

GUIDELINES FOR VHF/UHF SUBMISSIONS RELATED TO TERRESTRIAL BROADCASTING SERVICES (outside the frequency and geographical scope of the GE06 Agreement)

(Updated in July 2020)

Introduction

The purpose of this document is to provide general guidelines for the submission of frequency assignments to terrestrial broadcasting stations in VHF/UHF bands outside the GE06 Agreement. **These guidelines replace the notification instructions contained in BR Circular Letter CR/120 dated 31 March 1999.**

Administrations are strongly encouraged to update the Master Register¹ (MIFR) and/or broadcasting Regional Plans (ST61, GE84, GE89) with administration's frequency assignment data in order to preserve administrations rights. To do so, administrations must submit the required information to the Bureau.

Notification

For frequency assignments in a band governed by the Regional Agreement ST61, GE84 and GE89, the Administration shall update the relevant Plan before notifying under the procedure of Article 11 of the Radio Regulations (RR) the bringing into use of the frequency to update the MIFR.

Administrations shall submit in electronic format the data indicated in Appendix 4 to the RR for Article 11 procedure and in the Regional Agreement for Plan Modification procedure. Therefore, the Bureau has established a specific file format to contain the relevant data of frequency assignments, known as electronic notice file. An electronic notice file may contain more than one notice and each notice contains the data of a frequency assignment and the intention of the notification (i.e. "ADD" to add a new frequency, "MODIFY" to modify an existing frequency assignment, etc.).

There are two categories of notice, complete notices, and simplified notices. Complete notices contain administrative and technical data of a frequency assignment and shall be used to add or to modify a frequency assignment. Simplified notice only applies to specific actions on previously submitted assignments/notices².

Table 1 Complete notices

Notice Type	Applicable	Description	Electronic file structure and Item keys
T01	MIFR/ST61/GE84	VHF – Analogue or digital Sound broadcasting stations	T01 notice file
T02	MIFR/ST61/GE89	VHF/UHF – Analogue or Digital Television broadcasting stations	T02 notice file

¹ Master Register contains frequency assignments that are in use (in operation) whereas a Plan contains frequency assignments that are planned for current and/or future use.

² Frequency assignments that are already recorded either in the Master Register or in a Plan are referred to as "Assignments" and those that are still under processing are referred as "Notices"

Table 2 Simplified notices

Notice Type	Applicable	Description	Electronic file structure and Item keys
TB1	MIFR/ST61/GE84/GE89	Notification of a modification to the Unique Identification code given by the Administration to an assignment	TB1 notice file
TB2	ST61/GE84/GE89	Notification under Art. 11 of an assignment with all technical characteristics as in the Plan	TB2 notice file
TB3	ST61/GE84/GE89	Requesting publication of a plan modification in Part B of the corresponding Special Section	TB3 notice file
TB4	ST61/GE84/GE89	Updating coordination information of a notice under treatment	TB4 notice file
TB5	MIFR/ST61/GE84/GE89	Suppress an assignment or withdraw a notice under treatment	TB5 notice file

To assist administrations in the preparation of these electronic notice files, the Bureau provides a software tool, “TerRaNotices”, available in the BR IFIC DVD and in the BR IFICin ISO format that can be downloaded from the ITU website at: <https://www.itu.int/pub/R-SP-LN/en>. Please contact sales@itu.int for the login credentials.

Once the electronic notice file is created, it must be validated before submitting it to the Bureau. It should be noted that TerRaNotices has only a pre-validation option, therefore administrations are strongly recommended to use the online validation tool, provided by the Bureau, before submitting the electronic notice file. The online validation tool is accessible on the ITU website at <http://www.itu.int/ITU-R/terrestrial/OnlineValidation/Login.aspx>, to all users, having an ITU login with TIES services.

Subsequently, electronic notice files that do not contain any errors or warnings must be submitted officially to the Bureau via the secured web interface, WISFAT (Web Interface for Submission of Frequency Assignments/Allotments for Terrestrial Services). WISFAT is only accessible to those users appointed by administrations as being notifiers. WISFAT is accessible from the ITU website at: <http://www.itu.int/en/ITU-R/terrestrial/tpr/Pages/Submission.aspx>.

To become a notifier, administrations must inform the Bureau by sending an official e-mail to brmail@itu.int by providing the following information:

- Name, position, service e-mail, ITU Username with TIES services

Bear in mind that it is also the Administration’s responsibility to inform the Bureau, by e-mail of any changes concerning their selected notifiers.

Additional information regarding notification is also available at: <http://www.itu.int/en/ITU-R/terrestrial/tpr/Pages/Notification.aspx>.

Administrations are also invited to participate in BR regional or world seminars where the Bureau provides up-to-date and complementary information regarding the application of the radio regulatory and other procedures, including notification of frequency assignments. Information regarding future and previous seminars is available at: <http://www.itu.int/en/ITU-R/seminars/Pages/default.aspx>

Overview of the processing of electronic notice file

The processing of notices requires that each frequency assignment be uniquely identifiable, in order to apply the required action of the notification. In the case of VHF/UHF broadcasting frequency assignments, the unique identifiers are either the:

- assigned frequency (t_freq_assgn) and geographical coordinates (t_long/t_lat); or

- unique identification code given by the administration to an assignment (t_adm_ref_id)

These items cannot be repeated within an administration and above all it is the responsibility of the administration to manage the uniqueness of the “Unique identification code given by the administration to an assignment”.

It is important to understand that once a notice is submitted and until it’s recorded either in the Master Register or Regional Plan, it can be replaced at any time just by submitting an identical notice with the relevant changes, but the action of the notice must remain identical. For instance, to replace an “ADD” notice, the new notice must be also “ADD”, to replace a “MODIFY” notice, the new notice must be also a “MODIFY”.

However, if the notice is recorded then it becomes an assignment and to modify a notice must sent with t_action = “MODIFY” and the identifying elements of the assignment to be replaced must be notified (t_trg_freq_assgn, t_trg_long, t_trg_lat or t_trg_adm_ref_id).

Publication

Once the notices are validated and if they are complete, they will be published in the BR IFIC in the relevant parts. It is distributed every two weeks to administration, free of charge. Summary of the published notices are available at: <https://www.itu.int/en/ITU-R/terrestrial/brific/Pages/default.aspx>.

Contact details

- Queries concerning the notification of frequency assignments: Mr B. Ba, Tel: +41 22 730 50 44, e-mail: brtpr@itu.int;
- Specific queries concerning terrestrial broadcasting service: Ms I. Ghazi, Tél : + 41 22 63 29, brbcd@itu.int
- Requests for help with TerRaSys validation software: Mr B. Abou-Chanab, Tel.: +41 22 730 5275e-mail: terrasofthelp@itu.int.