p>	<p>Mr Kavouss ARASTEH Ministry of Posts, Telegraph and Telephone Shariata Road P.O. Box 1587-4415 15598 Teheran Iran (Islamic Republic of) Tel.: + 98 21 8403612 Fax: + 98 21 867999 E-mail: kavouss.arasteh@ties.itu.int</p>
<p>Mr Semeon LOPATO NIIR 16 Kazakova Street 103064 Moscow Russian Federation Tel.: + 7 495 2671840 Fax: + 7 495 2611082 E-mail: Simon@telecom-ls.ru</p>	<p>Mr Naser AL RASHEDI Telecommunications Regulatory Authority (TRA) P.O. Box 26662 Abu Dhabi United Arab Emirates Tel.: + 9712 6118464 Fax: + 9712 6118484 E-mail: nasser.binhammad@tra.ae</p>

**FOCAL POINT FOR CORRESPONDENCE ON THIS QUESTIONNAIRE
PARTS I, II AND III**

Please identify a focal point in your administration/organization for receiving any further correspondence on this questionnaire.

Name:

First name:

Title:

Name of administration/organization:

Address:

Town:

Country:

Tel.:

Fax:

E-mail:

*To be returned by **17 July 2007** at the latest to:*

ITU-D Study Groups Secretariat

Telecommunication Development Bureau

Fax: +41 22 730 5484

E-mail: devsg2@itu.int