

**Statement of Organization and Functions  
of Public Authority**

Pursuant to the **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:** Henry Batson, Managing Director (Acting)

**3. LOCATION:** 13-19 Harbour Street, Kingston

**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:** 922-8884, 948-7800 **WEBSITE:** <http://www.sma.gov.jm>

**FAX NO:** 922-4093 **EMAIL:** [hbatson@sma.gov.jm](mailto:hbatson@sma.gov.jm)

**6. NAME OF RESPONSIBLE OFFICER:** Ida-Gaye Warburton

**TEL. NO:** 922-8884, 948-7800 **WEBSITE:** <http://www.sma.gov.jm>

**FAX NO:** 922-4093 **EMAIL:** [iwarburton@sma.gov.jm](mailto:iwarburton@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 payable to the Consolidated Fund, 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 Document**

**Purpose of Document**

**Telecommunications Act, 2000 (as amended)**

Provides the legislative framework for the operation of the Authority.

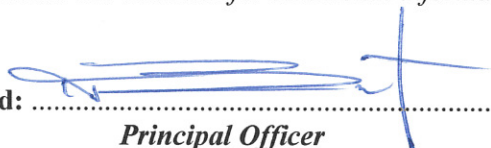
**Radio and Telegraph Control Act, 1973 (as amended)**

**Broadcasting and Radio Re-Diffusion Act, 1949 (as amended)**

**Public Bodies Management and Accountability Act, 2001 (as amended)**

**Financial Administration and Audit Act (as amended)**

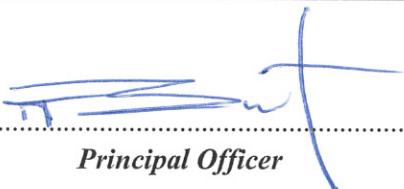
*(Please see attached for additional information)*

Signed: .....  
*Principal Officer*

Date: 30. 10. 2012.....

**LIST OF INTERNAL MANUALS/DOCUMENTS:**

Name of Document	Purpose of Document
Frequency Allocation Chart, 2009-2011	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 (Delegation of Function) Order, 2009, Jamaica Gazette Supplement No. 89A, October 22, 2009.	Authorizes the SMA to issue all Spectrum Licences except for mobile and wireless broadband spectrum licences.
International Telecommunication Union Publications including: <ul style="list-style-type: none"> <li>i. Handbook: National Spectrum Management, Edition 2005</li> <li>ii. ITU-R Recommendations: Fixed Service, Radio-Relay and Other Systems: Volume 2000, F series - Part 1(A)</li> <li>iii. Final Acts, World Radiocommunication Conference (Geneva, 2003)</li> <li>iv. Radiocommunication Bureau Study Groups: Administrative Circulars</li> </ul>	Outlines the fundamentals of spectrum management, spectrum planning, engineering practices, and best practices for national spectrum management, among other things.  Outlines all the Recommendations in force at the end of the Radiocommunications Assembly in 2000.  Outlines revisions to existing Resolutions and Recommendations with respect to international Radio Regulations.  Provides information on the latest developments in the telecommunications industry.
Annual Report for 2003/2004, 2004/05, 2005/06, 2007/08, 2008/09, 2009/10, 2010/11, 2011/12	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 Human Resources Policies and Procedures Manual	The Human Resources Policies and Procedures Manual describes guiding principles and courses of action established by the Spectrum Management Authority.

Signed:  .....  
*Principal Officer*

Date: 30.10.2012 .....