



Radiocommunication Bureau (BR)

Geneva, 8 May 2013

Our Ref.: 01(IAP)O-2013-001731

Contact: Joaquin Restrepo, Head, OPS Division
Telephone: +41 22 730 5703
Telefax: +41 22 730 5785
E-mail: joaquin.restrepo@itu.int

Subject: **ITU Regional Radiocommunication Seminar for Americas (RRS-13-Americas)
Asunción, Paraguay, 8-12 July 2013**

Dear Madam, Sir,

I am pleased to inform you that, at the kind invitation of the Comisión Nacional de Telecomunicaciones (CONATEL) of Paraguay, the ITU Regional Radiocommunication Seminar 2013 for Americas (RR-S13-Americas) will be held in Asunción, Paraguay, from 8 to 12 July 2013.

RRS13-Americas will be held in the following format (see Annex 1):

- A pre-seminar web tutorial will be available at ITU web site: www.itu.int/go/ITU-R/RRS-13-Americas/preseminar-webtutorial , with the most basic concepts about ITU and ITU-R structures and functions, including Study Groups and BR Departments, and ITU basic texts, mainly focused on the Radio Regulations (RR) and their associated Rules of Procedure (RoP). A good understanding of the pre-seminar web tutorial concepts is required to be able to actively participate in the Seminar.
- The first two days will review the modifications to the RR, associated WRC Resolutions and ITU-R Resolutions decided by the last World Radio Conference (WRC-12) and Radio Assembly (RA-12). This part will also cover the current regulatory framework for the international frequency management and the ITU-R Recommendations and best practices on 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.
- The following two days will be devoted to parallel workshops (Terrestrial and Space), enabling the participants, to get hands-on experience on ITU notification procedures for each type of service, as well as on the software and electronic publications made available by the Radiocommunication Bureau.
- The last day will be devoted to a Forum on the Digital Dividend, with the participation of stakeholders.

A detailed programme of the Seminar events, including the respective room assignments, will be available on the ITU website at: www.itu.int/go/ITU-R/RRS-13-Americas/agenda.

The presentations and discussions during the Seminar will be held in Spanish or English with interpretation in these two languages. Please note that no interpretation will be provided during the Terrestrial and Space workshops but all ITU tutors will speak Spanish or English.

Member States, ITU-R Sector Members, Associates and Academia of the Americas (Region A) are invited to attend the Seminar. Attendance to the Seminar is free of charge for any representative of ITU Member States, ITU-R Sector Members, Associate Members and Academia, previously registered.

Please consider that registration for this event will be carried out exclusively online, through the respective Designated Focal Point (DFP), at <http://www.itu.int/go/ITU-R/events-registration>. Those entities wishing to add/modify their DFP, or for any further related information, please contact the ITU-R Delegate Registration Unit at: ITU-R.Registrations@itu.int.

Registration will begin on 15 May 2013. Advance registration of all participants is strongly advised; unannounced participants will face further delays at the on-site registration desks. The Seminar will start at 09:00 hours on 8 July 2013 and registration will be possible as of 08:00 hours.

Please note that the Seminar will be conducted in a “paperless” environment, i.e. seminar proceedings will be available on the website. Given the amount of the expected practical work during the workshops, participants are required to bring their laptop, performing the set of minimal specifications detailed on the Annex 2, also available on ITU website: www.itu.int/go/ITU-R/RRS-13-Americas/laptop-requirements .

Information on the seminar venue, accommodation, visa matters, and other practical arrangements are provided in ITU web site at: www.itu.int/go/ITU-R/RRS-13-Americas/venue-info

Please note that all information mentioned above will be available from 15 May 2013 on its corresponding web pages and updated as new or modified information becomes available. It is recommended to visit the Seminar web pages regularly.

Recognizing the difficulty faced by the low income countries, the ITU offers one partial fellowship per eligible country on the region, with priority to requests from the Least Developed Countries (LDCs). Partial fellowship request form is available at ITU website (www.itu.int/go/ITU-R/RRS-13-Americas/fellowships) and should be submitted before 8 June 2013.

Yours faithfully,

François Rancy
Director

Annexes: 2

Copies: Mr. Brahim Sanou, Director, Telecommunication Development Bureau
Mr. Bruno Ramos, Director, ITU Regional Office for Americas



ITU RRS-13-Americas
Asunción, Paraguay; 8-12 July 2013

ANNEX 1:
Preliminary Programme

		Interpretation				Interpretation	
ITU-R web Tutorial	Sesion	Monday	Tuesday	Wednesday	Thursday	Friday	
<i>ITU at a Glance</i> <i>ITU Instruments: CS, CV, RTI, RR</i>	1st sesion <i>(early morning)</i>	Opening, Kenote Speaking	Terrestrial Services: Regulatory Framework, Procedures	XX SERVICES WORKSHOP	XX WORKSHOP (Regional excercises)	FORUM: Digital Dividend	
<i>ITU Strcuture: PP, Council, SG, DSG, Sectors</i>	2nd sesion <i>(late morning)</i>	ITU-R structure: fast review and updating WRC'12, WRC'15	Terrestrial Services: Publications and Tools	XX SERVICES WORKSHOP	XX WORKSHOP (Regional excercises)	FORUM: Digital Dividend	
<i>ITU-R Structure: WRC, RA; RAG, RRB; SG, WP, Questions; BR Structure</i>	1st sesion <i>(early afternoon)</i>	Space Services: Regulatory Framework, Procedures	SPACE SERVICES WORKSHOP (BASICS)	XX SERVICES WORKSHOP	XX WORKSHOP (Regional excercises)	FORUM: Digital Dividend	
<i>RR, RoP; ITU-R Rec. and Rep., Handbooks</i>	2nd sesion <i>(late afternoon)</i>	Space Services: Publications and Tools	TERRESTIAL SERVICES WORKSHOP (BASICS)	XX SERVICES WORKSHOP	XX WORKSHOP (Regional excercises)	Conclusions, Closing	
Social Events (Optional)							

XX: Workshops ill be splitted in Space Service or Terrestrial Services



ITU RRS-13-Americas
Asunción, Paraguay; 8-12 July 2013

ANNEX 2:
Participants Laptops: Set of minimal specifications

Given the amount of the expected practical training during the workshops, each participant is required to bring a laptop.

In order to accurately run the ITU Software Tools to be used during the workshops, laptops shall perform according to the following set of minimal specifications:

Windows XP or VISTA		
minimum/recommended system requirements	32-bit OS	64-bit OS
Processor (CPU)	300 MHz	800 MHz
Memory (RAM)	128 MB	1 GB
Graphics	Super VGA (800 x 600)	

Windows 7		
minimum/recommended system requirements	32-bit OS	64-bit OS
Processor (CPU)	1 GHz	
Memory (RAM)	1 GB	2 GB
Graphics	128 MB	

- Available free disk space : at least 5 GB (recommended 10 GB)
- USB port and/or DVD Reader
- Wireless (WiFi) adapter
- Software environment :
 - Microsoft Office 2003 (or higher) with: Word, Excel, PowerPoint
 - Explorer, Adobe Reader, Skype

User shall have necessary permissions on his laptop for installing new software (e.g., local administrator rights).

Please note that some ITU Software Tools to be used during Workshop:

- Might experience unexpected difficulties when running on Windows 8
- Could require configuring regional settings in English