INTERNATIONAL TELECOMMUNICATION UNION

Radiocommunication Bureau

ITU World Radiocommunication Seminar 2016 (WRS-16)

Terrestrial Workshop – Guidelines
(Geneva, 14-16 December 2016)

The main objective of the terrestrial workshop is to allow participants to become familiar with the following issues:

- The information provided through the ITU-R (Terrestrial services) web site;
- BR IFIC (Terrestrial Services);
- The preparation of frequency assignments/allotments notices;
- The Online Validation Tool;
- The submission of notifications using the WISFAT interface;
- Notification for updating the List of coast stations (List IV) and the List of ship stations (List V);
- The MARS (Maritime mobile Access and Retrieval System);
- eBCD – Broadcasting Web Tools and Broadcasting regional planning tools;
- The Broadcasting service Agreement procedures and the planning software tools;
- High frequency broadcasting (HFBC) Article 12 Procedure and software tool.

Sessions

The terrestrial workshop will take place from 14 to 16 December 2016 in rooms H and M of the Montbrillant building of the International Telecommunication Union (see ITU Plan in Annex 1).

Wednesday 14 December 2016, from 14h to 17h00
Thursday 15 December 2016, from 09h00 to 12h00 and 14h to 17h00
Friday 16 December 2016, from 09h00 to 12h00 and 14h30 to 17h00

Parallel sessions will take place every day, with a limited number of seats according to the following arrangements per language:

English (room H)	100 seats
French (room M)	60 seats
Russian (room L)	60 seats

The precise timetable and confirmation of rooms will be announced daily on the information screens, and also on the Web (http://www.itu.int/events).

Portable computers

Participants are expected to bring their own portable computers (BR IFIC requires Windows operating system). A limited number of portable computers will be available at the ITU service desk (Room V29 ground floor of the Varembé building) on loan upon request.

Internet access

Access to the Internet will be available using the Wireless LAN (WiFi) throughout the ITU facilities:

> SSID: **ITUwifi**   (case sensitive)
>
> WPA/TKIP and WPA2/AES key: **itu@GVA1211**

TIES Services

TIES (Telecommunication Information Exchange Service) is a set of networked information resources and services offered by ITU without any charge to ITU Members (Member States, Sector Members, Associates, and Academia) to support their participation in the activities of the Union. A TIES account is required to view most ITU meeting documentation. For further information and TIES account application, please visit www.itu.int/ties.

Material for the terrestrial workshop

Updated information relating to the activities, reference documentation, exercises, solutions, videos and etc. is available at https://www.itu.int/en/ITU-R/terrestrial/workshops/WRS-16/Pages/default.aspx.

Description of activities

At the beginning of each session, the moderator will present a brief summary of the issue(s) and give necessary instructions on how to proceed.

Subsequently, participants shall independently try to complete the proposed exercises.

BR staff will be available in the room to provide assistance when required.

Exercises

Participants should download the exercises from the above address.

The electronic notices prepared during the workshops may be submitted to the BR, for test purposes, via the WISFAT interface, which is accessible from the following address http://www.itu.int/ITU-R/go/wisfat.

To connect to the WISFAT interface, the generic TIES username "**wrsterre@ties.itu.int**" and password "**WRS2010**" shall be used.

Contact

Any questions relating to the terrestrial services workshop may be addressed by email to WRS_terrestrial@itu.int.

Annex 1