**Director of Radiocommunication
Bureau (BR)**

Our Ref.:	01(DIR)O-2018-000767
Contact:	Mrs Ilham Ghazi, BR/TSD/BCD
Telephone:	+41 22 730 6329
Telefax:	+41 22 730 5785
E-mail:	brbcd@itu.int

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ATG, B, BAH, BLZ, BRB, DMA, G, GRD, GUY, HOL, JMC, KNA, LCA, SUR, TRD, USA, VCT

Subject: **3rd ITU Regional Frequency Coordination Meeting for Central America and the Caribbean Region on the use of the VHF (174-216 MHz) and the UHF (470-806 MHz) bands, 7-11 May 2018, Panama City, Panama**

Dear Madam, Sir,

The International Telecommunication Union (ITU), in close collaboration with the Comisión Técnica Regional de Telecomunicaciones (COMTELCA), the Inter-American Telecommunication Commission (CITEL) and the Caribbean Telecommunications Union (CTU), is pleased to invite your Administration to participate in the **Third ITU Regional Frequency Coordination Meeting on the use of the VHF (174-216 MHz) and UHF (470-806 MHz) bands for Central America and the Caribbean region,** to be held from 7 to 11 May 2018 in Panama City, Panama, at the kind invitation of the Autoridad Nacional de los Servicios Publicos (ASEP).

The first and second coordination meetings, which took place respectively in Managua, Nicaragua from 8 to 10 March 2017 and in Guatemala City, Guatemala, from 2 August to 1 September 2017, were successful in setting the frequency coordination basis for broadcasting and mobile services, with the aim of achieving successful coordination agreements with the neighboring administrations.

The third meeting, as a follow-up and continuation of the first and the second meetings, is a very important milestone for the process of regional frequency coordination, intended to facilitate the transition from Analog to Digital Television (DTT) and the allocation of the Digital Dividend, by ensuring compatible operation for all involved services and administrations. As such, you Administration is highly recommended to participate in order to secure compatible and coordinated frequency channels for digital television and protection of existing broadcasting and fixed and mobile stations.

This process is not intended to conclude any formal agreement at ITU level (such as the GE-06 Regional Agreement), but to build informal consensus in Central America and the Caribbean region towards the conclusion of formal agreements between the administrations involved, prior to their formal notification of the relevant frequency assignments to the ITU according to Article 11 of the Radio Regulations.

The meeting is primarily intended for experts in the domain of broadcasting and mobile frequency planning; therefore, the presence of broadcasting and mobile planning experts from the regulatory entities is **highly recommended**, and preferably experts having participated in the first or second meeting. The process and details of the frequency coordination meeting are accessible at: https://www.itu.int/en/ITU-R/terrestrial/broadcast/Americas/Pages/default.aspx .

In order to have the best results from this coordination meeting, administrations are invited to apply the recommendations mentioned in our letter:

https://www.itu.int/en/ITU-R/terrestrial/broadcast/Americas/Documents/Outcome-2nd-meeting-E.pdf

Website: All the relevant information regarding the event – agenda, registration, visas, practical information, etc. – will be available on the event's webpage: http://itu.int/go/ITU-R/2018-RegFreqCoord3. As this information may be updated or complemented without notice, it is recommended that you visit the webpage regularly.

Program: The detailed workshop program is annexed hereto; it is also available via the ITU webpage indicated above.

Languages: The meeting will be held in Spanish with simultaneous interpretation in English. In order to facilitate mutual understanding, the BR staff present at the meeting has a knowledge of both languages.

Registration: Registration for the event is to be carried out exclusively online, through the Member States' designated focal points (DFPs). The list of DFPs for ITU-R activities, including this workshop, is available via the webpage indicated. The advance registration of all participants is strongly advised. For those Member States wishing to modify the DFP indicated or for any further information, please contact the ITU-R Delegate Registration Unit at ITU-R.Registrations@itu.int .

General Information: Information on the event venue, accommodation, visa matters and other practical arrangements are provided in the *General Information* document, available via the event webpage. Please note that the citizens of some countries are required to obtain a visa in order to enter Panama. Please refer to the instructions in this regard in the afore-mentioned document.

You are cordially invited to visit periodically this website for the updated program, general information, etc.

I look forward to the participation and contribution of your Administration to this meeting in order to reach the most effective results.

Yours faithfully,

François Rancy

Annex: Preliminary Program

Copy: Mr Bruno Ramos, Director, Regional office for the Americas, ITU (Email: bruno.ramos@itu.int)

Annex: Preliminary Program
The Third ITU Regional Frequency Coordination Meeting on the use of the VHF (174-216 MHz) and the UHF (470-806 MHz) bands
7-11 May 2018, Panama City, Panama

Time	7 May 2018	8 May 2018	9 May 2018	10 May 2018	11 May 2018
09:00 – 09:30 09:30 – 10:40	Opening – **ASEP, ITU, CITEL, COMTELCA, CTU** Followed by DSO/DD (20 min each) : - **CITEL ( )** - **COMTELCA ( )** - **CTU ( )**	• Frequency notification and Compatibility analysis **(ITU)** • BR Tools for Terrestrial services **(ITU)**	Analysis of Iteration xx Frequency coordination	Analysis of iteration xx+1 results	Analysis of iteration xx+2 results
10:40 – 11:00	Coffee Break				
11:00 – 12:30	DTT Standards (20 min each): - DVB-T/T2 - ISDB-T - ATSC-3.0	Methodology for seeking DTT channels for requirements **(ITU)**	Frequency coordination	Frequency coordination	Frequency coordination
12:30 – 13:30	Lunch Break				
13:30 – 15:00	- DSB standards - WBU - DRM - DAB	Installation of BR software and training **(ITU)**	Frequency coordination	Frequency coordination	Frequency coordination Analysis of iteration xx+2 results
15:00 – 15:15	Coffee Break				
15:15 – 16:00	• Compatibility analysis process: results of iterations and status **(ITU)** • Technical criteria and assumptions for compatibility analysis **(ITU)**	Individual compatibility analysis **(ITU and participants)**	Preparation of requirements to iteration xx+1 Submission of requirements	Preparation of requirements to iteration xx+2 Submission of requirements	Wrap-up and Future work
18:00			Deadline for submission of requirements	Deadline for submission of requirements	

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