



## Radiocommunication Bureau (BR)

Administrative Circular  
**CA/240**

15 June 2018

**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 2018 (WRS-18)**  
**(Geneva, 3-7 December 2018)**

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 2018 (WRS-18)**, to be held in Geneva at both the [International Conference Centre of Geneva \(CICG\)](#), and the [ITU Geneva premises](#) from 3 to 7 December 2018.

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-18 will be posted on the event website at as it becomes available:

<http://www.itu.int/go/WRS-18>

### Programme

WRS-18 will be organized in two parts (see **Annex**):

#### **1. WRS-18 - Plenary Sessions (3-4 December 2018)**

**The seminar's plenary sessions will start at 09:30 hours on Monday 3 December and finish at 17:00 hours on Tuesday 4 December.** They will cover general radiocommunication related matters, applications of ITU Radio Regulations and trends in various radiocommunication services. They will also include an introduction to the activities of the ITU-R Study Groups, Radiocommunication Assemblies (RA) and World Radiocommunication Conferences (WRC), with references to the latest information from the ITU Inter-regional Workshops on WRC-19 Preparation (available at [www.itu.int/go/ITU-R/wrc-19-irwsp](http://www.itu.int/go/ITU-R/wrc-19-irwsp)).

## **2. WRS-18 - Workshops (5-7 December 2018)**

**The seminar's workshops (parallel sessions for space and terrestrial services) will be held from 09:00 hours on Wednesday 5 December until 17:00 hours on Friday 7 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 gain hands-on experience with ITU notification procedures as well as with the software, databases and electronic publications made available by the Radiocommunication Bureau to the ITU membership<sup>1</sup>. Tailored sessions will be available for both beginners and advanced users.

A detailed programme of the seminar's events will be available on the event website and updated as new or modified information becomes available.

### **Interpretation and Webcast**

**The WRS-18 plenary sessions** will be provided with simultaneous interpretation and webcast facilities, both in the six official languages of the Union. Participants do not need to register to the event to use the webcast facility, however an ITU [TIES account](#) is required.

**The WRS-18 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-18 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.

### **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](http://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](mailto:ITU-R.Registrations@itu.int).

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<sup>1</sup> 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.

## Fellowships

We are pleased to inform you that one full (or two partial) fellowships per Administration of eligible countries will be awarded, subject to available funding, to facilitate participation from Least Developed or Low Income Countries. Applications 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: available budget, equitable distribution among countries and regions, and gender balance. Fellowships should be requested by designated focal points during the online registration process and must be submitted before **Friday 26 October 2018**.

Further information on fellowships for this event is available at: <http://itu.int/go/ITU-R/fellowships>

## WRS-18 Exhibition Area

An exhibition space will be available for the ITU membership participating in the WRS-18 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](mailto: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

WRS-18 Preliminary programme  
 (a detailed programme will be available at [www.itu.int/go/WRS-18](http://www.itu.int/go/WRS-18))

| Monday<br>3 December  | Tuesday<br>4 December  | Wednesday<br>5 December            | Thursday<br>6 December                   | Friday<br>7 December               |  |                                    |  |
|---|--|------------------------------------|--|------------------------------------|--|------------------------------------|--|
| <b>MORNING SESSIONS</b>   |  |                                    |  |                                    |  |                                    |  |
| <b>Seminar Opening and General Matters</b> <ul style="list-style-type: none"> <li>- ITU basics;</li> <li>- ITU-R Structure</li> <li>- WRC, RA, Study Groups</li> <li>- Radio Regulations and Rules of Procedure</li> </ul>  | <b>Regulatory framework for space radiocommunication services</b> <ul style="list-style-type: none"> <li>- International orbit/spectrum regulations</li> <li>- Planned and non-planned services</li> <li>- Coordination and notification procedures</li> <li>- Harmful interference</li> </ul> | <b>Workshops</b><br>Space services | <b>Workshops</b><br>Terrestrial services | <b>Workshops</b><br>Space services | <b>Workshops</b><br>Terrestrial services | <b>Workshops</b><br>Space services | <b>Workshops</b><br>Terrestrial services |
| <b>AFTERNOON SESSIONS</b>   |  |                                    |  |                                    |  |                                    |  |
| <b>Regulatory framework for terrestrial radiocommunication services</b> <ul style="list-style-type: none"> <li>- Frequency plans</li> <li>- Coordination and notification procedures</li> <li>- Harmful interference</li> <li>- International monitoring</li> <li>- Trends in mobile and broadcasting services</li> </ul> | <b>Plenary Sessions Applications of RR Provisions</b><br>BR publications & ICT Tools (Preface, BRIFIC, software, databases, etc.)<br><br><b>Workshop overview</b> <ul style="list-style-type: none"> <li>- space services</li> <li>- terrestrial services</li> </ul>                           | <b>Workshops</b><br>Space services | <b>Workshops</b><br>Terrestrial services | <b>Workshops</b><br>Space services | <b>Workshops</b><br>Terrestrial services | <b>Workshops</b><br>Space services | <b>Workshops</b><br>Terrestrial services |

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