



**ITUWRC**  
DUBAI2023

20 November - 15 December 2023  
Dubai, United Arab Emirates

## Radiocommunication Bureau (BR)

Geneva, 24 March 2023

Our Ref.: 02(DIR/SGD)O-2023-001203

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Member States in the Americas Region

Subject: **ITU Regional Radiocommunication Seminar 2023 for the Americas (RRS-23-Americas)  
Havana, Cuba, 8-12 May 2023**

Dear Madam, Sir,

I am pleased to inform you that the [International Telecommunication Union](#) (ITU) is organizing the Regional Radiocommunication Seminar 2023 for the Americas (RRS-23-Americas), kindly hosted by the [Ministerio de Comunicaciones](#) of Cuba, in cooperation with the [Comisión Técnica Regional de Telecomunicaciones](#) (COMTELCA).

This Seminar will be held at Havana, Cuba, over the period 8-12 May 2023 (see the Annex: Draft programme). The content will be organized as follows:

- A pre-seminar web tutorial will be available on the Seminar's website. This tutorial will provide 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 emphasis on the 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 part of the Seminar will cover concepts related to international spectrum management and the procedures for recording of frequency assignments in the [Master International Frequency Register](#) (MIFR). This will be followed by a review of the modifications to the RR, associated [World Radiocommunication Conference](#) (WRC) Resolutions and ITU-R Resolutions decided by the last WRC (WRC-19) and [Radiocommunication Assembly](#) (RA-19), as well as a review of the agenda of the upcoming WRC-23. This part 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. This will include basic training on ICT tools developed by ITU for frequency notifications for those services and for the technical examinations. In addition, information on BR and BDT spectrum management activities will be provided.

- During the following part, hands-on workshops will be carried out on the use of these tools for terrestrial and space stations. These workshops will enable the participants to get experience with ITU notification procedures as well as with 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-23-Americas will conclude with a forum on: "Spectrum Management: Challenges on the Americas". This session's topics are indicated on the annexed programme.

### **Languages**

The lectures and discussions during RRS-23-Americas will be in Spanish only (please note that some material such as presentations and software tools will be in English only).

### **Documentation**

The Seminar's documentation will be available on the website. Given the amount of practical work expected during the workshops, participants are required to install the necessary tools on their laptops in advance; laptops should be able to perform the set of minimal specifications detailed on the Seminar's website.

### **Registration**

ITU Member States and Academia as well as ITU-R Sector Members and Associates are invited to attend the RRS-23-Americas. Attendance is free-of-charge for their representatives. Advance registration of all participants is required. Registration will be carried out exclusively online and will require the approval of the corresponding Designated Focal Point (DFP) for ITU-R events registration. Participants will find the necessary information on registration at: [www.itu.int/en/ITU-R/information/events](http://www.itu.int/en/ITU-R/information/events).

### **Practical information for participants**

All practical matters related to this event (venue, hotels, visas, etc.) will be available on the "General Information" section on the Seminar website. For further information please contact: Mrs Elaine GRENET ([elaine.grenet@mincom.gob.cu](mailto:elaine.grenet@mincom.gob.cu)).

### **Fellowships**

To encourage participation of developing countries and subject to availability of funds, one partial fellowship may be granted per eligible Member State of the Americas Region. Priority will be given to candidates from Central America States.

Member States are encouraged to select their candidates taking into consideration the inclusion of persons with disabilities and persons with specific needs, bearing in mind gender balance.

To submit applications, please see the Fellowship section on the seminar website. Deadline for applications: 15 April 2023 (2359 CEST, UTC +2). Candidate Registration to the Seminar prior to submitting the fellowship request is mandatory.

## Website

All the relevant information regarding the event including the agenda, registration, fellowships, and practical information will be available on the Seminar's webpage: [www.itu.int/go/ITU-R/RRS-23-Americas](http://www.itu.int/go/ITU-R/RRS-23-Americas). As this information may be updated or complemented without notice, it is recommended that you visit the webpage regularly.

Yours faithfully,

Mario Maniewicz  
Director

**Annex:** Draft programme

Copy: Mr Cosmas Zavazava, Director, BDT, ITU, [cosmas.zavazava@itu.int](mailto:cosmas.zavazava@itu.int)  
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Annex

Draft programme – RRS-23-Americas  
Havana, Cuba, 8-12 May 2023

Timeline (UTC -5H)	Presentations		Tutorials	Forum: "Spectrum Management: Challenges on the Americas"	
	Monday, 08/05	Tuesday, 09/05	Wednesday, 10/05	Thursday, 11/05	Friday, 12/05
0900 – 1030	<b>Opening speeches:</b> ITU, COMTELCA, MINCOM Cuba	<b>Terrestrial Services</b> Regulatory framework Notification procedures	<b>Terrestrial Services</b> Broadcasting stations	<b>Opening:</b> ITU, COMTELCA, MINCOM Cuba	<b>IMT-2020 (5G)</b> Regional status
	<b>ITU structure ITU-R at a glance</b> WRC and CPM, RA, RAG, RRB, SGs			<b>Tutorial: NTFA:</b> ITU: RR Art. 5 Analyzer Tool and NTFA	
1030 – 1100	<i>Coffee break</i>				
1100 – 1230	<b>ITU-R Study Groups</b> SGs and WPs working methods Publications Search Tool  <b>ITU-D activities on SM in AMS</b> <b>COMTELCA activities on SM</b>	<b>Terrestrial Services</b> Publications tools Software tools & databases	<b>Terrestrial Services</b> Mobile stations	<b>Modern spectrum monitoring</b> Trends Regional status	<b>Other terrestrial broadband systems</b> HAPS; Wi-Fi, TVWS
1230 – 1400	<i>Lunch Break</i>				
1400 – 1530	<b>Radio Regulations (RR)</b> Main concepts Table of Frequency Allocations (RR Art. 5) RR and National SM RR Tools	<b>Space Services</b> Regulatory framework Notification procedures	<b>Space Services</b> Space stations	<b>Broadband satellites</b> GSO (HTS)	<b>Round table: WRC-23 Agenda</b> State Members CITEL CEPT (France, UK) <b>COMTELCA</b> <b>CTU</b> <b>CAATEL</b> <b>MINCOM Cuba</b>
1530 – 1600	<i>Coffee break</i>				
1600 – 1730	<b>World Radio Conference (WRC)</b> WRCs WRC-23 preparation process <b>WRC-19 main outcomes</b> <b>WRC-23 Agenda</b>	<b>Space Services</b> Publications tools Software tools & databases	<b>Space Services</b> Earth stations	<b>Broadband satellites</b> Non-GSO constellations	<b>Round table: WRC-23 Agenda</b> Industry stakeholders
					<b>Closure</b> ITU, COMTELCA, MINCOM Cuba