

TECHNICAL GUIDE ON THE REGISTRATION AND USE OF RADIO-ELECTRONIC EQUIPMENT AND TEMPORARY ALLOCATION OF RADIO SPECTRUM

A simplified procedure has been established for accredited representatives to register their radio-electronic equipment and request a temporary radio spectrum allocation for use at the 29th session of the Conference of the Parties (COP29) to the United Nations Framework Convention on Climate Change (UNFCCC). This covers radio-electronic equipment, including wireless media devices (Digital Satellite News Gathering (DSNG) and operational devices) that will either be temporarily imported to the Republic of Azerbaijan or are already in use within the indoor and outdoor areas of the conference venue (**Baku Stadium**).

Individuals who have successfully been accredited for COP29 can submit their requests via the **COP29 Radio Spectrum Management Portal** created by the **Information Communication Technologies Agency (ICTA)** under the **Ministry of Digital Development and Transport**, which is the **National Regulatory Authority**. The portal can be accessed via the official COP29 website or this link: <https://e-permission.icta.az/cop29>

To request a radio spectrum allocation for their radio-electronic equipment, applicants must register and create an account via the portal. Applicants will be notified by email once their account has been approved by the COP29 Azerbaijan Operating Company. Applicants may then submit a radio spectrum request. They must provide the necessary information about the radio-electronic equipment they intend to bring and specify the radio spectrum required (for detailed instructions on submitting a radio spectrum request, please refer to the User Guide). **Users are strongly advised to carefully check the accuracy of the information provided in the request.** Once a request has been submitted, it will be reviewed, and a response will be sent to the user's registered email address **within 72 hours**.

Note: Permissions for importing DSNG equipment may take **three to ten working days**.

Approved requests and associated details will be accessible via a QR code in the portal. **Users must download their QR code and present it upon arrival at the conference venue. The QR code will ensure a smooth entry into the venue and will be used for the labelling process.**

Note: Representatives arriving in Azerbaijan must present their QR code to customs officers at the checkpoint for verification of the approved requests. The equipment details of radio-electronic equipment imported into the country must match the approved equipment details listed in the QR code. If the equipment is not listed or does not match the quantities indicated in the QR code, customs officers may impose restrictions on the equipment's entry into the country.

The deadline for registration of radio-electronic equipment and submission of radio spectrum requests through the portal is 20 October 2024, at 12 a.m. GMT+4. The review and approval of all requests submitted after this date may be delayed.

If the requested frequency cannot be allocated, the user will receive an email within 72 hours containing an alternative frequency proposed by the **State Administration of Radio Frequencies (SARF)**. **Upon accepting the proposed frequency, the user is required to submit a new request with the proposed frequency within 48 hours. If the user does not accept the proposed frequency within the given timeframe, the alternative may no longer be available, necessitating the submission of a new request.**

For any questions about the COP29 Radio Spectrum Management Portal and for assistance with the request submission process, please contact mediaservices@cop29.az. The media team will respond to your enquiries as soon as possible.

Note: The satellite frequency bands used by DSNG equipment must adhere to the National Frequency Table of the Republic of Azerbaijan (a summary is provided in Table 1).

The registration of radio-electronic equipment that has already been imported and is in use and the allocation of a temporary frequency for that equipment will be managed through the portal.

PROHIBITED RADIO-ELECTRONIC EQUIPMENT

The following radio-electronic equipment and wireless media devices are prohibited from being brought to the conference venue and used at COP29:

- Drones
- Signal Repeaters and Amplifiers
- Wideband Radio Monitoring and Control Devices (radio scanners, radio direction finders, spectral analysers, etc.)
- Various radio-electronic devices operating in frequency bands not designated for Region 1 (first frequency region) according to the International Telecommunication Union (ITU) Radio Regulations, including handheld radio stations ([ITU Document](#))
- Any radio-electronic devices that are not registered through the portal and not labelled by the SARF

If any of the aforementioned radio-electronic equipment is found at the conference venue, it will be temporarily confiscated. The owners of confiscated equipment can contact the Media team to arrange the return of their devices.

FREQUENCY BANDS ASSIGNED FOR RADIO SERVICES IN ACCORDANCE WITH THE NATIONAL FREQUENCY TABLE OF THE REPUBLIC OF AZERBAIJAN

The radio-electronic equipment and radio frequencies to be used at COP29 must comply with the ITU Radio Regulations and the National Frequency Table of the Republic of Azerbaijan. The table below outlines general information regarding the designated radio frequencies for the various radio communication services (or technologies) intended for use at the conference venue.

Nº	Frequency range (MHz)	Applications	Note
1	29.7-47.0 MHz	audio PMSE	
2	87.5-108 MHz	audio PMSE	Radio microphones
3	150-170 MHz	PMR	
4	174-230 MHz	audio PMSE	Radio microphones
5	433.05-434.79 MHz	SRD, LPD	
6	446.000-446.200 MHz	PMR446	
7	440-450 MHz	PMR	
8	450-470 MHz	PMR	
9	470-694 MHz	audio PMSE	Radio microphones
10	694-790 MHz	audio PMSE	Radio microphones
11	862-870 MHz	SRD	
12	1880-1900 MHz	DECT	
13	2400-2483.5 MHz	Wi-Fi	
14	5150-5350 MHz	Wi-Fi	
15	5470-5825 MHz	Wi-Fi	
16	2010-2025 MHz	video PMSE	
17	2025-2110 MHz	video PMSE	
18	2200-2300 MHz	video PMSE	
19	2300-2400 MHz	video PMSE	
20	7.0-8.5 GHz	video PMSE	
21	10.0-10.68 GHz	video PMSE	
22	21.2-24.5 GHz	video PMSE	
23	47.2-50.2 GHz	video PMSE	
24	1.518-1.559 GHz	MSS terminals	
25	1.6265-1.6605 GHz	MSS terminals	
26	1.668-1.675 GHz	MSS terminals	
27	10.7-11.7 GHz	DSNG	Ku Band (Space-to-Earth) / (Earth-to-Space)
28	12.5-12.75 GHz	DSNG	Ku Band (Space-to-Earth) / (Earth-to-Space)
29	12.75-13.25 GHz	DSNG	Ku Band (Earth-to-Space)
30	13.75-14.8 GHz	DSNG	Ku Band (Earth-to-Space)
31	19.7-21.2 GHz	DSNG	Ka Band (Space-to-Earth)
32	27.5-31 GHz	DSNG	Ka Band (Earth-to-Space)

INSPECTION AND LABELLING OF RADIO-ELECTRONIC EQUIPMENT

Accredited representatives who have registered their equipment through the portal are authorised to use the registered equipment at the conference venue.

Upon first arrival at the venue, representatives are required to approach the **Spectrum Test and Tagging Desk** with their registered and approved radio-electronic equipment for inspection and labelling by SARF specialists. **The Spectrum Test and Tagging Desk** will be located near the accreditation desk after the Pedestrian Screening Area (PSA) and will be operational from **9 November 2024**.

The technical inspection will be conducted according to the information in the QR code downloaded from the COP29 Radio Spectrum Management Portal.

Any radio-electronic equipment that is not registered or has not passed on-site technical inspection will not be labelled and will not be allowed entry to the conference venue.

Security checks will be conducted at the entrance to the venue and only equipment with proper labelling will be allowed for use in the designated area. Under no circumstances should the label be removed or reapplied to another device. Any removal, modification, or loss of labels will result in cancellation of the equipment's authorisation. For any issues with damaged, removed or missing labels, please approach the Spectrum team or the Spectrum Test and Tagging Desk.

REGULATIONS FOR THE USE OF RADIO-ELECTRONIC EQUIPMENT

- SARF reserves the right to change any assigned frequency as needed for any equipment. This change will not affect the equipment's operational status. The Spectrum team will notify the user and assign a new frequency to the equipment.
- Users of any radio-electronic equipment that is not registered or labelled, or that is operating on a frequency different from the frequency assigned through the portal will be asked to turn off their equipment immediately. These users will be directed to the **Spectrum Test and Tagging Desk** and their equipment will only be labelled and authorised for use after registration via the portal and submission of a radio spectrum request.
- Users of any authorised radio-electronic equipment operating in a manner that does not comply with the assigned frequency and that causes harmful radio interference will be required to turn off their equipment immediately. They will then be instructed to use the equipment in accordance with the approved frequency.

RADIO INTERFERENCE REPORTING

Users experiencing radio interference with authorised equipment should notify the Spectrum team. The team will investigate the requests and take the necessary steps to promptly identify and eliminate the sources of interference.