



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Tel.: +1 514-954-8219 ext. 7130

Ref.: SP 74/1 – IND/15/13

14 July 2015

Subject: Invitation to the First Meeting of the Frequency Spectrum Management Panel (FSMP), 24 to 25 August 2015; and FSMP/WG-F, 25 to 28 August 2015

Action Required: Confirm acceptance of invitation by 24 July 2015

Sir/Madam,

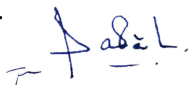
I have the honour to inform you that the Air Navigation Commission has agreed to convene the first meeting of the Frequency Spectrum Management Panel (FSMP/1) in Montréal, 24 to 25 August 2015. The Panel will conduct its work through a single 1 1/2 day meeting. The remainder of the week, 25 to 28 August will be conducted in a less formal setting of Working Group F (frequency) (previously of the Aeronautical Communications Panel). This is the final meeting of WG-F preparations for the upcoming ITU World Radiocommunication Conference, 2 to 27 November 2015 (WRC-15).

The terms of reference of the FSMP, as approved by the Commission, are presented in Attachment A. The agenda approved by the Commission for the meeting is reproduced in Attachment B. Information related to participation, documentation and other arrangements is presented in Attachment C.

On behalf of the Air Navigation Commission, I extend to you an invitation for the panel member who was nominated by your Government/Organization, and any advisers assigned to assist the member, to attend this meeting. Please recall that participation is in accordance with the *Directives for Panels of the Air Navigation Commission* (Doc 7984). Relevant information from the Directives is provided in Attachment C.

It would be appreciated if your confirmation of acceptance of this invitation, together with the names of those attending, could be forwarded to aoi@icao.int by 24 July 2015.

Accept, Sir/Madam, the assurances of my highest consideration.


Raymond Benjamin
Secretary General

- A — Terms of reference
- B — Agendas for FSMP/1 and FSMP WG-F/33
- C — Participation, documentation and other arrangements

ATTACHMENT A to State letter SP 74/1 – IND/15/13

TERMS OF REFERENCE

FREQUENCY SPECTRUM MANAGEMENT PANEL

Background	<p>The Frequency Spectrum Management Panel (FSMP) is to be established to manage aeronautical frequency spectrum in order to ensure sufficient access to the resource for the provision of aeronautical communication, navigation and surveillance services (CNS) in an efficient and safe manner.</p> <p>In 1998 (ANC, 147th session), as a result of a review of the work of the Frequency Management Study Group (FMSG), it was identified that, in the long term this task would need to be assigned to a new Panel. However, as an interim measure, the work was assigned in part to the existing Aeronautical Mobile Communications Panel (later Aeronautical Communications Panel (ACP) Working Group F (WG-F)) and in part to the Global Navigation Satellite Systems Panel (later Navigation Systems Panel (NSP) Spectrum Sub-Group (SSG)).</p> <p>When reviewing the overall Panel work programme again in 2013 and 2014, it was noted that ACP WG-F, which is responsible for drafting the ICAO Position and other material as necessary to support the update of the International Telecommunication Union (ITU) Radio Regulations (RR), has operated as a de-facto Panel for a number of years. Typical meetings of WG-F are supported by 40+ participants from approximately 20 States as well as industry. Due to the specialized nature and time criticality of the major deliverables of the tasks assigned to WG-F, those are progressed directly to the ANC without being addressed by the ACP. The ANC agreed to establish the Frequency Spectrum Management Panel (FSMP) in 2014 (AN-Min 196-9).</p>
Scope	<p>The FSMP will advise the ANC on frequency spectrum related matters relating to implementation and coordination of C, N and S services.</p> <p>The panel will develop the ICAO Position and other material as necessary to support the update of the ITU Radio Regulations (RR) which are the international instrument governing the use of radio frequency spectrum on a worldwide basis. The RR are updated through regular ITU World Radiocommunication Conferences, held every three to four years.</p> <p>The panel will develop and maintain the ICAO Spectrum Strategy and the ICAO Policy on Radio Frequency Spectrum, necessary to enable the advancement of technological developments and innovation, in order for aviation to efficiently manage the finite and limited frequency spectrum resource.</p>
Required Expertise	<p>The panel shall preferably be composed of experts involved in:</p> <ul style="list-style-type: none">• aeronautical frequency and/or spectrum management; and• the national and international (ITU) process of developing the frequency spectrum as a resource.

	The members shall preferably have an excellent knowledge in the technologies and disciplines of aeronautical communications, navigation and surveillance.
Objective(s)	<ol style="list-style-type: none"> 1. Develop and maintain SARPs and guidance material to facilitate frequency management of communication, navigation and surveillance systems. 2. Update proposals to the ICAO spectrum strategy, mapping out the future requirements for spectrum to support communication, navigation and surveillance systems, in close cooperation with the panels responsible for those systems. 3. Update proposals to the detailed ICAO Policy on all relevant aeronautical frequency spectrum allocations. 4. Develop the ICAO Position for upcoming ITU World Radiocommunication Conferences (WRC). 5. Assist the ICAO Secretariat in developing input material for studies within the ITU Radiocommunication Sector (ITU-R) as necessary to ensure that aeronautical interests are taken care of in the development of ITU-R Recommendations and Reports and in the development of draft solutions for an upcoming WRC. 6. Address issues of interference from aeronautical and non-aeronautical sources.
Specific Working Arrangements	<p>None specified.</p> <p>As defined in the “Directives for Panels of the Air Navigation Commission”, ICAO Doc 7894, Chapter 3.4.5.2, the panel chairperson may establish working groups as necessary.</p> <p>The FSMP should coordinate its work with the various groups of experts responsible for other Annexes and disciplines, as appropriate, in particular with the Communications Panel, Navigation Panel and the Surveillance Panel.</p>
Date of Approval by ANC	<p>19 June 2014</p> <p>ANC 196-9</p>

ATTACHMENT B to to State letter SP 74/1 – IND/15/13

FREQUENCY SPECTRUM MANAGEMENT PANEL (FSMP)

First Meeting

Montréal, 24 to 25 August 2015

AGENDA

- Agenda Item 1:** Opening of the meeting
1a) Explanation of panel functions
- Agenda Item 2:** Election of Chair and Vice-Chair
- Agenda Item 3:** Work programme of the FSMP
3a) Proposal of job cards
- Agenda Item 4:** Structure of the FSMP
4a) Working group(s) of the Frequency Spectrum Management Panel
4b) Selection of rapporteur(s) of working group(s)
4c) Membership of working group(s)
4d) Work programme of working group(s)
4e) Working methods and meeting schedule of panel and its working group(s)
- Agenda Item 5:** Coordination with other panels
- Agenda Item 6:** Any other business

Items to be addressed during the meeting of FSMP WG-F/33 (25 to 28 August 2015):

FSMP WG-F/33 (formerly a working group of the Aeronautical Communications Panel) will convene on 25 August, following the conclusion of FSMP/1. The WG-F will consider frequency interference issues; draft updates to the Aviation Frequency Spectrum Strategy; updates to Doc 9718 Volume II (Frequency Assignment Planning); 5 GHz band planning including AeroMACS status, potential issues coming from RPAS Panel and a global RPAS channel plan. And most importantly, the WG-F is expected to continue preparations for the ITU World Radiocommunication Conference 2015 (WRC-15).

FREQUENCY SPECTRUM MANAGEMENT PANEL (FSMP)

First Meeting

Montréal, 24 to 25 August 2015

PARTICIPATION, DOCUMENTATION AND OTHER ARRANGEMENTS

The meeting will be conducted in English.

Participation

In accordance with the *Directives for Panels of the Air Navigation Commission* (Doc 7984), fifth edition, approved by the Council in March 2014:

- a) If a State or an international organization wishes to designate an individual as an observer to a panel, it will inform the Air Navigation Commission in advance, including an indication of the qualifications of such an individual (paragraph 3.2.2 refers);
- b) the Air Navigation Commission shall not accept nomination for alternates to members. If it is necessary to replace a member temporarily, the Commission may authorize such a temporary replacement, at the request of the respective member or nominator. Alternatives to observers shall not be accepted (paragraph 3.2.5 refers); and
- c) if a panel member fails to contribute to the work of the panel or fails to attend two consecutive meetings, ICAO may ask the State or international organization concerned whether it wishes to maintain its nominee on the panel. If no reply is received within three months, it will be assumed that the State or organization wishes to withdraw its nominee (paragraph 7.1 refers).

Documentation

Documentation for the meeting should be submitted by electronic format to the Secretary of the FSMP at aoi@icao.int. Documents, including information papers, should be submitted **no later than 17 August 2015**.

A template for the working and information papers will be placed on the website for use when preparing the documentation. All documents will be published on the FSMP website at the ICAO secure portal (<http://portal.icao.int/>). Printed copies of documentation, including working papers, will not normally be made available.

Meeting participants are encouraged to take advantage of the IEEE 802.11b/g/n wireless local area network (WLAN) facility available in ICAO. A portable computer, or other device, equipped with WiFi compliant networking capability is required. When connected to the public network, the meeting participants will have free access to the Internet. This is an open network that does not require a password.

Other arrangements

In compliance with Annex 9 — *Facilitation*, paragraph 3.19, Canada has already dispensed with the requirement for entry visas for temporary visitors from many States. However, some nationals continue to require visas for entry into Canada. Any participant requiring a visa should take steps to obtain it in good time from the nearest Canadian authorities. Furthermore, in order to facilitate entry formalities upon arrival in Canada, it is suggested that participants carry with them a copy of the document notifying them that they have been designated by their State/Organization to attend the ICAO panel meeting in the capacity of expert, and that they so identify themselves to the Canadian immigration authorities.

Participants are responsible for making their hotel reservations directly and a listing of some hotels available in the Montreal area can be found at <http://www.icao.int/Meetings/Pages/List-Of-Hotels.aspx>.

— END —