



90th Anniversary
CCIR/ITU-R Study Groups
(1927-2017)

Director of Radiocommunication
Bureau (BR)

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Subject: **2nd 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, 28 August to 1 September 2017, Guatemala City, Guatemala**

Madam, Sir,

The International Telecommunication Union (ITU), in close collaboration with the Comisión Técnica Regional de Telecomunicaciones (COMTELCA), the Caribbean Telecommunications Union (CTU) and the Inter-American Telecommunication Commission (CITEL), is pleased to invite your Administration to participate in the **2nd 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 28 August to 1 September 2017 in Guatemala City, Guatemala, at the kind invitation of the Superintendencia de Telecomunicaciones of Guatemala (SIT).

The first coordination meeting took place in Managua, Nicaragua from 8 to 10 March 2017, with the participation of 20 administrations, among the 30 invited administrations. This first meeting was a success and a big step forward in setting the frequency coordination basis for broadcasting and mobile services. The main outcome was to agree on:

- The need to achieve successful coordination agreements with the neighboring administrations;
- The establishment of the preliminary technical criteria for the compatibility analysis, based on the previous work of ITU-R Study Groups, to be taken into account. These assumptions have been submitted to the relevant ITU-R Working Parties for their approval;
- The software tools provided by the BR (CADisplay and eTools CA_compat) to run and analyze the results of the compatibility analysis;
- The need to notify the frequency assignments in operation to the Master International Frequency Register (MIFR), in conformity with Article 11 of ITU Radio Regulations;
- The need to carry out the planning, coordination and iteration process, held every other week, between meetings;
- The need to harmonize, to the utmost possible, the use of the UHF band, in particular, the use of the 700 MHz band by the Mobile services;
- The importance of informing the BR about the intention to allocate the band 470-698 MHz, or portions thereof, to the Mobile service as soon as possible.

This meeting, as a follow-up and continuation of the first one, is an important step 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 already mentioned, 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.

This 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**.

Program: A preliminary program of the meeting is contained in Annex.

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: You are kindly requested to confirm your participation as soon as possible. All the necessary information on registration is provided on the following web page: www.itu.int/en/ITU-R/information/events

Fellowships: In order to encourage the participation of administrations from Least Developed Countries (LDCs) and Low Income Countries to this meeting, there will be a limited number of fellowships available for eligible countries. Fellowships should be requested by designated focal points during the online registration process and must be submitted before **Friday, 4 August 2017**. They could choose either a full fellowship (covering the accommodation and air ticket) or two partial ones (each covering only one of those items). In all cases, one of the beneficiaries of fellowships must be a frequency-planning expert from the broadcasting sector.

Visas: Participants requiring entry visas are invited to contact the concerned embassy in their country in order to obtain the relevant information at the appropriate time. For further information, please contact the STI focal point: Ingrid Garcia (Coordinator, International Affairs): ingrid.garcia@sit.gob.gt

General Information: Information on Venue, Hotel reservations and other practical information can be found at: <http://itu.int/go/ITU-R/2017-RegFreqCoord2>.

We kindly ask to visit periodically this web site to be updated about 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,



Handwritten signature of François Rancy in black ink.

François Rancy

Annex: Preliminary Program

Copy: ABW, AIA, BER, BES, CUW, CYM, MSR, SXM, TCA, VRG

**Annex
Preliminary Program**

**ITU Regional Frequency Coordination Meeting on the use of the VHF (174-216 MHz) and the UHF (470-806 MHz) bands
28 August - 1 September 2017, Guatemala City, Guatemala**

Time	28 August 2017	29 August 2017	30 August 2017	31 August 2017	1 September 2017
09:00 – 11:00	Opening – ITU, CITEL, COMTELCA, CTU Followed by: • DSO/DD status: BR • DSO/DD (B, MEX...)	<ul style="list-style-type: none"> Compatibility analysis and notification software Finding new DTT channels and Compatibility analysis for new requirements 	Analysis of Iteration 12 Frequency coordination	Analysis of iteration 13 results	Analysis of iteration 14 results
11:00 – 11:15	Coffee Break				
11:15 – 12:45	<ul style="list-style-type: none"> Standards: - DVB-T/T2, - ISDB-T, - ATSC, - DTMB, ... 	Installation of BR software and training	Frequency coordination	Frequency coordination	Frequency coordination
12:30 – 14:00	Lunch Break				
14:00 – 15:15	<ul style="list-style-type: none"> IMT in the UHF: Spectrum and arrangements (GSM/A) PMSE (USA?) 	ITU Tools for notification and coordination	Frequency coordination	Frequency coordination	Frequency coordination
15:15 – 15:30	Coffee Break				
15:30 – 17:30	<ul style="list-style-type: none"> Compatibility analysis process: results of iterations and status Frequency notification procedure 	Individual compatibility analysis	Preparation of requirements to iteration 13 Submission of requirements	Preparation of requirements to iteration 14 Submission of requirements	Wrap-up and Future work
18:00			Deadline for submission of requirements	Deadline for submission of requirements	Deadline for submission of requirements