

INTERNATIONAL TELECOMMUNICATION UNION

Radiocommunication Bureau



T E L E F A X

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Date: September 2005 Time: Page 1/ Ref: 35R(IAP)/0.02663/05

To: Fax:

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For your reply:

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Recip.: B, ATG, BAH, BLZ, BRB, CAN, DMA, DNK, F, G, GRD, GUY, HOL, HTI, JMC, LCA, SCN, SUR, TRD, USA, VCT,

Subject: ITU Regional (Region 2) Radiocommunication Seminar
(Porto Seguro, Brazil – 21 - 25 November 2005)

Dear Madam/Sir,

1. You may recall that the ITU organizes approximately every two years a Radiocommunication Seminar in Geneva and, periodically, regional Radiocommunication Seminars outside Geneva in the area of frequency spectrum management. The specific advantages of the regional seminars are that:

- more officials from national frequency management organizations can participate;
- the topics for discussion can be tailored to meet the specific requirements of the region concerned;
- a closer dialogue can be established with the participants and they can be more easily initiated in the use of PC technology in frequency management;
- new developments taking place at ITU headquarters (e.g. remote access) can be more effectively demonstrated.
- ITU officials would be in a position to better understand local frequency management problems and, therefore, provide more appropriate assistance;

2. The evaluation of the regional seminars organized so far outside Geneva testifies to their success in achieving their stated goals.

3. Following the kind invitation of the Administration of Brazil, an ITU Regional Seminar will be held at the EcoResort Arraial D'Ajuda Hotel in Porto Seguro, in the period from 21 to 25 November 2005.

4. Annex 1 contains the preliminary program of the seminar. The main objective of this seminar is to enable participants to familiarize themselves with the regulatory procedures for terrestrial and space services and with the associated tools for notification of the frequency assignments, including the related software. The lectures and discussions will be held in English and Spanish with simultaneous interpretation. Documents will be distributed at the opening of the meeting.

Annex 2 provides all the information on practical arrangements. Hotel reservations are to be addressed directly to the hotel and to the Brazilian local secretariat (Fax: + 55 61 2312 2244).

6. Your Administration is invited to attend the Seminar and to nominate one or more representatives by completing the attached Registration Form in Annex 3 to this letter which should be sent to the Radiocommunication Bureau with copy to the Administration of Brazil's local secretariat before **15 November 2005**.

7. Participants are encouraged to bring their laptop PC, preferably with a wireless LAN card, to fully enjoy the practical workshops.

8. The ITU will offer one fellowship per least Developed Countries (LDC), covering economy air-ticket and a daily allowance intended to cover meals and incidental expenses during the Seminar. Accommodation will be paid by the ITU. Participants eligible for fellowships are requested to complete the form attached as Annex 4 and to submit it before **30 October 2005**.

Yours faithfully,

Valery Timofeev
Director
Radiocommunication Bureau

Annexes: 4



**Regional
Radiocommunication Seminar**
(Porto Seguro, Brazil – 21 - 25 November 2005)

PRELIMINARY PROGRAMME

Monday, 21 November	
08.30	Registration
09.30	Inauguration Brazilian Authorities/ITU
10.00	Coffee break
10.30	<ul style="list-style-type: none">• Role of ITU with emphasis on the Radiocommunication Bureau• Review of regional activities • National Spectrum Management
12.30	Lunch break
SPACE SERVICES	
14.00	<ul style="list-style-type: none">• Orbit/Spectrum Allocation Procedures – Registration mechanism / Cost recovery • Coordination of satellite networks
15.30	Coffee Break
15.45	<ul style="list-style-type: none">• BR IFIC and Preface (Space services)
17.00	Discussion

Tuesday, 22 November	
TERRESTRIAL SERVICES	
09.00	<ul style="list-style-type: none">• Overview of the regulatory procedures applicable to terrestrial services • BR IFIC (terrestrial services) and TeRaSys (Overview, components)
10.30	Coffee break
	<ul style="list-style-type: none">• Notice forms and notification formats for terrestrial services • BR IFIC information on the Web and related issues
12.30	Lunch break
SPACE SERVICES	
14.00	<ul style="list-style-type: none">• General Introduction on Space Software • Current SNS database structure and evolution • SpaceCap, SpaceVal, SpaceCom
15.30	Coffee Break
	<ul style="list-style-type: none">• SpaceQuery, SpacePub, GIMS, SRS on CD-ROM • BR space Web; SNS-on-line, SNL-on-line, BR IFIC • Receivability of Space notices – Rules and application
17.00	Discussion

Wednesday, 23 November

TERRESTRIAL SERVICES

- 09.00
- Terrestrial Plans (GE75, AP25, AP26, AP 27)
 - HFBC
 - Article 11 procedure

10.30 Coffee Break

- Coordination requirements
- Use of shared bands by the terrestrial services

12.30 Lunch break

SPACE SERVICES

- 14.00
- Notification and recording of assignments
 - Technical Regulatory assistance (including E/S)

15.30 Coffee break

- Space Plans and lists (AP30/30A)
- Allotment plan (AP30B)

17.00 Discussion

Thursday, 24 November

TERRESTRIAL SERVICES

- 09.00
- Service publications
 - Web applications

10.30 Coffee break

Workshop (Space and Terrestrial)

12.30 Lunch break

Workshop (continued)

15.30 Coffee break

Workshop (continued)

17.00 Discussion

Friday, 25 November

09.00 ***Workshop (continued)***

10.45 Coffee Break

- 11.00
- WRC-07
 - Study Group Activities

12.30 General discussion

CLOSURE OF THE SEMINAR



**Regional
Radiocommunication Seminar**
(Porto Seguro, Brazil, 21 November – 25 November 2005)

GENERAL INFORMATION

GENERAL INFORMATION

FOCAL POINT:

All correspondence or information concerning the seminar to be addressed to:

Local Secretariat

Fax: +55 61 2312 2244

Tel.: +55 61 2312 2848

Email: tonymoura@anatel.gov.br

SEMINAR VENUE

The seminar will be held at Eco Resort Arraial D'Ajuda Hotel from 21 November to 25 November 2005. The address of the hotel is:

ECO RESORT ARRAIAL D'AJUDA

Ponta Apaga Fogo n° 60

Arraial D'Ajuda (Porto Seguro) - Bahia

ZIP 45.816-000 - Brasil

Fax/Phone: + 55 73 3575 1016/3575 8500

Internet: www.arraialresort.com.br

Email: reservas@arraialresort.com.br

REGISTRATION

Shall be conducted on Sunday, 20 November 2005, from 14:00hours till 17:00 hours and Monday 21 November 2005 from 08:00 hours.

HOTEL ACCOMMODATION

Special rates will be arranged for all participants at the Eco Resort Arraial D'Ajuda and other hotels. To obtain this special rate, the hotel reservation form must be sent to the local secretariat (Brazil) no later than **30 October 2005**, which is addressed to:

Tel. : +55 61 2312.2848
Fax : +55 61 2312.2244
E-mail: tonymoura@anatel.gov.br

Hotels & Room Rates

Eco Resort Arraial D'Ajuda

Ponta Apaga Fogo, nº 60
Arraial D'Ajuda - Porto Seguro - Bahia
ZIP - 45816-000
Phone/fax: +55 73-575.85.00 / 575.10.16
www.arraialresort.com.br
Information/Reservation:
fax/Phone +5511-3161.6459/3071.3661/3031.1790
e-mail: vendas@arraialresort.com.br

Room Type	Rates	Lunch and Dinner	Breakfast
Single	R\$ 381.00	Included	Included
Double	R\$ 478.00	Included	Included

Beverage are not included.
R\$ 1.50 per day, of Tourism Charge.
R\$ 32,00 Transfer - Airport/EcoResort/Airport

QUINTA DO PORTO HOTEL (near - EcoResort)

Ponta do Apaga Fogo nº 1 - Arraia D'Ajuda - BA
ZIP - 45810-000
Manager: Mrs. Carol

Room Type	Rate	Breakfast
Single	R\$ 180,00	Included
Double	R\$ 180,00	Included

R\$ 1.50 per day, of Tourism Charge.

75 rooms

Taxi Airport to the boat R\$ 20,00
Boat to Arraial D'Ajuda: R\$ 2,00
Taxi Airport to the Hotel R\$ 50,00

Key-word: Anatel

Phone:: +55 73-3575.1022/24 - fax: 73-3575.1023
site: www.quintadoporto.com.br
e-mail: reserva@quintadoporto.com.br

AQUARELA PRAIA HOTEL (the same group of EcoResort)

Estrada do Arraial D'Ajuda nº 7

ZIP - 45810-000

Manager: Mr. Rodrigo - Mrs. Flávia

Room Type	Rate	Breakfast
Single	R\$ 70,00	Included
Double	R\$ 70,00	Included
R\$ 1.50 per day, Tourism Charge.		

22 rooms

Taxi Airport to the boat R\$ 20,00

Boat to Arraial D'Ajuda: R\$ 2,00

Taxi Airport to the Hotel R\$ 50,00

Key-word: Anatel

Phone/fax: 73-3575.1577

site: www.aquarelahotel.com.br

e-mail: info@aquarelahotel.com.br

PORTO D'AJUDA PRAIA HOTEL

Estrada do Arraial nº 115 - Praia Apaga Fogo

ZIP - 45.810-000

Room Type	Rate	Breakfast
Single	R\$ 60,00	Included
Double	R\$ 60,00	Included
R\$ 1.50 per day, of Tourism Charge.		

25 rooms

Taxi Airport to the boat R\$ 20,00

Boat to Arraial D'Ajuda: R\$ 2,00

Taxi Airport to the Hotel R\$ 50,00

Key-word: Anatel

Phone/fax: 73-3575.2421

Reservation: 73-3525.7288

Site: www.portodajuda.com.br

e-mail: portodajuda@terra.com.br

Visa Requirements

A **visa is required for foreign citizens** (including United States citizens) wishing to visit Brazil. The usual requirements to apply for a visa are: two passport-size photographs, proof of roundtrip airfare and the duly completed application form in duplicate. Visas are generally processed within two working days.

Delegates are advised to check with the Brazilian Embassy or Consulate in their own country if a visa is required for the purposes of their visit to Brazil. Please mention the purpose of the trip, as 'meeting attendance'. Delegates are also urged to process their visa requests at the earliest date possible, preferably at least three weeks before their scheduled travel date. They must also bring a **valid passport**.

Delegates should also be aware that, according to Brazilian health regulations, participants arriving from the following countries MUST carry an international health/vaccination card (issued by the World Health Organization), which states that a Yellow Fever vaccination has been taken no less than 10 days prior to departure: Bolivia, Colombia, Ecuador, Peru, Venezuela and French Guiana.

Please be aware that some Delegates in order to obtain a visa at the Brazilian Consulate/Embassy, in his/her country of origin, must get a Letter of Invitation from the host Administration. It can be done by providing, through the email below, your full name, address, position in company, e-mail, phone and fax number: Tonymoura@anatel.gov.br

Please check with the Brazilian Embassy in your respective country for individual country visa requirements

AIRPORT RECEPTION

All participants who inform the Brazilian Secretariat of their flight itineraries in advance will be met on arrival at the Arrival Terminal of Porto Seguro.

FOREIGN EXCHANGE RATE

The local currency of Brazil is the Real. For exchange rate at present is US\$ 1 = 2,45 Real (approx.). For latest rates, participants are requested to check at local banks.

CLIMATE AND WEATHER

During the month of November, the weather in Porto Seguro will be hot and dry and the temperatures range from 25 to 35 degrees centigrades. Cotton clothing is recommended.

LOCAL TIME

Porto Seguro is GMT - 3:00 hrs.

INTERNET ACCESS

For the participants' convenience, internet service will be available in the local of the event (Eco Resort Arraial D'Ajuda).

CONTACT PERSONS

For any question or details information please contact the local coordinator:

Tony Moura

Tel.: +55 61 2312.2848
Mobile: +55 61 8134.6062
Fax: +55 61 2312.2244
E-mail: tonymoura@anatel.gov.br

Sueli Matos de Araujo

Tel.: +55 61 2312.2494
Mobile: +55 61 8134.6165
Fax: +55 61 2312.2670
E-mail: sueli@anatel.gov.br



REGIONAL RADIOCOMMUNICATION SEMINAR

(Porto Seguro, Brazil – 21 - 25 November 2005)

Registration Form

(CAPITAL LETTERS)

1. Mr. Mrs. Miss	_____	_____
	(family name)	(first name)
2. Accompanied by (Family Member)	_____	
3. Country	_____	

4. Representation

Name of the Administration and/or Organization _____

5. Official address	_____

TEL: _____	FAX: _____	E-MAIL: _____
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7. HOTEL RESERVATION

HOTEL NAME: _____

Single / double room _____ For double booking, I will share with _____

Check-in / Check out Date (mm/dd) _____ / _____

8. Date of Arrival	TIME OF ARRIVAL	FLIGHT NO.
_____	_____	_____
Date of Departure	TIME OF DEPARTURE	FLIGHT NO.
_____	_____	_____

Date: _____	Signature: _____
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To be returned duly completed to (one form per participant)

International Telecommunication Union
 Radiocommunication Bureau
 Place des Nations
 CH-1211 Geneva 20
 Fax +41 22 730 57 85

The Secretariat
 Tony Moura – Anatel – AIN
 Saus – Q. 06 – Bl. H – 4º
 Brasilia – DF – CEP – 70070-940
 Brazil
 Fax 55 61 2312.2244
 E-mail : tonymoura@anatel.gov.br



REGIONAL RADIOCOMMUNICATION SEMINAR
Porto Seguro, Brazil, 21 – 25 November 2005

ANNEX 4

Please return to: Head Fellowships Service
ITU
Place des Nations
CH – 1211 Genève 20 (Switzerland)

Tel: +41 22 730 5488
Fax : +41 22 730 5778
marijana.lee@itu.int

WOMEN CANDIDATES ARE ENCOURAGED

FELLOWSHIP REQUEST TO BE SUBMITTED BY 30 October 2005
(PLEASE PRINT/TYPE CLEARLY)

Country: _____ Administration/Organization _____

CANDIDATE'S PERSONAL DETAILS:

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

Present post (job title) : _____

Professional mailing address: _____

Telephone: _____ Fax: _____

E-mail (print clearly) _____

PASSPORT INFORMATION:

Place and date of birth: _____

Nationality: _____ Passport number: _____

Date passport issued _____ Place of issue: _____

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 venue by the most direct & economical itinerary
3. A daily allowance to cover cost of board/lodging and miscellaneous expenditure
4. It is imperative that participants awarded ITU fellowships be present from the first day and that they participate during the entire fellowship period.

Place, date & signature of fellowship candidate _____

TO VALIDATE THE FELLOWSHIP REQUEST, NAME AND SIGNATURE OF RESPONSIBLE ADMINISTRATION OFFICIAL MUST BE COMPLETED BELOW, WITH THE OFFICIAL STAMP

Name and title of official in block capitals: _____

Signature of certifying official _____ Date: _____

Agência Nacional de Telecomunicações - ANATEL Presidência / Assessoria Internacional Brasília, DF 70313-900 Brazil	Fax: +55 61 2312 2244 +55 61 2234 7761
The Permanent Secretary Ministry of Information, Broadcasting & Telecommunications St. John's Antigua and Barbuda	+1 268 4624622
Financial Secretary Ministry of Finance Nassau Commonwealth of the Bahamas	+1 242 327 1766
Director of Telecommunication Office of Telecommunication Belize City Belize	+501 2 24939
Ministry of Economic Development St. Michael Barbados	+1 246 228 6167 +1 246 426 0690
Ministry of Communications, Works and Housing Government Headquarters Roseau Commonwealth of Dominica	+1 767 4484807 +1 767 4482883
Monsieur le Directeur Général Agence Nationale des Fréquences 94 704 MAISONS ALFORT Cédex France	+33 1 45187231 +33 1 45187300 +33 1 45187313
International Frequency Co-ordination Ofcom United Kingdom	+44 20 7981 3061
Permanent Secretary Ministry of Communications and Works Calizigny St. George's Grenada	+1 473 4404122
National frequency Management Unit Georgetown Guyana	+592 226 7661
Radiocommunications Agency Ministry of Transport, Public Works and Water Management 9700 AL-Groningen The Netherlands (Kingdom of)	+31 50 5877400

M. le Directeur général du Conseil National des télécommunications (CONATEL) Avenue Marie-Jeanne N° 16 Boîte postale 2002 Port-au-Prince, République d'Haïti	+509 2239229
Managing Director Spectrum Management Authority Kingston 5 Jamaica	+1 876 960 8981 +1 876 960 8084
Ministry of Communications, Works, Transport and Public Utilities Castries, Saint Lucia	+1 758 453 2769
Ministry Telecommunication and Technology Church Street P.O. Box 186 Basseterre St. Kitts	+1 869 465 1778
Telecommunicatiebedrijf Suriname (TELESUR) Paramaribo Republic of Suriname	+597 404800 +597 410555
Ministry of Communications and Information Technology Port of Spain Trinidad and Tobago	+1 868 622 4783
The Permanent Secretary Ministry of Communications and Works Kingstown Saint Vincent and the Grenadines	+1 784 4562168
The Director General Radiocommunications and Broadcasting Regulatory Branch Industry Canada Ottawa, Ontario K1A 0C8 Canada	+1 613 9529871 +1 613 993 4433
National Telecom Agency IT and International Relations Secretariat DK - 2100 KÖBENHAVN Ö Denmark	+45 35450010 +45 35 450017