



Radiocommunication Bureau
(Direct Fax N°. +41 22 730 57 85)

Circular Letter
8/LCCE/128

23 July 2004

**To Administrations of Member States of the ITU and
Radiocommunication Sector Members participating in the
work of Working Party 8F of Radiocommunication Study Group 8**

Subject: Fourteenth meeting of Working Party 8F on IMT-2000 and systems beyond
IMT-2000

Introduction

By means of this Circular Letter, we wish to announce that the 14th meeting of ITU-R Working Party 8F will take place in Shanghai, People's Republic of China, at the kind invitation of the Ministry of Information Industry, from 13 to 20 October 2004.

Place of the meeting

The meeting will take place at the:

Sofitel Jin Jiang Oriental Pudong Shanghai
889 Yanggao Nan Road
Pudong, Shanghai, 200127 P.R.China
Tel:+ (86) 21 5050 4888
Fax:+ (86) 21 5050 4895
[mailto:Internet: www.sofitel.com](mailto:www.sofitel.com)
www.accorhotels.com/asia

For further information see Annex 2.

Programme of the meeting

The draft agenda for the meeting is contained in Annex 1. The Questions assigned may be found on: <http://www.itu.int/ITU-R/publications/download.asp?product=que08&lang=e>. Working Party 8F will conduct its work in English.

Services directly connected with meeting activities, such as delegate registration, document distribution, etc., will be located at the meeting place. Registration will commence at 08:30 hours on the opening day. The opening session will commence at 10:00 hours.

Contributions

Contributions in response to the work of Working Party 8F are invited*. Contributions will be processed and dispatched in accordance with Resolution ITU-R 1-4 and posted on the web. **As decided at the last meeting of Working Party 8F, the deadline for submitting contributions is Monday, 4 October 2004, 08:00 hours Geneva time.** Documents received after this deadline will be forwarded to the next meeting of the Working Party.

According to the ITU-R patent policy (Annex 1 to Resolution ITU-R 1-4), contributions containing a proposal for a Recommendation should draw the attention to any known patent or to any known pending patent application relating to systems or technologies considered in the proposal.

Copies of each contribution should be sent to the Study Group Department, Radiocommunication Bureau, for processing, to the Chairman of the Working Party and to the Chairman and Vice-Chairmen of Radiocommunication Study Group 8. The pertinent addresses can be found on:

<http://www.itu.int/ITU-R/study-groups/index.asp> (see Chairmen and Vice-Chairmen)

Participants are encouraged to submit contributions by electronic mail to:

rsg8@itu.int

Documentation

Contributions to this meeting are stored on the ITU web site at:

<http://www.itu.int/md/meetingdoc.asp?lang=e&type=sfolders&parent=r03-wp8f-c>

A CD-ROM containing all of the contributions will be provided to each participant at the start of the meeting. A CD-ROM containing all of the contributions and temporary documents will also be provided to each participant before the final plenary session.

Wireless LAN facilities will be provided in the main meeting rooms and a cyber cafe facility will also be provided.

Participants are encouraged to use electronic working methods and to bring their laptops (equipped with a CD-ROM drive and a WLAN-card) with them to the meeting. Please note that only a limited number of paper copies of the documents will be available at the meeting.

* Contributors are urged to reduce the length of their contributions as much as possible. The recommended maximum length of an input document is 10 pages. Long documents should be structured as a small number of cover pages (preferably one) summarizing the document and an attachment containing the detailed information. The attachments of such long documents, when submitted as delayed contributions, would only be distributed on paper to the participants at the meeting, on request.

Participation

In order to make the necessary arrangements, it is requested that the intended participation of your representative(s) be advised no later than one month before the opening of the meeting by means of the annexed form (Annex 3).

Valery Timofeev
Director, Radiocommunication Bureau

Annexes: 3

Distribution:

- Administrations of Member States and Radiocommunication Sector Members participating in the work of Working Party 8F of Radiocommunication Study Group 8
- Chairman and Vice-Chairmen of Radiocommunication Study Group 8
- ITU-R Associates participating in the work of Radiocommunication Study Group 8
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

**Annex 1
(English only)**

Draft agenda for the 14th meeting of Working Party 8F

(Shanghai, 13-20 October 2004)

- 1 Opening of the meeting
- 2 Approval of the agenda
- 3 Report on the 13th meeting of Working Party 8F (Doc. 8F/266)
- 4 Reports from Liaison and Special Rapporteurs
- 5 Proposed method of work
- 6 Assignment of contributions
- 7 Consideration of documents
- 8 Future work
- 9 Other business

Contributions for the 14th meeting of WP 8F

In accordance with the WP 8F work plan, contributions on the following topics are specifically sought for the 14th meeting:

WG Services

- Further development of Methodology working document based on Att. 4.5 and 4.6;
- further development of Service characteristics to assist the Methodology working document;
- further development of Market Report.

WG Spectrum

- Revision of PDNR ITU-R M.1036-2, particularly inputs regarding the boundaries of the blocks in the 2.6 GHz frequency arrangement;
- the FDD DL restriction to external in block B;
- further comments on the draft questionnaire, particularly on Radio Aspects and Market;
- structure of new survey Report [IMT.SURVEY];
- structure and content of REC/REP [IMT.CANDI];
- possible frequency ranges, technical factors (propagation issues, deployment scenarios, cell configuration, etc.).

WG Technology

- Finalize Rec. ITU-R M.1457-5;
- continue the work on the Report of Radio Aspects;
- continue the work on IMT.SDR;
- update of Rec. ITU-R M.1581;
- update of Rec. ITU-R M.1580;
- update of Rec. ITU-R M.1079-2.

AH Migration

- Supplement 1 to Handbook on deployment of IMT-2000 systems.

Detailed information on required input contributions are available from the micro workplans and each SWG Chairman's Report. (see Doc. 8F/266).

S. BLUST
Chairman, Working Party 8F

Annex 2 (English only)

Additional information on the 14th meeting of Working Party 8F

(Shanghai, 13-20 October 2004)

1 Meeting information

Meeting venue

Sofitel Jin Jiang Oriental Pudong Shanghai

889 Yanggao Nan Road

Pudong, Shanghai, 200127 P.R.China

Tel.: + (86) 21 5050 4888

Fax:+ (86) 21 5050 4895

Internet:www.sofitel.com
www.accorhotels.com/asia

Computer facilities

Wireless LAN facilities will be provided in all meeting rooms and Internet cafe facilities will be freely accessible.

Hotel reservation

All hotel reservations are handled by:

Sofitel Jin Jiang Oriental Pudong Shanghai

Key Word: 14th ITU-R WP8F

Fax: + (86) 21 5050 4895

Email: reservation@sofiteljioriental.com

170 rooms are available at this hotel, as specified in the following categories. NOTE: Hotel rooms should be reserved as soon as possible, but not later than **September 1st 2004. Booking after Sept. 1st, 2004 will be subject to hotel room and rate availability.** Please use the hotel reservation form attached.

Sofitel Jin Jiang Oriental Pudong Shanghai (rates)

Room type	WP 8F rate (single)	WP 8F rate (twin)
Superior Room	USD 110 (RMB 913)	USD 120 (RMB 996)
Deluxe Room	USD 130 (RMB 1079)	USD 140 (RMB 1162)
Club Room	USD 180 (RMB 1494)	
Deluxe Suite	USD 250 (RMB 2075)	USD 270 (RMB 2241)

All the above rates are inclusive of daily buffet breakfast.
All the above rates are subject to applicable tax and service charge, currently 15%.
The valid dates for the above rates are 11–21 October 2004.
Booking Club rooms will be subject to hotel room availability.

2 Transportation

Pudong is a new development district in Shanghai. The public transportation is not so well developed. Taxi is recommended as the most convenient transportation between all the airports (Pudong airport, Hong Qiao airport) and the meeting venue.

Airport	Duration	Price
Pudong Airport	35 Minutes	About 130 Yuan (RMB)
Hong Qiao Airport	30 Minutes	About 110 Yuan (RMB)

3 Flight arrangements

There are many flights available to and from Shanghai daily.

4 Airport tax

Airport Tax is RMB 90.00 yuan, payable on departure.

5 Electricity and socket design

The standard power supply in China is 220 Volts 50 Hz.

3 pin socket



6 Language

Chinese Mandarin is spoken but English is also applicable in the hotels and some restaurants, shops and touring places.

7 Social events

A welcome reception will be held on the evening of Wednesday, 13th October 2004. Additional events will be advised during the meeting.

8 Contact point

For any further information you may require or if you need a personal invitation letter or official document from the Chinese Administration for your visa application, please contact:

Ms. Xu Weiling

China Academy of Telecommunication Research

Ministry of Information Industry

No. 52, Huan Yuan Bei Road,

Beijing, 100083, China

Tel: + (86) 10 6230 4376

Fax: + (86) 10 6230 4364

Email: xuweiling@catr.com.cn

9 Passport and visa

The delegate must have his/her valid passport and entry visa for entering China. If an official document is required for visa application, please contact Ms. Xu Weiling; Email: <mailto:xuweiling@catr.com.cn> with such necessary information as last name (family name), first name (given name), nationality, organization/company, occupation/position, gender, date of birth, passport (number, date of issue and expiry), duration of stay in China (please indicate especially when delegates need to stay longer than the time period of 8F meeting), mailing address, postal code, telephone, fax, email. Delegates are also urged to process their visa requests at the earliest date possible.

Upon receiving the request, a Visa Notification Form issued by the Ministry of Information Industry of China will be sent via Fax. The delegate then applies for the visa at the embassy/consulate of China in his/her country, with the Visa Notification Form.

10 Weather

During October the average temperature varies from approx 15 to 24 degrees Celsius (60 to 76 Fahrenheit).

11 Foreign exchange rate

The RMB is the official currency. Delegates are requested to check with local banks or financial services for latest rates. USD 1.00 equals approximately RMB 8.30. Major credit cards are accepted by leading establishments.

12 Business hours

Banks are open:	09:00–17:00	Monday–Friday
	09:00–15:00	Saturday–Sunday

Most department stores are open from 09:00–20:00, Monday–Sunday.

Hotel reservation form

The Fourteenth Meeting of ITU-R WP 8F (October 13–20, 2004)

Please complete this Reservation Form and send it to the Reservation Department
Direct Fax No: +86-21-5050-4895 or Email: reservation@sofiteljioriental.com

Guest Name (Mr./Ms./Mrs) _____

Circle one Last Name First Name
Company _____

Title _____ Telephone _____
Country code/area code/number

Email _____ Fax _____
Country code/area code/number

ARRIVAL DATE _____ DEPARTURE DATE _____

	ROOM TYPE	Conference Rate
Deluxe Suite		USD250 (single)/270(twin) RMB2075/2241
Club Room		USD180 (single) RMB 1494
Deluxe Room		USD130 (single)/140 (twin) RMB1079/1162
Superior Room		USD110 (single)/120(twin) RMB913/996
	Smoking / Non-smoking	

- Rates include 1 Daily Buffet Breakfast in hotel outlets
- The above room rates are subject to 15% service charge.
 - Hotel check-in: 14:00/ Check-out: 12:00 Noon

Special Request _____

FLIGHT/TRANSFER

ARRIVAL FLIGHT INFO/TIME _____ DEPARTURE FLIGHT INFO/TIME _____

Please tick the box for the appropriate Airport should you need airport transfer.
RMB 400 for Hong Qiao Airport
RMB 500 for Pudong Airport

- Rate per car / 1 way. Max 3 persons per car. Airport transfer may only be confirmed with flight details.

BOOKING CUT-OFF DATE

Sep 01, 2004 (40 days prior to event date)
Bookings after Sep 01, 2004 will be subject to hotel room and rate availability.

GUARANTEE & CANCELLATION

- All reservations should be guaranteed for the full stay by credit card, otherwise the hotel has the right to release the bookings without prior notice. Please fill in the Credit Card information required below.
 - Penalty charge for Cancellation/ no show
 - 7-4 days prior to expected arrival, one night charge will be applied.
 - 3 days to day of arrival, full stay charge will be applied.

VISA Master Card American Express Diners Club JCB

Credit Card Number _____ Expiry Date _____

Signature _____ Date _____

HOTEL USE ONLY

Confirmed Cfmn No. _____ Not Confirmed

Acknowledged by _____ Date Confirmed _____

889 Yanggao Nan Road, Pudong Shanghai 200127 PRC Tel:86-21-50504888 Fax:86-21-58812271
Sofitel@sofiteljioriental.com www.sofitel.com www.accorhotels.com/asia

Annex 3
Registration Form
ITU-R Working Party 8F Meeting
Shanghai, China, 13-20 October 2004



Radiocommunication Bureau

I wish to participate in

Working Party 8F
✓

Mr. Mrs. Ms. Miss:
(family name) (first name)

Accompanied by family member(s):
(family name) (first name)

1. REPRESENTATION

Name of Member State:

Head of Delegation Deputy Delegate

(to be completed by representatives of Member States only)

Name of Sector Member:

- | | |
|---|--|
| <input type="checkbox"/> Recognized Operating Agencies | <input type="checkbox"/> Regional Telecommunication Organizations |
| <input type="checkbox"/> Scientific or Industrial Organizations | <input type="checkbox"/> Intergovernmental Organizations operating Satellite Systems |
| <input type="checkbox"/> UN, Specialized Agencies and the IAEA | <input type="checkbox"/> Other Entities dealing with Telecommunication matters |
| <input type="checkbox"/> Regional and other International Organizations | <input type="checkbox"/> Associates |

2. OFFICIAL ADDRESS

Name of the Company:

Street Address:

City/State/Code/Country:

Business tel.: Fax:

E-mail: In case of emergency:

3. DOCUMENTS

English only

Date: Signature:

For BR Secretariat use only

Approved (if applicable)

Personal Section

Meeting Section

Pigeonhole

To be returned duly completed to the Radiocommunication Bureau

Place des Nations
CH-1211 Geneva 20
Switzerland

Telephone: +41 22 730 5802
Telefax: +41 22 730 6600
Email: linda.kocher@itu.int