



**Director of Radiocommunication
Bureau (BR)**

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**Subject: ITU WRC-19 Regional Workshop for Region 2
Havana, Cuba, 21-23 March 2018**

Dear Madam/Sir,

I am pleased to inform you that, at the kind invitation of the [Ministry of Communications of Cuba \(MINCOM\)](#), the [International Telecommunication Union \(ITU\)](#) is organizing the WRC-19 Regional Workshop for Region 2 in Havana, Cuba, from 21 to 23 March 2018.

Scope

The workshop will cover topics related to ITU's purpose and mission in radiocommunications, ITU-R's process for managing spectrum worldwide, the Radio Regulations, their objectives, concepts, structure and tools, the WRC process, the ITU-R study groups, and WRC-19, its agenda, preparatory process and the submission of contributions.

In addition, the regional workshop will enable participants to learn about other regional and subregional organizations, and the state of their preparations for WRC-19. Participants will have the opportunity to debate and exchange views on WRC-19 agenda items, including IMT, space services and other services.

Website

All the relevant information regarding the event – agenda, registration, visas, practical information, etc. – will be available on the workshop's webpage: www.itu.int/go/ITU-R/Workshop_WRC-19_R2. As this information may be updated or complemented without notice, it is recommended that you visit the webpage regularly.

Agenda

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

Languages

The lectures and discussions at the workshop will be in English and Spanish, with simultaneous interpretation (please note that the material supporting the presentations will be available in one of these languages only, without translation).

Format

The workshop will be conducted in a “paperless” environment, i.e. its documentation will be made available on the website.

Registration

The Member States, the ITU-R Sector Members, Associates and Academia from Region 2 are invited to attend this workshop, which is free of charge for their representatives.

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. Unannounced participants may face additional delays at the on-site registration desk. For those Member States/Sector Members 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.

Venue, accommodation and visas

Information on the workshop 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 Cuba. Please refer to the instructions in this regard in the afore-mentioned document.

Yours faithfully,



François Rancq

Annex: Draft programme

Copy: Mr Brahima Sanou, Director, Telecommunication Development Bureau, ITU
Mr Bruno Ramos, Director, Regional office for the Americas, ITU

WRC-19 regional workshop for Region 2 Havana, Cuba, 21-23 March 2018

Sessions	Wednesday, 21 March 2018	Thursday, 22 March 2018	Friday, 23 March 2018
08:00 a.m. to 09:00 a.m.	Registration		
09:00 a.m. to 10:30 a.m.	<p style="text-align: center;">Opening speeches</p> <p style="text-align: center;">Regulatory Framework</p> <p>ITU purpose and missions in radiocommunications</p> <p>ITU-R process for managing spectrum worldwide</p>	General Scopes	WRC-19 Agenda
		Presentations by Regional Groups	IMT
10:30 a.m. to 11:00 a.m.	Coffee break		
11:00 a.m. to 12:30 p.m.	Radio Regulations	General Scopes	WRC-19 Agenda
	Objectives, Concepts and Structure RR Tools	Presentations by Regional Groups (cont.)	Space Services
12:30 p.m. to 02:00 p.m.	Lunch break		
02:00 p.m. to 03:30 p.m.	WRCs	General Scopes	WRC-19
	WRC Process ITU-R Study Groups	Presentations by Regional Groups (cont.)	Other Services
03:30 p.m. to 04:00 p.m.	Coffee break		
04:00 p.m. to 05:30 p.m.	WRC-19	General Scopes	WRC-19 Agenda
	Agenda Preparatory process How to submit contributions	Presentations by other Region 2 Countries	Round Table
			Summary; further actions
			Closing remarks