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| **International Telecommunication Union** |  |
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 19 August 2011

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| Subject: | **Announcement of Rapporteur meeting of Q.1/9****Fujimino, Saitama, Japan, 15-16 September 2011** |

Dear Sir/Madam,

1. In accordance with the meeting declarations at the last Study Group 9 meeting (14-18 March 2011), I should like to inform you that Rapporteur meeting of Q.1/9 is to meet at KDDI R&D Laboratories in Fujimino, Saitama, Japan, 15-16 September 2011.

The meeting will open at 2:00 p.m on the first day. Participant registration will begin at 1:30 p.m.

Detailed information concerning the precise venue of the meeting along with the list of hotels and practical information is contained in **Annex 2** of this announcement.

2. The discussions will be held in English only.

3. The meeting will be paperless.

4. The draft work programme for the meetings is set out in **Annex 1** hereto.

5. The audio teleconference may be prepared upon request. If any participant is willing to use it, please notify to relevant rapporteurs prior to the meeting.

6. Contributions should be received by the following informal iFTP site not later than **6** **September.** Also, participants are able to submit contributions by electronic mail to the relevant Rapporteur.

Informal ITU-T iFTP site:

● Q1/9 contribution site: <http://ifa.itu.int/t/2009/sg9/exchange/q1/>Sep2011-Fujimino/

We would strongly encourage you to use the set of templates that has been created to harmonize the appearance of ITU-T documents while making their production easier and hence more efficient. The templates are accessible from each ITU-T study group web page, under “Delegate resources” (<http://www.itu.int/ITU-T/studygroups/templates/index.html>).

With a view to settling any questions that might arise concerning contributions, the name, fax, telephone number and e-mail address of the person to be contacted should be indicated on contributions. Accordingly, please include those details on the cover page of all documents.

7. In order to enable hosting company to make the necessary arrangements concerning the documentation for, and organization of, the meetings, I should be grateful if you would send Mr. Shigeyuki Sakazawa, by e-mail (sakazawa@kddilabs.jp), as soon as possible but **not later than 2 September 2011.**

8. We would like to remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Japan. **The visa must be requested at least four (4) weeks before the date of beginning of the meeting** and obtained from the office (embassy or consulate) representing the Japan in your country or, if there is no such office in your country, from the one that is closest to the country of departure.

Yours faithfully,

Shigeyuki Sakazawa

Rapporteur for Q.1 of Study Group 9, ITU-T

**Annexes: 2**

**ANNEX 1**

**Draft work programme for the Q1/9 Rapporteur meeting**

**(Fujimino, Saitama, Japan, 15-16 September 2011)**

|  |  |  |
| --- | --- | --- |
|  | 15 SeptemberThursday | 16 SeptemberFriday |
|  | A.M. | P.M. | A.M. | P.M. |
| Q.1 |  |  | X | X | X | X | X |  |

\* Participant registration will begin at 1:30 p.m on the first day.

- **Session Time Schedule:**

09:00-10:30 AM 1st session

10:30-11:00 Coffee break

11:00-12:30 AM 2nd session

12:30-14:00 Lunch

14:00-15:30 PM 1st session

15:30-16:00 Coffee break

16:00-17:30 PM 2nd session

**ANNEX 2**

Practical information

***(*F*ujimino, Saitama, Japan, 15-16 September 2011*)**

1. **Venue**

KDDI R&D Laboratories, Inc.

 2-1-15 Ohara Fujimino-shi

Saitama 356-8502, JAPAN

1. **Transportation to the KDDI** R&D Laboratories, Inc **and Ikebukuro:**

KDDI R&D Laboratories is located in Saitama pref. which is 40 minutes train ride from Ikebukuro station. The nearest train station is Kamifukuoka station of TOBU TOJO Line.

Access to Ikebukuro station:

You can find information for travelling between Narita airport and Ikebukuro station from the following link.

http://www.japan-guide.com/e/e2027.html

Access to Kamifukuoka station:

Please use TOBU TOJO line from the Ikebukuro station.

http://www.tobu.co.jp/foreign/tobulineguide/index.html

Access to KDDI R&D Labs from Kamifukuoka station:

Please refer to the following link.

http://www.kddilabs.jp/english/labo/access.html

See Appendix for more information including hotels.

**3. Passports and Visas**

All foreign visitors entering Japan must have a valid passport. Participants from countries whose citizens require visa should, well in advance, apply for a visa to a Japanese consulate or diplomatic mission in their respective country prior to departure. Participants are also advised to contact their local travel agents or carriers. Those participants who need a VISA Supporting Letter for entering Japan are strongly advised to get in touch with the Contact Person by 24 August 2011, at the latest.

**4. Climate**

The climate of Tokyo in September is relatively still hot and sometimes rainy. Temperature in the September 2010 was: 35 C / 27 C (Max/Min) for sunny day, 24 C / 21 C (Max/Min) for rainy day.

**5. Electrical Appliances**

Japan operates on 100 volts for electrical appliances. The frequency is 50 Hz in eastern Japan including Tokyo.

The type of power outlet/connector used in Japan is ‘A type’ which is two parallel pronged type.



If your appliances operate on a different voltage, please bring your own transformers.

**6. Link to information for foreign visitors travelling Japan**

The following link connects you to the web site operated by Japan Tourism Agency; Ministry of Land, Infrastructure, Transport and Tourism. The link includes recent earthquake and nuclear plants situation.

http://www.mlit.go.jp/kankocho/en/index.html

**7. Contact Point**

Any questions about the meeting arrangements, please contact:

Mr. Shigeyuki Sakazawa

KDDI R&D Laboratories Inc.

2-1-15 Ohara Fujimino-shi, Saitama 356-8502 Japan

email sakazawa@kddilabs.jp

telephone +81 49 278 7426

Fax +81 49 278 7510

**Appendix**

**Detailed travel information**

# 1. Maps and overview

The following is a map showing the location of KDDI R&D Laboratories.



The nearest train station is **KAMIFUKUOKA** of TOBU TOJO Line.

There are mainly two alternatives to stay and get to KDDI R&D Laboratories as follows.



# 2. Transportation and Hotel

## 2.1 Option 1: Ikebukuro area (http://en.wikipedia.org/wiki/Ikebukuro)

### 2.1.1 General Information

Ikebukuro is one of the biggest cities in Tokyo such as Shinjuku, or Shibuya. There are many shops, department stores, hotels, restaurants, and bars around the area. From Ikebukuro Station to Kamifukuoka Station, it will take approximately 30 minutes by TOBU TOJO Line train and the fare is JPY 400, followed by 15 minutes walk from Kamifukuoka Station to KDDILabs, or it will be 3 minutes by a taxi (approx. JPY 700). Since the direction from Ikebukuro to Kamifukuoka is going farther from the central Tokyo, you may not suffer from morning rush-hour.

This option will totally require 50~60 minutes from Ikebukuro Station to KDDILabs, but you can enjoy the surroundings after work.

Note 1: TOBU TOJO Line is operating three types of trains, which are Express, Semi-Express, and Local. The Express train does NOT stop at Kamifukuoka Station. The fastest way is to take the Express train at Ikebukuro and change the train at Fujimino Station to slower one. The easiest way is to take the Semi-Express train at Ikebukuro that stops at Kamifukuoka Station, but it will take another 7 minutes. Please do NOT take the Local train at Ikebukuro because it will stop too many stations that will cause waste of time.

Note 2: When you return from Kamifukuoka to Ikebukuro, please note that some trains go directly into Tokyo Metro Subway Line. At Kamifukuoka Station, please take a train whose destination is signed as “Ikebukuro,” or you can change a train at Wako-shi Station for “Ikebukuro.”

### 2.1.2 How to get to Ikebukuro area from Narita Airport

by Bus

From Narita Airport to Ikebukuro area, a shuttle bus runs every 1 hour in the morning. The fare is JPY 3,000, and the travel time will be 120 minutes. This bus will take you directly to two hotels, which are “Sunshine City Prince Hotel” and “Hotel Metropolitan Tokyo”. For more details on these hotels, please see Section 2.1.4.

For the time schedule, please see the following URL:

http://www.limousinebus.co.jp/en/

by Train

You can also take the JR Narita Express train to Ikebukuro Station. The fare is JPY 3,110, and the travel time will be 90 minutes.

http://www.jreast.co.jp/e/nex/index.html

Please note that NOT all JR Narita Express trains get to Ikebukuro.

### 2.1.3 How to get to Ikebukuro area from Haneda Airport

by Bus

From Haneda Airport to Ikebukuro area, a shuttle bus runs every 2 hour in the morning, every 30 minutes in the evening. The fare is JPY 1,200, and the travel time will be 75 minutes. This bus will take you directly to two hotels, which are “Sunshine City Prince Hotel” and “Hotel Metropolitan Tokyo”. For more details on these hotels, please see Section 2.1.4.

For the time schedule, please see the following URL:

http://www.limousinebus.co.jp/en/

by Train

There is no direct train from Haneda Airport to Ikebukuro station. Please refer to the following link.

http://www.tokyo-airport-bldg.co.jp/en/access/train/route\_map.html

by Taxi

It will cost about 10,000 JPY. The ride time will be 45 minutes.

### 2.1.4 Hotels in Ikebukuro

Sunshine City Prince Hotel

http://www.princehotels.com/en/sunshine/

Hotel Metropolitan Tokyo

http://www.metropolitan.jp/e/index.html

Although other cheaper hotels can be found on the Internet, the above two hotels are recommended because direct shuttle bus from Narita Airport is available.

## 2.2 Option 2: Kawagoe area (http://en.wikipedia.org/wiki/Kawagoe)

### 2.2.1 General Information

Kawagoe is the nearest city to KDDILabs, where there are hotels. We don't have so many attractions there, but there exists only one station between Kawagoe Station and Kamifukuoka Station. It will take only 5 or 6 minutes by TOBU TOJO Line. The fare is JPY 160. From Kamifukuoka Station to KDDILabs, you can choose a walk for 10 minutes or a taxi as mentioned in Section 2.1.1.

This option will totally require 20~30 minutes from the Kawagoe Station to KDDILabs.

Note: TOBU TOJO Line is operating three types of trains, which are Express, Semi-Express, and Local. The Express train does NOT stop at Kamifukuoka Station. Please take the Semi-Express train or the Local train.

### 2.2.2 How to get to Kawagoe from Narita Airport

From Narita Airport to Kawagoe area, there are several shuttle buses operated by Chiba Kotsu mainly in the afternoon. The fare is JPY 3,200, and the travel time will be 120 minutes.

Timetable of Chiba Kotsu Bus from Narita to Kawagoe

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Departure Time at Narita Airport Terminal 2 | 8:15 | 9:40 | 10:55 | 13:40 | 15:00 | 16:15 | 17:15 | 18:15 | 19:50 | 21:00 |
| Departure Time at Narita Airport Terminal 1 | 8:20 | 9:45 | 11:00 | 13:45 | 15:05 | 16:20 | 17:20 | 18:20 | 19:55 | 21:05 |
| Arrival Time at Kawagoe Station (West Gate) | 10:25 | 11:50 | 13:05 | 15:50 | 17:10 | 18:25 | 19:25 | 20:25 | 21:45 | 22:55 |

### 2.2.3 How to get to Kawagoe from Haneda Airport

From Haneda Airport to Kawagoe area, there are several shuttle buses operated by Tokyo Airport Limousine. The fare is JPY 1,700, and the travel time will be 120 minutes.

http://www.limousinebus.co.jp/en/

### 2.2.4 Hotels in Kawagoe

Kawagoe Prince Hotel (Recommended)

http://www.princehotels.com/en/kawagoe/

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