



THE

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## EXTRAORDINARY

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The following Notification is, by command of His Excellency the Governor-General, published for general information.

ROSE-MARIE GIBBS, (MRS.)  
Acting Governor-General's Secretary.

### GENERAL NOTICE

#### MISCELLANEOUS

#### STATEMENT OF ORGANIZATION AND FUNCTIONS OF PUBLIC AUTHORITY

Pursuant to Access to Information Act, 2002, the following is being brought to the attention of the general public:

1. Name of Public Authority: Spectrum Management Authority (SMA)
2. Name and Title of Principal Officer: Danville Davidson, Acting Managing Director
3. Location: 53 Knutsford Boulevard, 2nd Floor, VMBS Building, Kingston 5
4. Hours of Business: Mondays to Thursdays – 8:30 a.m. to 5:00 p.m.  
Fridays – 8:30 a.m. to 4:00 p.m.
5. Tel. No.: 929-8550/8520, 968-3585 Website: <http://www.sma.gov.jm>  
Fax No.: 960-8981 Email: [ddavidson@sma.gov.jm](mailto:ddavidson@sma.gov.jm)
6. Name of Responsible Officer: Deborah A. Newland  
Tel. No.: 929-8550/8520, 968-3585 Website: <http://www.sma.gov.jm>  
Fax No.: 960-8981 Email: [dnewland@sma.gov.jm](mailto:dnewland@sma.gov.jm)

## 7. Description of Subject Areas/Portfolio Responsibilities of Public Authority:

The Spectrum Management Authority was established under the Telecommunications Act, 2000 to carry out the business of management of Jamaica's Radio Frequency Spectrum and to give effect to the provisions of legislation and regulations relating to telecommunications. The Spectrum Management Authority is responsible for licensing users of the radio frequency spectrum, collecting fees, identifying and eliminating sources of interference and for representing the Government of Jamaica and other shareholders, including licensed users of the spectrum and subscribers to wireless services in various international fora.

## 8. List of Internal Manuals/Documents:

Name of Documents	Purpose of Documents
Telecommunications Act, 2000	Provides the legislative framework for the operation of the Authority
Radio and Telegraph Control Act, 1973 (as amended)	
Broadcasting and Radio Re-Diffusion Act, 1949 (as amended)	
Public Bodies Management and Accountability Act, 2001 (as amended)	
Financial Administration and Audit Act	
Frequency Allocation Chart, 2006–2007	Indicates the type of services for which specific frequencies are assigned in Jamaica
Financing the SMA, A Consultative Document, December 2002.	Outlines the mechanism for charging regulatory fees.
The Telecommunications Act, the Telecommunications (Spectrum Regulatory Fees) Regulations, 2003, Jamaica Gazette Supplement No. 33, April 30, 2003	Outlines the basis for charging spectrum regulatory fees.
The Telecommunications Act, The Telecommunications (Delegations of Function) Order, 2004, Jamaica Gazette Supplement No. 70A, September 9, 2004.	Authorizes the SMA to issue all Spectrum Licences except for VSAT Licences.
International Telecommunication Union Publications including:	
i. Handbook: National Spectrum Management Edition 2005	Outlines the fundamentals of spectrum management, spectrum planning, engineering practices and best practices for national spectrum management, among other things.
ii. ITU-R Recommendation: Fixed Service, Radio-Relay and Other Systems: Volume 2000, F series—Part 1 (A)	Outlines all the Recommendations in force at the end of the Radiocommunications Assembly in 2000.
iii. Final Acts, World Radiocommunication Conference (Geneva, 2003)	Outlines revisions to existing Resolutions and Recommendations with respect to international Radio Regulations.
iv. Radiocommunication Bureau Study Groups: Administrative Circulars	Provides information on the latest developments in the telecommunications industry.
Annual Report for 2003/2004, 2004/05, 2005/06	The purpose of these reports is to describe and review the progress of the Authority for the relevant period. The reports provide an overview of the Authority's performance, the results of its operations, the amount of fees collected and the management of interference. The report also contains the audited financial statements of the Authority for the respective years.
The Handbook of Public Sector Procurement Procedures (2001)	A guide issued by the National Contracts Commission for use by all persons responsible for public sector procurement actions.
The Staff Orders of the Public Service, Government of Jamaica (2004)	The Staff Orders comprises provisions from relevant legislation, regulations, policies and directives with respect to the conditions of service for public officers.

Signed: DANVILLE DAVIDSON  
Principal Officer