



Radiocommunication Bureau (BR)

Administrative Circular
CA/230

29 August 2016

To Administrations of Member States of the ITU and Radiocommunication Sector Members
(also invited to the event: Radiocommunication Associates and Academia of the ITU)

Subject: **ITU World Radiocommunication Seminar 2016 (WRS-16)**
(Geneva, 12-16 December 2016)

By means of this Administrative Circular, the ITU Radiocommunication Bureau has the pleasure to invite your Administration or organization to attend the **ITU World Radiocommunication Seminar 2016 (WRS-16)**, to be held in Geneva at both the [International Conference Centre of Geneva \(CICG\)](#), and the [ITU Geneva premises](#) from 12 to 16 December 2016.

The ITU organizes World Radiocommunication Seminars (WRS) on a biennial basis, in complement to the cycle of Regional Radiocommunication Seminars (RRS). WRS deal with the use of the radio-frequency spectrum and the satellite orbits, and, in particular, with the application of the provisions of the ITU Radio Regulations.

Detailed information on WRS-16 will be posted on the event website at www.itu.int/go/WRS-16 as it becomes available.

Programme

WRS-16 will be organized in three parts (see **Annex 1**):

1. Opening of WRS-16 and Celebrations in honour of the 110th anniversary of the ITU Radio Regulations (12 December)

The morning of Monday 12 December, from 09:30 to 12:30 hours, will be dedicated to the opening of WRS-16 and to the celebrations in honour of the 110th anniversary of the ITU Radio Regulations in the presence of the ITU elected officials and invited speakers.¹

¹ For further details on these celebrations, see [BR Administrative Circular CA/231](#) on Celebrations in honour of the 110th anniversary of the ITU Radio Regulations (1906-2016) – Geneva, 12 December 2016 or visit www.itu.int/en/ITU-R/RR110.

2. WRS-16 - Plenary Sessions (12-14 December)

The seminar's plenary sessions will start at 14:00 hours on Monday 12 December and finish at 12:00 hours on Wednesday 14 December. They will cover general radiocommunication related matters and applications of ITU Radio Regulations provisions.

3. WRS-16 - Workshops (14-16 December)

The seminar's workshops will be held from 14:00 hours on Wednesday 14 December until 17:00 hours on Friday 16 December, enabling participants to prepare their own schedule, based on their interest, alternating between space and terrestrial services and between lectures and practical sessions. They will allow participants to get hands-on experience with ITU notification procedures as well as with the software and electronic publications made available by the Radiocommunication Bureau to the ITU membership².

A detailed programme of the seminar's events will be available at www.itu.int/go/WRS-16 and updated as new or modified information becomes available.

Interpretation and Webcast

Both the celebrations in honour of the 110th anniversary of the ITU Radio Regulations and the WRS-16 plenary sessions will be provided with simultaneous interpretation in the six official languages of the Union and webcast facilities. Participants do not need to register to the event to use the webcast facility, however an ITU [TIES account](#) is required.

The WRS-16 workshops will be held in separate groups in accordance with the language requirements and available facilities. There will be no simultaneous interpretation or webcast provided during the workshops.

Documentation and Support Material

WRS-16 will be conducted in a "paperless" environment, i.e. the seminar documentation and support material will be available:

- on the event website (an ITU [TIES account](#) will be required), or
- on a USB key handed out on-site to participants.

Given the amount of the expected practical work during the workshops, participants are invited to bring their laptops, taking into consideration the set of minimal specifications detailed on the seminar website.

² Participants are encouraged to bring extracts from national frequency registers of terrestrial stations for training purposes and for comparison of the contents of the national register with those of the Master International Frequency Register; this will facilitate the training and the familiarization of the administrations with the format of the data concerning the radio stations.

Registration and Practical Information

ITU Member States, ITU-R Sector Members and Associates, as well as ITU Academia are invited to attend. Participation to the seminar is free-of-charge for their representatives.

Registration for this event will be carried out exclusively online, through designated focal points (DFPs) for ITU-R events registration. The list of DFPs, as well as detailed information on event registration, visa support requirements, hotel accommodation, etc. can be found at: www.itu.int/en/ITU-R/information/events. For inquiries about registration to this event, please contact the ITU-R Event Registration Unit at ITU-R.Registrations@itu.int.

Fellowships

We are pleased to inform you that one full (or two partial) fellowships per Administration will be awarded, subject to available funding, to facilitate participation from Least Developed or Low Income Countries. An application for a fellowship must be authorized by the relevant Administration of the ITU Member State.

Please note that the decision criteria to grant a fellowship include: the available budget, contributions by the applicant to the meeting, equitable distribution among countries and regions, and gender balance.

The fellowship request form, available for download on the event website at www.itu.int/go/WRS-16, should be submitted before 24 October 2016.

WRS-16 Exhibition Area

An exhibition space will be available for the ITU membership participating in the WRS-16 event. If your administration or company is interested in having a booth display at the event, please contact the Radiocommunication Bureau (Ms Grace Petrin, +41 22 730 5810, + 41 79 599 14 28, brpromo@itu.int).



François Rancy

Director

Annex: 1

Distribution:

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


Also invited to the event:

- Radiocommunication Associated Members
- Academia of the ITU

Annex 1

WRS-16 Preliminary programme
(a detailed programme will be available at www.itu.int/go/WRS-16)

Geneva, 12-16 December 2016

Monday 12 December	Tuesday 13 December	Wednesday 14 December	Thursday 15 December	Friday 16 December			
Morning Sessions							
WRS-16 Opening and Celebrations in honour of the 110th Anniversary of the ITU Radio Regulations (1906-2016) 	Plenary Sessions Applications of RR Provisions Introduction: International recognition of Stations Regulatory Framework: national and international matters Overview of the notification procedures – space – terrestrial	Plenary Sessions Applications of RR Provisions BR publications & ICT Tools (Preface, BRIFIC, databases, etc.) Workshop overview: – space – terrestrial	Workshops Space	Workshops Terrestrial	Workshops Space	Workshops Terrestrial	
Afternoon Sessions							
Plenary Sessions General Matters Spectrum Management ITU basics; ITU-R Structure ITU-R SG and Publications RR & RoP WRC & RA (WRC-15 and WRC-19) ITU-R Study Groups: Works, Issues	Plenary Sessions Applications of RR Provisions Notifications Procedures – space – terrestrial	Workshops Space	Workshops Terrestrial	Workshops Space	Workshops Terrestrial	Workshops Space	Workshops Terrestrial