



## Radiocommunication Bureau (BR)

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Member States in Region 1

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Subject: **ITU-PRIDA Workshop on National Tables of Frequency Allocation (NTFA) for Region 1  
Addis Ababa, Ethiopia**

***New dates: 20-23 May 2024<sup>1</sup>***

Dear Madam, Sir,

I am pleased to inform you that the [International Telecommunication Union](#) (ITU) and the [Policy and Regulation Initiative for Digital Africa](#) (PRIDA) are jointly organizing the ITU-PRIDA Workshop on National Tables of Frequency Allocation (NTFA) for Region 1, kindly hosted by the [Ministry of Innovation and Technology \(MinT\) from Ethiopia](#), in cooperation with the [African Telecommunications Union](#) (ATU).

This Workshop will be held in Addis Ababa, Ethiopia, over the period 20-23 May 2024 (see the Annex: Draft programme).

### Languages

The lectures and discussions during this Workshop will be conducted in Arabic, English and French, with simultaneous interpretation (please note that some material such as presentations and software tools will be in English only).

### Documentation

The Workshop's documentation will be available on the website. Given the amount of practical work expected, 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 Workshop's website.

### 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 Seyoum Mengesha ([seyoum.mengesha@mint.gov.et](mailto:seyoum.mengesha@mint.gov.et)).

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<sup>1</sup> ***Please note that, due to a force majeure event, the Workshop dates and agenda have been updated. Therefore, this letter supersedes the prior one dated 8 April 2024 (ref.: 01(DIR/SGD)O-2024-001020).***

## Registration

ITU Member States and Academia as well as ITU-R Sector Members and Associates from Region 1 are invited to attend this Workshop. 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).

We kindly encourage administrations to nominate staff directly involved in their NTFA management and to consider providing opportunities also to female staff.

## Fellowships

To facilitate the participation of developing countries and subject to availability of funds, one fellowship may be granted per eligible Member State of Region 1.

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: 29 April 2024 (2359 Geneva time). The candidate's registration to the Workshop 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 Workshop webpage: [www.itu.int/go/ITU-R/NTFA-R1-WS-24](http://www.itu.int/go/ITU-R/NTFA-R1-WS-24). 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 Emmanuel Manasseh, Director a.i., ITU Regional Office for Africa, [emmanuel.manasseh@itu.int](mailto:emmanuel.manasseh@itu.int)

Mr Jimmy Christel Ngoma, PRIDA Project Manager, ITU, [jimmy-christel.ngoma@itu.int](mailto:jimmy-christel.ngoma@itu.int)

Mr John Omo, Secretary General, ATU, [j.omo@atuuat.africa](mailto:j.omo@atuuat.africa)

## Annex

### Draft programme – ITU-PRIDA Workshop on National Tables of Frequency Allocation (NTFA) for Region 1 Addis Ababa, Ethiopia, 20-23 May 2024

Time (UTC +3)	Monday, 20 May 2024	Time (UTC +3)	Tuesday 21 May 2024	Wednesday, 22 May 2024	Time (UTC +3)	Thursday, 23 May 2024
	Plenaries		Plenaries ( <i>cont.</i> )	Tutorials		RR, and ITU-R Rec NTFA Hands-on Workshop
0900-0915	Opening remarks: ITU, PRIDA, ATU, MinT Ethiopia	0900-1030	<b>Session 6: National spectrum management</b> <ul style="list-style-type: none"> <li>– National planning and legal context</li> <li>– National stakeholders: Spectrum use harmonisation</li> <li>– National spectrum management; layers; planning, administration, control</li> <li>– HCM4A agreement and its impact on spectrum management (PRIDA Project)</li> </ul>	<b>Session 10: ITU RR Browser Tool</b> <ul style="list-style-type: none"> <li>– Tutorial</li> </ul>	0900-1030	<b>Exercise 1: ITU Art. 5 Analyzer and its matching with NTFA</b> <ul style="list-style-type: none"> <li>– Exercise</li> </ul>
0915-1030	<b>Session 1: International Framework: ITU, IROs: ATU, ASMG, CEPT, RCC</b> <ul style="list-style-type: none"> <li>– ITU Structure ITU Governance</li> <li>– ITU-R Sector</li> <li>– IROs: Structure, Governance</li> </ul>					
1030-1100	<i>Coffee/tea break</i>	1030-1100	<i>Coffee/tea break</i>		1030-1100	<i>Coffee/tea break</i>
1100-1230	<b>Session 2: ITU Radio Regulations (ITU RR)</b> <ul style="list-style-type: none"> <li>– Structure; key concepts; definitions, frequency management</li> <li>– Article 5: Table of Frequency Allocations</li> <li>– Planned and unplanned bands</li> <li>– Country footnotes: impact on the main table</li> </ul>	1100-1230	<b>Session 7: The NTFA</b> <ul style="list-style-type: none"> <li>– Goal</li> <li>– Structure</li> <li>– Link with other spectrum management layers</li> <li>– SM tools providers: NTFA management</li> </ul>	<b>Session 11: ITU-R Art. 5 analyser tool</b> <ul style="list-style-type: none"> <li>– Tutorial</li> </ul>	1100-1230	<b>Exercise 2: Identification/updating of ITU-R Rec within NTFA</b> <ul style="list-style-type: none"> <li>– Exercise</li> </ul>
1230-1400	<i>Lunch break</i>	1230-1400	<i>Lunch break</i>	<i>Lunch break</i>	1230-1400	<i>Lunch break</i>

Time (UTC +3)	Monday, 20 May 2024	Time (UTC +3)	Tuesday 21 May 2024	Wednesday, 22 May 2024	Time (UTC +3)	Thursday, 23 May 2024
1400-1500	<b>Session 3: ITU World Radio Conference, WRC</b> <ul style="list-style-type: none"> <li>– WRC Cycle</li> <li>– WRC preparation: IROs regional harmonization</li> </ul>	1400-1530	<b>Session 8: RR and NTFA alignment</b> <ul style="list-style-type: none"> <li>– RR allocations; ITU-R Recommendations</li> <li>– National footnotes</li> <li>– Frequency use information</li> </ul>	<b>Session 12: ITU-R Art. 5 Analyzer Tool (cont.)</b> <ul style="list-style-type: none"> <li>– Tutorial</li> </ul>	1400-1500	<b>Exercise 3: WRC-23 outcomes; updating NTFA</b>
1500-1600	<b>Session 4: ITU-R Sector</b> <ul style="list-style-type: none"> <li>– ITU-R SGs: structure, working methods</li> <li>– ITU-R publication series</li> </ul>				1500-1600	
		1530-1600	<i>Coffee/tea break</i>	<i>Coffee/tea break</i>		
1600-1630	<i>Coffee/tea break</i>	1600-1730	<b>Session 9: NTFA best practices</b> <ul style="list-style-type: none"> <li>– NTFA examples from different countries</li> <li>– NTFA PRIDA Project assistance to some countries</li> <li>– level of technical details</li> <li>– Reflecting on long-term spectrum utilisation strategy</li> </ul>	<b>Session 13: Regional spectrum allocation plan (AfriSAP et al.)</b> <ul style="list-style-type: none"> <li>– Tutorial</li> </ul>	1600-1630	<i>Coffee/tea break</i>
1630-1730	<b>Session 5: Regional tables framework: ATU</b> <ul style="list-style-type: none"> <li>– Regional spectrum allocation plan (AfriSAP et al.)</li> <li>– Regional cooperation and harmonisation</li> </ul>				1630-1730	<b>Feedback: Exercises outputs</b> <ul style="list-style-type: none"> <li>– Presentations</li> </ul>
					1730-1745	<b>Closing remarks</b>