



## Radiocommunication Bureau (BR)

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Member States in the Americas Region

Subject: **ITU Regional Radiocommunication Seminar 2024 for the Americas (RRS-24-Americas)  
St. George's, Grenada, 22-27 July 2024**

Dear Madam, Sir,

I am pleased to inform you that the [International Telecommunication Union](#) (ITU) is organizing the Regional Radiocommunication Seminar 2024 for the Americas (RRS-24-Americas), kindly hosted by the [National Telecommunications Regulatory Commission](#) (NTRC) of Grenada, in cooperation with the [Inter American Telecommunication Commission](#) (CITEL) and the [Caribbean Telecommunication Union](#) (CTU).

This Seminar will be held at St. George's, Grenada, over the period 22-27 July 2024 (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 main outcomes of both last [World Radiocommunication Conference 2023](#) (WRC-23) and [Radiocommunication Assembly 2023](#) (RA-23), as well as the agenda of the next WRC-27. 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 second 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.
- The Seminar will continue with a Forum on: “Satellite Systems: Challenges and Opportunities for the Region”. The sessions of this Forum are indicated on the annexed programme.
- RRS-24-Americas will conclude with round tables on: “WRC-23 Outcomes and WRC-27 Agenda”.

### **Languages**

The lectures and discussions during RRS-24-Americas will be conducted 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 from the Region are invited to attend the RRS-24-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: Mr Timothy Scott, Coordinator of NTRC ([tscott@ntrc.gd](mailto:tscott@ntrc.gd)).

### **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.

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: 23 June 2024 (2359 Geneva time). 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-24-Americas](http://www.itu.int/go/ITU-R/RRS-24-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 Oscar Leon, Executive Secretary, CITEL, [oleon@oas.org](mailto:oleon@oas.org)  
Mr Rodney Talor, Secretary General, CTU, [rodney.taylor@ctu.int](mailto:rodney.taylor@ctu.int)  
Mr Vincent Roberts, Chairman/Commissioner, NTRC, [Grenada@ntrc.gd](mailto:Grenada@ntrc.gd)

Annex

Draft programme – RRS-24-Americas  
St. George's, Grenada, 22-27 July 2024

	Presentations		Workshops		Forum: "Satellite Systems: Challenges and Opportunities for the Region"	Round tables: WRC-23 & WRC-27	
Timeline (UTC -4H)	Monday, 22/07	Tuesday, 23/07	Wednesday, 24/07	Timeline (UTC -4H)	Thursday, 25/07	Friday, 26/07	Saturday, 27/07
0900 - 1030	Opening speeches: ITU, CTU, NTRC			0900 - 1000	Session 1: Satellite systems general architecture	Session 7: Satellite systems for aeronautical and maritime services	Tutorial: NTFA ITU: RR Art. 5 analyser tool and NTFA
	ITU structure ITU-R at a glance WRC and CPM, RA, RAG, RRB, SGs	Terrestrial services: Regulatory framework Notification procedures	Terrestrial stations: Broadcasting services (DTT, DAB)	1000 - 1100	Session 2: Outer space environment and sustainability	Session 8: Earth remote sensing	Round table: WRC-23 outcomes IROs (CTU, COMTELCA, CITEL) Stakeholders
1030 - 1100	Coffee break			Coffee break			
1100 - 1230	ITU-R Study Groups SGs and WPs Working Methods Publications Search tool	Terrestrial services: Publications tools Software tools & databases	Space stations: GSO: Planned, non-planned	1100 - 1130	Session 3: Market and economic landscape of satellite systems	Session 9: Short-duration missions	Round table: WRC-27 Agenda IROs (CTU, COMTELCA, CITEL) Stakeholders
	ITU activities on SM in AMS IROs activities on SM (CTU, COMTELCA, CITEL)			1130 - 1230			
1230 - 1400	Lunch break			1230 - 1400	Lunch break		Closure: ITU, CTU, NTRC
1400 - 1530	Radio Regulations (RR) Main concepts Table of Frequency Allocations (RR Art. 5) RR and National SM RR Tools	Space services: Regulatory framework Notification procedures	Space stations: Non-GSO: FSS, MSS, ERS, SDM	1400 - 1500	Session 4: Bridging the digital divide GSO/non-GSO systems	Session 10: Satellite systems on emergency responses	Visit earth station (optional)
	RR and NTFA			1500 - 1600	Session 5: Bridging the digital divide SATCOM vs terrestrial systems	Session 11: Satellite systems national regulatory framework Country cases SATCOMs	
1530 - 1600	Coffee break			Coffee break			
1600 - 1730	World Radio Conference (WRC) WRCs WRC-27 preparation process WRC-23 main outcomes WRC-27 Agenda	Space services: Publications tools Software tools & databases	Earth stations: GSO, non-GSO	1600 - 1630	Coffee break		
				1630 - 1730	Session 6: SATCOMs and national TELCOS	Session 12: Satellite systems national regulatory framework Country cases ERS, SDM	