

INTERNATIONAL TELECOMMUNICATION UNION



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

Circular Letter
6/LCCE/54

8 May 2006

**To Administrations of Member States of the ITU and Radiocommunication Sector Members
participating in the work of Radiocommunication Working Parties 6A, 6E, 6J,
6M, 6Q and 6S of Study Group 6**

Subject: Meetings of Working Parties 6A, 6E, 6J, 6M, 6Q and 6S

WP 6A: Programme assembling and formatting
WP 6E: Terrestrial delivery
WP 6J: Programme production, archiving and international exchange
WP 6M: Interactive and multimedia broadcasting
WP 6Q: Performance assessment and quality control
WP 6S: Satellite delivery

Introduction

By means of this Circular Letter, we wish to announce that meetings of ITU-R Working Parties 6A, 6E, 6J, 6M, 6Q and 6S will take place in Seoul, Republic of Korea, from 22 August to 4 September 2006, (see the table below).

Place of the meeting

The meeting will take place at the Lotte Hotel, Seoul, Republic of Korea.

For further information see Annex 2.

Groups	Meeting dates	Deadline for contributions 16:00 hours UTC	Opening session
Working Party 6A	29.08.06 - 01.09.06	Tuesday 15.08.06	29.08.06 at 14:00 hours
Working Party 6E	24.08.06 - 04.09.06	Tuesday 15.08.06	24.08.06 at 10:00 hours
Working Party 6J	22.08.06 - 28.08.06	Tuesday 15.08.06	22.08.06 at 10:00 hours
Working Party 6M	28.08.06 - 01.09.06	Tuesday 15.08.06	28.08.06 at 10:00 hours
Working Party 6Q	29.08.06 - 31.08.06	Tuesday 15.08.06	29.08.06 at 10:00 hours
Working Party 6S	23.08.06 - 30.08.06	Tuesday 15.08.06	23.08.06 at 10:00 hours

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. It should be noted that, because of a strong need to coordinate with other Groups relative to WRC-07 Agenda item 1.13, Study Group 6 decided to hold an additional meeting of WP 6E specifically on that issue, from 11 to 15 September 2006 in Geneva, with all other items falling within the scope of WP 6E to be addressed at its meeting in Korea. If required, this further meeting of WP 6E would also allow coordination with other Groups with respect to WRC-07 Agenda item 1.11.

Programme of the meetings

Draft agendas for the meetings in Korea are contained in Annex 1. The Questions assigned may be found on: <http://www.itu.int/ITU-R/publications/download.asp?product=que06&lang=e>. The Working Parties conduct their work in English.

Contributions

Contributions in response to the work of the above mentioned groups are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-4, posted on <http://www.itu.int/ITU-R/study-groups/rsg6/index.asp> (see “contributions” of each relevant Working Party) and a limited number of paper copies will be available at the meetings. As decided by Study Group 6 at its meeting 23-24 March 2006, there will be a single deadline for submission of documents to these meetings as shown in the table above.

One copy of each contribution should be sent to the Radiocommunication Bureau for processing. Contributions should also be sent to the Chairmen of the relevant Working Party and to the Chairman and Vice-Chairmen of Study Group 6. The pertinent addresses can be found on: <http://www.itu.int/ITU-R/study-groups/index.asp>. Participants are encouraged to submit contributions by electronic mail to:

rsg6@itu.int

Please note that paper copies of documents produced during the meeting (temporary, administrative and information documents) will be available only to participants who have requested them on the registration form.

Resolution ITU R 1-4 provides that contributions which are not available to participants at the opening of the meeting shall not be considered.

In the interests of economy, participants are kindly requested to prepare beforehand their own paper copies of contributions (or electronic files as required) that will be available from the ITU website prior to the meeting.

Participation

The intended participation of your representative(s) should be advised not later than one month before the opening of the meeting, by means of the annexed form (Annex 3) (to be photocopied as required).

Valery Timofeev
Director, Radiocommunication Bureau

Annexes: 3

Distribution:

- Administrations of Member States and Radiocommunication Sector Members participating in the work of Radiocommunication Working Parties 6A, 6E, 6J, 6M, 6Q, 6S and Radiocommunication Study Group 6
- ITU-R Associates participating in the work of Radiocommunication Study Group 6
- Chairman and Vice-Chairmen of Radiocommunication Study Group 6
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX 1

Draft agenda for the seventh meeting of Working Party 6A

(Seoul, 29 August – 1 September 2006)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Progress of the work
 - 3.1** Reports of the Rapporteurs
 - Specification and usage of metadata information within SG 6
 - Intermediate quality audio coding systems for broadcasting emission application
 - File formats for the exchange of metadata, audio, video, data essence and ancillary data for production and post-production in broadcasting
- 4** Organization of the work
 - 4.1** Presentation and review of input documents
 - 4.2** Status and review of Questions, Recommendations and Reports
 - 4.3** Establishment of Drafting Groups and assignment of documents
- 5** Contributions to be sent to the next meeting of Study Group 6
 - Draft new or revised Recommendations to be approved according to § 10 of Resolution ITU-R 1-4 by:
 - Adoption by Study Group by correspondence (§ 10.2.3) and approval procedure (§ 10.3 or § 10.4)
 - Compliance with Annex 1 of Resolution ITU-R 1-4 (if required)
 - Draft new or revised Recommendations to be approved according to Resolution ITU-R 45-1
 - Compliance with Annex 1 of Resolution ITU-R 1-4 (if required)
 - Other contributions
- 6** Any other business

J. JOHANN
Chairman, Working Party 6A

Draft agenda for the seventh meeting of Working Party 6E

(Seoul, 24 August - 4 September 2006)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the meeting of Study Group 6
- 4** Status and review of Questions, Recommendations, Opinions, Resolutions and Decisions
- 5** Update of status of Recommendations adopted at March 2006 Study Group 6 meeting
- 6** Reports of Rapporteurs
- 7** Introduction and attribution of input documents
- 8** Establishment of Sub Working Groups
- 9** Consideration of output documents
- 10** Liaison with other Working Parties, etc.
- 11** Documents to be prepared for submission to the next meeting of Study Group 6
- 12** Program of future work
- 13** Future meetings
- 14** Other business

NOTE - At its meeting in March 2006, SG 6 decided to return draft new Recommendation ITU-R BT.[Doc. 6/270] "Broadcasting of multimedia and data applications for mobile reception by handheld receivers" to WP 6M, in order to allow WP 6E and WP 6S to provide comments on this DNR in time for the next meeting of WP 6M, 28.08 - 01.09.2006. Administrations are therefore invited to make appropriate contributions to WP 6E and/or WP 6S on this matter.

L. OLSON
Chairman, Working Party 6E

Draft agenda for the second meeting of Working Party 6J

(Seoul, 22-28 August 2006)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Administrative matters
- 4** Reports of the meetings of:
 - 4.1** Study Group 6
 - 4.2** Study Group 6 Steering Committee
- 5** Update of status of Questions and Recommendations, Opinions, Resolutions and Decisions
- 6** Review and update of old Recommendations, formation of Drafting Group(s) as necessary
- 7** Reports of the Rapporteur Groups and Rapporteurs, introduction of corresponding input documents, formation of necessary Drafting Groups
- 8** Introduction and attribution of other input documents and establishment of any other Drafting Groups
- 9** Consideration of output documents and documents to be submitted to Study Group 6
- 10** Liaison with other Working Parties, organisations, etc.
- 11** Program of future work
- 12** Future meetings
- 13** Other business
- 14** Closure of the meeting

S. LIENG, V. STEPANIAN, P. ZACCARIAN,
Co-Chairmen, Working Party 6J

Draft agenda for the seventh meeting of Working Party 6M

(Seoul, 28 August - 1 September 2006)

- 1** Introduction
- 2** Approval of the agenda
- 3** Report of the last meeting
- 4** Matters arising
- 5** Presentation of contributions
- 6** Appointment of Drafting Groups
- 7** Reports from Rapporteurs:
 - Rights Management in a Digital Broadcast Environment
 - Harmonisation of Procedural Content Format for Interactive TV applications - Update
 - Protection of Privacy of end users in Interactive Broadcast systems
 - Systems for broadcasting of multimedia and data applications for mobile reception
 - [Implementation of the Terrestrial Return Channel for Interactive Services - Deployment scenarios and planning considerations](#)
 - Diagrammatic representation
- 8** Approval of output documents
- 9** Any other business
- 10** Date of next meeting

B. ALDOUS
Chairman, Working Party 6M

Draft agenda for the seventh meeting of Working Party 6Q

(Seoul, 29-31 August 2006)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Review of the Chairman's Report of the sixth meeting of Working Party 6Q
- 4** Report by the Chairman of Study Group 6
- 5** Review of texts, Questions and Recommendations
- 6** Review of Tasks initiated at the sixth meeting of Working Party 6Q including liaisons with external groups
- 7** Introduction of input documents
- 8** Definition of Drafting Groups and attribution of input documents
- 9** Review of output documents including liaison statements
- 10** Report to Study Group 6
- 11** Plan for future work
- 12** Next meeting
- 13** Any other business

V.A. BARONCINI
Chairman, Working Party 6Q

Draft agenda for the sixth meeting of Working Party 6S

(Seoul, 23-30 August 2006)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Update on meetings of SG 6 and on relevant ITU activities
- 4** Status of Questions, Recommendations and Reports since the last meeting of WP 6S
- 5** Consideration of the reports of the Rapporteur Groups
 - RG-9 HDTV BSS at 17 and 21 GHz (Mr. H. Nakagawa)
- 6** WRC-07 preparatory studies allocated to WP 6S per Administrative Circular CA/128 and other issues from WRC-03 as indicated in Circular CA/128
- 7** Completion of work on preliminary draft Recommendations and draft Reports from the last meeting
- 8** Consideration of contributions for the meeting and organization of work
- 9** Any other business
- 10** Next meeting

NOTE - At its meeting in March 2006, SG 6 decided to return draft new Recommendation ITU-R BT.[Doc. 6/270] "Broadcasting of multimedia and data applications for mobile reception by handheld receivers" to WP 6M, in order to allow WP 6E and WP 6S to provide comments on this DNR in time for the next meeting of WP 6M, 28.08 - 01.09.2006. Administrations are therefore invited to make appropriate contributions to WP 6E and/or WP 6S on this matter.

C. DOSCH
Chairman, Working Party 6S

ANNEX 2

Additional information on the meetings WPs 6A, 6E, 6J, 6M, 6Q and 6S

(Seoul, Republic of Korea, 22 August - 4 September 2006)

1 Meeting information

Host City - Seoul, Where old meets new!

Seoul is the capital of Korea with over 600 years of history. It is the heart of Korea's culture and education as well as politics and economics. Seoul is unique in that historical sites such as Gyeongbok Palace and modern cultural facilities coexist in harmony. Among ever-expanding business districts packed with high-rise buildings, enriching cultural heritages and historical establishments such as ancient palaces are scattered.

And it is always bustling with exciting events and enriching cultural facilities. Colorful events, performances and reenactments of traditional activities are held very often, and with plenty of museums and galleries, all the places in the city are fabulous places to go and see. Seoul is a city of unique attractions with many office buildings and old palaces. You can feel the great energy and dynamism in Seoul.

Meeting venue

Lotte Hotel Seoul
1, Sogong-dong, Jung-gu, Seoul, Korea
Phone: +82-2-771-1000
Fax: +82-2-752-3758
<http://www.lottehotel.co.kr/english/grand/main.jsp>

Hotel reservation

Hotel reservation is handled by:

Mr. Ted Kwak (Sales team)
Phone: +82-2-759-7515
Fax: +82-2-756-8049
E-mail: wkwak@hotellotte.co.kr

Room type	Special rate	Breakfast
Superior room for single	KRW 130,000	Excluded (KRW 17,000 / person)
Deluxe room for single	KRW 190,000	Excluded (KRW 17,000 / person)
Club deluxe room for single*	KRW 240,000	Included

The above rates are subject to 10% Service Charge and 10% V.A.T.

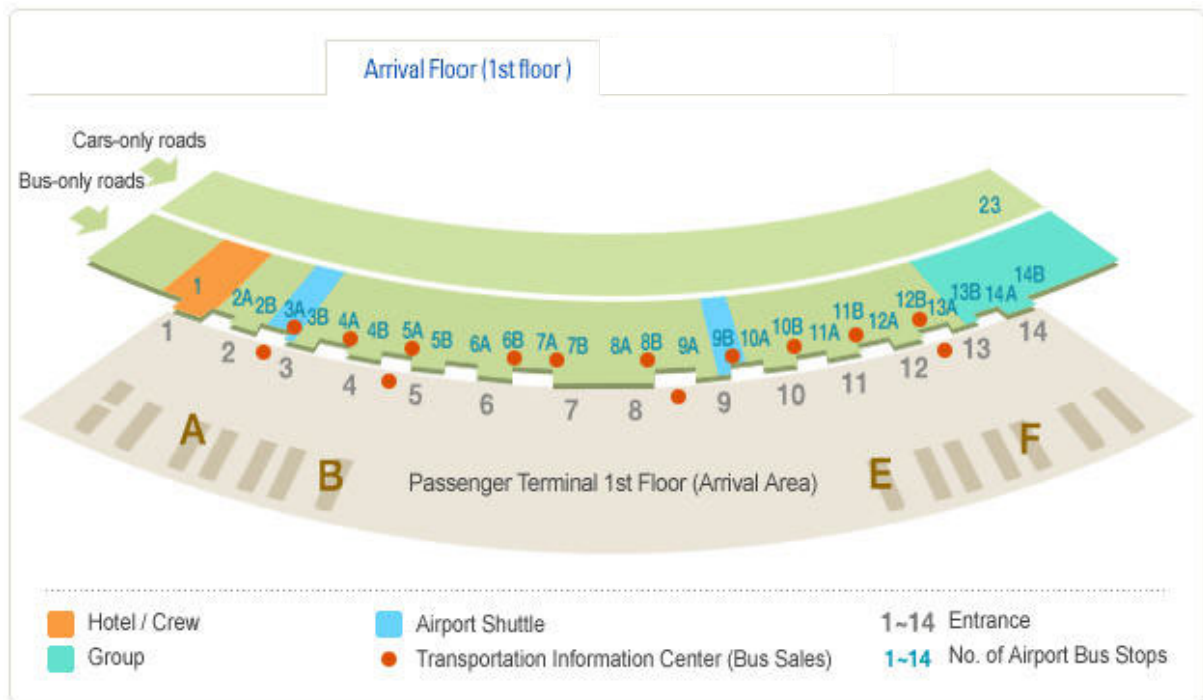
* From the second person, there is KRW 30,000 of additional charge.

Computer facilities

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

2 Transportation

Incheon International Airport is situated about 52 km (32.3 miles) west of Seoul. Therefore, it is necessary to travel by ground transportation to arrive at the hotels.



Limousine Buses are the most highly recommended method of travel to your hotels. It takes around 1 hour and 20 minutes from the airport to the hotel and the buses run by every 20 minutes. Information and tickets for the Limousine Bus are available at the Information Counter (1st Floor) at the airport. The fare is around KRW 6,000 – KRW 12,000.

For delegates who wish to go to Lotte Hotel, it is convenient to get the **KAL Limousine Buses**.

Pleaser refer to the below information.

Bus stop	Bus stops	First bus	Last bus	Interval	Travelling time	Fare
4B, (11A)	Incheon Airport → Plaza Hotel	At Seoul 04:55	At Seoul 22:35	20 min.	80 min.	KRW 12,000
	→ <u>Lotte Hotel</u>	At Airport 06:15	At Airport 23:55			
	→ Chosun Hotel					
	→ Koreana Hotel					
	→ KAL Building					
	→Holiday Inn					

Regular taxis can be found at taxi stop No. 18. The expected taxi fare from Incheon Airport to Lotte Hotel Seoul is about KRW 70,000 (USD 70), but the time taken may increasing depending on traffic conditions. From midnight to 4 a.m., a 20% extra charge will be added to the fare. Translation service is available and a receipt will be issued upon your request. Deluxe taxi costs more expensive than that of regular taxi.

3 Electricity and socket design

Outlets for 220 volts AC/60 Hz are available in major hotels. Always check the power supply before using equipment.



4 Language

Korean is spoken in most cases outside the venue but English is also applicable in most hotels and big restaurants, shops and other major organizations and touring places.

5 Tipping

Tipping is not a traditional Korean custom. A 10% service charge will be added to your bill at all tourist restaurants and hotels. It is also not necessary to tip a taxi driver unless he assists you with luggage or provides and extra service.

6 Social events

A welcome reception will be held on the evening of Thursday, 24th of August 2006. Additional events will be informed on the website, www.itur-seoul.org.

7 Contact point

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

Mr. Kwang-Ui KIM
Radio Research Laboratory
1, Wonhyoro 3-ga, Youngsan-gu,
Seoul 140-848, Republic of Korea
Phone: +82 2 710 6593
Fax: +82 2 710 6559
E-mail: kcap@mic.go.kr

8 Passport and Visa

Delegates are advised to check with the Korean Embassy in their own country to know if a visa is required for their visit to Korea. If an **invitation letter** or official document is required for visa application, please contact Mr. Kwang-Ui Kim (kcap@mic.go.kr) with such necessary information as name, nationality, organization/company, sex, date of birth, address (home, office), ID number, passport (number, date of issue and expiry), telephone, fax, e-mail. Delegates are also urged to process their visa requests at the earliest date possible. For more information, please visit the Ministry of Foreign Affairs and Trade at <http://www.mofat.go.kr/me/index.jsp>

9 Weather

The climate of Korea is characterized by our distinct seasons: spring, summer, fall and winter. Summer lasts from June to early September. July has an average temperature of 24.9°C (76.8°F). It is a hot and humid time of the year.

10 Time difference

Korea is 9 hours ahead of Greenwich Mean Time.

11 Tax

A value-added tax (VAT) is levied on most goods and services at a standard rate of 10% and is usually included in the retail price. For meals and other services, VAT is automatically added to the bill.

12 Foreign exchange rate

The unit of Korean currency is the Won (KRW). Foreign bank notes and traveler's checks can be converted into Korean won at banks, the bank windows located throughout the lobby of the airport, and at major hotels. Be sure to keep your receipt when you exchange money, so that you can convert your Won at a bank before you leave Korea. Internationally recognized credit cards including VISA, American Express, Diner's Club, Master card, and JCB card are accepted at most hotels, department stores, and restaurants. One US dollar is approximately equivalent to 958 Korean won, as of April 2006.

13 Tipping

Tipping is not a traditional Korean custom. A 10% service charge will be added to your bill at all tourist restaurants and hotels. It is also not necessary to tip a taxi driver unless he assists you with luggage or provides and extra service.

14 Business Hours

Banks are open from 09:30 to 16:00 on weekdays and closed on Saturdays and Sundays.

Usual working hours are from 9 a.m. to 6 p.m. on weekdays (Mon. - Fri.).

Major department stores are open from 10:30 a.m. to 07:30 p.m. including Sundays.

Retail stores are similar to that of department stores, but they may differ, depending on the store.

15 Further information

There are hotels near the meeting venue as below. Delegates who wish to stay at below hotels are recommended to make a reservation through the website (www.itur-seoul.org). More information including public transportation, city map, tour, etc. can be found on the website.

Hotel	Grade	Room Type	Room Rate	Distance
Sejong Hotel	□□□□	□ Standard	KRW 130,000	15 min. on foot
Royal Hotel	□□□□	□ Standard	KRW 130,000	7 min. on foot
Metro Hotel	□□□	□ Standard	KRW 101,640	5 min. on foot

1. Service charge (10%) and VAT (10%) are included in the above room rate.
2. Room rate is per room per night. Breakfast for 1 person is included in the above rate.
3. Delegates are responsible for the cost of items such as telephone calls, use of facsimiles, laundry, and refreshments that they incur during their stay.
4. Accounts should be settled directly with the hotel upon checkout.

Hotel reservation form

Please type or print clearly. Retain a copy for your records. Please send this form to:

Mr. Ted Kwak (Sales team)
 Tel: 82-2-759-7515 / Fax: 82-2-756-8049
 E-mail: wkwak@hotellotte.co.kr

We recommend that you reserve the hotel **by 21 July 2006** to guarantee the special rates.

Please fill in the following form to guarantee your hotel reservation.

Last Name:		First Name:	
Organization / Company:			
Nationality:		Passport No.:	
Address:			
Tel:		Fax:	
E-mail:			
Arrival	Date:		Time:
Departure	Date:		Time:
Accompanied by:	Name:		Passport No.:
	Name:		Passport No.:

Hotel	Please choose type of room	Option
Lotte Hotel Seoul	☐ Superior room for single (KRW 130,000*)	☐ Breakfast (Rate: KRW 17,000 / person)
	☐ Deluxe room for single (KRW 190,000*)	☐ Breakfast (Rate: KRW 17,000 / person)
	☐ Club deluxe room for single (KRW 240,000*)	Including breakfast

* The above rates are subject to 10% Service Charge and 10% V.A.T.

Which way do you prefer to pay for your hotel fare? Please choose one. ☐ Cash ☐ Credit card

Type of Card:	Number:
Name on Card:	Expiry Date:

ANNEX 3

Registration Form

ITU-R Meetings

Seoul, Korea, 22 August - 4 September 2006



Radiocommunication Bureau

I wish to participate in

WP 6J 22-28/8	WP 6S 23-30/8	WP 6E 24/8-4/9	WP 6M 28/8-1/9	WP 6A 29/8-1/9	WP 6Q 29-31/8

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:

☐

Recognized Operating Agencies

☐

Regional Telecommunication Organizations

☐

Scientific or Industrial Organizations

☐

Intergovernmental Organizations operating Satellite Systems

☐

UN, Specialized Agencies and the IAEA

☐

Other Entities dealing with Telecommunication matters

☐

Regional and other International Organizations

☐

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

I wish to receive paper copies during the meeting: ☐ Yes ☐ No

Date : Signature:

For BR Secretariat use only

Approved (if applicable)

Personal Section

Meeting Section

Pigeonhole

To be returned duly completed to the Radiocommunication Bureau

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Switzerland

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