



**Telecommunication
Development Bureau (BDT)**

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- Administrations of ITU Member States
- Regulatory Authorities
- ITU-D Sector Members
- Associates
- Academia

Subject: **International Meeting of SMS4DC Users
8-9 December 2016, ITU headquarters, Geneva, Switzerland**

Dear Sir/Madam,

I am pleased to invite you to participate in the **International Meeting of Users of the Spectrum Management System for Developing Countries (SMS4DC)**, to be held in Geneva on **8-9 December 2016**.

There are increasing requests for SMS4DC from Member States as efficient spectrum management is acknowledged to be the key to addressing the growing demand for radio frequencies. The main objective of SMS4DC is to provide a comprehensive package of assistance to member countries, including spectrum management software tools.

In order to further develop the tool, it is necessary to collect the opinions and expectations of users and potential users. To this end, the meeting will be organized with the following aims:

- summarizing why computerized spectrum management is required;
- analysing the main functions of the SMS4DC;
- proposing further developments;
- understanding the needs, proposals and experiences of targeted users in order to meet their requirements.

The meeting will address middle to senior level management from policy-makers and regulators, corporate executives and managers undertaking spectrum management responsibilities in their organizations and software users. It will focus on:

- short frequency management summary, highlighting the main functions and structure of spectrum management organization and necessary information for efficient spectrum management;
- the role of computer-aided spectrum management;
- overview of the SMS4DC, including its structure, main features and different functions;
- practical examples;
- country presentations from SMS4DC users: how to use the tool and description of their experiences;
- requirements, needs, proposals and remarks for further developing the tool.

The draft programme is attached as Annex 1. Further information on logistics and how to access the

meeting webcast will be available on the meeting website: http://www.itu.int/en/ITU-D/Spectrum-Broadcasting/Pages/International-SMS4DC-Users-Meeting_Geneva_December16.aspx.

In order to collect information from the existing subscribers, I kindly invite you to complete and return the Questionnaire attached as Annex 2.

Interpretation will be provided based on the requests of participants. You are, therefore, when registering online, invited to indicate on the registration form, **before 25 October 2016** (45 days before the start of the event) whether you require a language other than English.

Registration and visa support

Pre-registration for the meeting will be carried out exclusively online through the Focal Points designated by each administration, entity or organization entitled to participate. The role of a Designated Focal Point (DFP) is to handle registration formalities for his or her respective administration, entity or organization. The DFP list is available at <http://www.itu.int/mm/scripts/s/gensel19.htm> and can be accessed using TIES log-in credentials.

Online pre-registration for **ITU members** will open at <http://www.itu.int/go/regitud> on **Tuesday, 4 October 2016**.

Participants who are not ITU members are invited to register at http://www.itu.int/en/ITU-D/Spectrum-Broadcasting/Pages/International-SMS4DC-Users-Meeting_Geneva_December16.aspx for the **International Meeting of SMS4DC Users**.

On-site registration will open on **Thursday, 8 December 2016** at 1100 hours at the ITU Montbrillant Building. Pre-registered delegates will only need to bring their "Confirmation of Registration" message from ITU and a photo ID. **Any participant registering directly on site must present a letter of accreditation from their respective Designated Focal Point.**

Participants requiring an entry visa to Switzerland are requested to contact the Swiss Embassy or Consulate in their country well in advance. To comply with the procedure applicable for ITU meetings held in Geneva, Designated Focal Points should request visa support for delegates needing such assistance during the online registration process.

Please note that a strict procedure for visas is in force in Switzerland and that the processing of a request for a Schengen visa takes a minimum of three weeks.

Mr István Bozsóki, Head, Spectrum and Broadcasting Division (Tel.: +41 22 730 6347) and Mr Jongho Kim, Senior Engineer (Tel.: +41 22 730 5066), e-mail: sms4dc@itu.int, are at the disposal of participants who may require assistance.

I look forward to your active participation in the meeting.

Yours faithfully,

[Original signed]

Brahima Sanou
Director

Annexes: as mentioned