



## ITU Radiocommunication Bureau (BR)

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Subject: **ITU/CTU Regional Radiocommunication Seminar 2016 for the Americas (RRS-16-Americas), Port of Spain, Trinidad and Tobago, 18-22 July 2016**

Dear Madam, Sir,

I am pleased to inform you that the International Telecommunication Union (ITU) and the Caribbean Telecommunications Union (CTU) are jointly organizing the Regional Radiocommunication Seminar 2016 for the Americas (RRS-16-Americas), to be held in Port of Spain, Trinidad and Tobago, from 18 to 22 July 2016.

RRS-16-Americas will be held in the following format (see the Annex: Proposed Programme):

- A pre-seminar web tutorial will be available on the ITU website: [www.itu.int/go/ITU-R/RRS-16-Americas/preseminar-webtutorial](http://www.itu.int/go/ITU-R/RRS-16-Americas/preseminar-webtutorial), with the basic concepts of spectrum management at national and international levels, their links with ITU Radio Regulations (RR), ITU and ITU-R structures and functions, including the study groups and BR departments, and ITU basic texts, with the main focus on RR and their associated Rules of Procedure (RoP). A good understanding of the pre-seminar web tutorial concepts is required in order to be able to participate actively in the seminar.
- The first two days of the seminar will cover concepts related to spectrum management as well as the procedures associated with the recording of frequency assignments in the Master International Frequency Register (MIFR). The review of the modifications to the RR, associated WRC Resolutions and ITU-R Resolutions decided by the last World Radio Conference (WRC-15) and Radiocommunication Assembly (RA-15) as well as the agenda of the next WRC-19 will follow. These two days will also cover the current regulatory framework for international frequency management and the ITU-R Recommendations and best practices regarding the use of spectrum for both terrestrial and space services, including basic training on ICT tools developed by ITU for frequency notifications for those services and for the technical examinations.

- The 3<sup>rd</sup> day sessions will be devoted to workshops (terrestrial and space), providing participants with hands-on experience of ITU notification procedures for each type of service, and of the software and electronic publications made available by the Radiocommunication Bureau to the Administrations of Member States and to the ITU-R Sector Members.
- RRS-16-Americas will conclude with a two-day Forum on “*WRC-15 outcomes and WRC-19 Agenda: Regional Challenges and Opportunities for Spectrum Harmonization*” that will gather main stakeholders in the region (in particular the Caribbean Spectrum Management Steering Committee and Task Force) in order to prepare the future key spectrum management decisions in the region. The addressed topics will include: i) Digital Terrestrial Television (DTT): Current Status, Switchover and beyond; ii) its derived Digital Dividend (DD); iii) IMT: Regional Status, Harmonization, future bands; iv) Emerging concepts and technologies in spectrum utilization: Dynamic Spectrum Access and Whitespace technologies; v) C-Band based and other satellite services.
- The Friday afternoon will be reserved for a Round Table CTU spectrum Management Steering Committee & Task Force (Open to Committees’ members only).

The detailed Seminar and Forum programme is available on the ITU website at: [www.itu.int/go/ITU-R/RRS-16-Americas/agenda](http://www.itu.int/go/ITU-R/RRS-16-Americas/agenda), and also via the CTU web site: [www.ctu.int](http://www.ctu.int).

### **Languages**

The lectures and discussions during RRS-16-Americas will be in English only.

### **Format**

The seminar will be conducted in a “paperless” environment, i.e. the seminar documentation will be available on the website. Given the amount of practical work expected during the workshops, participants are required to bring their laptops, performing the set of minimal specifications detailed on the ITU website: [www.itu.int/go/ITU-R/RRS-16-Americas/laptop-requirements](http://www.itu.int/go/ITU-R/RRS-16-Americas/laptop-requirements).

### **Registration**

Member States, ITU-R Sector Members, Associates and Academia from Americas region, and CTU membership are invited to attend the RRS-16-Americas. Attendance to this Seminar is free of charge for their representatives.

Registration for this event is carried out exclusively online, through their respective designated focal point (DFP). The list of DFPs for ITU-R Activities, including the Seminar, is available at [www.itu.int/en/ITU-R/information/events](http://www.itu.int/en/ITU-R/information/events). Advance registration of all participants is strongly advised. Unannounced participants might face further delays at the on-site registration desk. For those Member States/Sector Members wishing to modify the indicated DFP or for any further information, please contact the ITU-R Delegate Registration Unit at ITU-R [ITU-R.Registrations@itu.int](mailto:ITU-R.Registrations@itu.int).

### **Venue, Accommodation and Visas**

Information on the seminar venue, accommodation, visa matters and other practical arrangements will be provided on the “General Information” document, available at the event website at: [www.itu.int/go/ITU-R/RRS-16-Americas/venue-info](http://www.itu.int/go/ITU-R/RRS-16-Americas/venue-info).

Please take note that citizens of some countries are required to obtain a visa in order to enter Trinidad and Tobago. Please refer to instructions in this regard on the above-mentioned document.

### **Fellowships**

Recognizing the difficulties faced by low-income countries, the ITU offers one partial fellowship per eligible country in the Americas Region, with priority to requests from the least developed countries (LDCs). The partial fellowship request form is available at ITU website ([www.itu.int/go/ITU-R/RRS-16-Americas/fellowships](http://www.itu.int/go/ITU-R/RRS-16-Americas/fellowships)) and should be submitted before 1<sup>st</sup> July 2016.

As the information mentioned above might be updated or complemented without notice, it is recommended to visit the Seminar webpages regularly.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'FRANCIS RANCY', written in a cursive style.

François Rancy  
Director

Annex: 1

Copy: Ms. Bernadette Lewis, Secretary-General, Caribbean Telecommunication Union  
Mr. Brahim Sanou, Director, Telecommunication Development Bureau, ITU  
Mr. Bruno Ramos, Director, ITU Regional Office for Americas



## RRS-16-Americas

### Port of Spain, Trinidad and Tobago, 18-22 July 2016: Draft Programme

	SEMINAR			WORKSHOP	FORUM		
	Timeline	Monday	Tuesday	Wednesday	Thursday	Friday	
<b>PRE-SEMINAR WEB TUTORIAL</b> (available on the ITU Seminar web site)	08:30 to 09:00 a.m.	<b>Opening Ceremony:</b> ITU; CTU			<b>Opening Ceremony:</b> CTU		
	9:00 a.m. to 10:30 a.m.	<b>Spectrum Management and Regulation:</b> Fundamentals, Architecture , Databases, National-International Relationship	<b>Space Services:</b> Notification Procedures	<b>Workshop</b> Terrestrial Stations	<b>Keynote Speeches</b> ITU: WRC-15 Outcomes and WRC-19 Agenda Challenges: Global Scope		<b>IMT: Present and Future Bands:</b> Regional Status, Harmonization,
		<b>ITU and ITU-R at a Glance</b> ITU, ITU-R, WRC, RA, RAG, RRB, BR			CTU: WRC-15 Outcomes and WRC-19 Agenda Challenges: Regional Scope		
	10:30 a.m. to 11:00 a.m.	<b>Coffee Break</b>		<b>Coffee Break</b>	<b>Coffee Break</b>		
	11:00 a.m. to 12:30 p.m.	ITU-R: SG/WP, Publications ; <b>Radio Regulations</b> and Rules of Procedure; <b>World Radio Conferences</b> , CPM, RPM; Regional Conferences	<b>Space Services:</b> Publications and Tools	<b>Workshop</b> Terrestrial Stations	<b>DTT: Regional Status, Switchover and Beyond</b>		<b>C band, and other Satellite Services matters</b>
		<b>Spectrum Management and Regulation: Regional Cases:</b> CTU, SM National Regulators					<b>Closing Speech</b>
	12:30 p.m. to 01:30 p.m.	<b>Lunch Break</b>		<b>Lunch Break</b>	<b>Lunch Break</b>		
	01:30 p.m. to 03:00 p.m.	<b>Space Services:</b> Regulatory Framework	<b>Terrestrial Services:</b> Notification Procedures	<b>Workshop</b> Earth Stations	<b>Digital Dividend</b>		<b>Round Table: CTU spectrum Management Steering Committee &amp; Task Force*</b>
	03:00 p.m. to 03:30 p.m.	<b>Coffee Break</b>		<b>Coffee Break</b>	<b>Coffee Break</b>		
	03:30 p.m. to 05:00 p.m.	<b>Terrestrial Services:</b> Regulatory Framework	<b>Terrestrial Services:</b> Publications and Tools	<b>Workshop</b> Earth Stations	<b>Dynamic Spectrum Access and White Spaces</b>		<b>Round Table: CTU spectrum Management Steering Committee &amp; Task Force*</b>
05:00 p.m. to 05:15 p.m.			<b>Closing Speech</b>				

\* Open to CTU spectrum Management Steering Committee & Task Force only