



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

**Circular Letter**  
**4/LCCE/100**

15 December 2009

**To Administrations of Member States of the ITU,  
Radiocommunication Sector Members and ITU-R Associates  
participating in the work of Radiocommunication Study Group 4**

**Subject: Meetings of Working Parties 4A, 4B and 4C**

- Working Party 4A: Efficient orbit/spectrum utilization for FSS and BSS
- Working Party 4B: Systems, air interfaces, performance and availability objectives for FSS, BSS and MSS, including IP-based applications and satellite news gathering
- Working Party 4C: Efficient orbit/spectrum utilization for MSS and RDSS

**Introduction**

At the kind invitation of the Administration of the Republic of India, this Circular Letter is to announce that meetings of ITU-R Working Parties 4A, 4B and 4C will take place in Bangalore, from 15 March to 1 April 2010 (see the table below).

<b>Groups</b>	<b>Meeting dates</b>	<b>Deadline for contributions 16:00 hours UTC</b>	<b>Opening session</b>
Working Party 4C	15 - 23 March 2010	Monday, 8 March 2010	15 March at 10.00 hours
Working Party 4B	22 - 26 March 2010	Monday, 15 March 2010	22 March at 10.00 hours
Working Party 4A	24 March - 1 April 2010	Wednesday, 17 March 2010	24 March at 10.00 hours

The meeting will take place at the:

**Hotel "The Lalit Ashok", Bangalore, India**

**Kumara Krupa High Grounds**

**Bangalore 560 001, India**

**Tel.: +91 80 3052 7777**

**Fax: +91 80 3052 3052**

For further information see Annex 1.

## **Programme of the meetings of Working Parties**

Draft agendas for the meetings are contained in Annex 2. The Questions assigned may be found on:

<http://www.itu.int/ITU-R/go/que-rsg4/en>.

The Working Parties will conduct their work in English.

## **Contributions**

Contributions in response to the work of Working Parties 4A, 4B and 4C are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-5 and posted on <http://www.itu.int/ITU-R/go/rsg4/en> (see “contributions” of the relevant Working Party).

**The deadline for submission of contributions is specified in the table above.** Submissions received later than these deadlines cannot be accepted. Resolution ITU-R 1-5 provides that contributions which are not available to participants at the opening of the meeting shall not be considered.

Participants are requested to submit contributions by electronic mail to: [rsg4@itu.int](mailto:rsg4@itu.int). A copy of each contribution should also be sent to the Chairman of the relevant Working Party and to the Chairman and Vice-Chairmen of Study Group 4. The pertinent addresses can be found on:

[http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty\\_code=sg4](http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=sg4)

[http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty\\_code=wp4A](http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=wp4A)

[http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty\\_code=wp4B](http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=wp4B)

[http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty\\_code=wp4C](http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=wp4C)

## **Documentation**

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

<http://www.itu.int/md/R07-WP4A-C/en>

<http://www.itu.int/md/R07-WP4B-C/en>

<http://www.itu.int/md/R07-WP4C-C/en>

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

It is highly recommended that participants bring their laptops (equipped with a WLAN-card) with them to the meeting.

## **Participation**

Delegate/participant registration for the meetings will be carried out online via the ITU-R website. Each Member State/Sector Member/Associate was requested to designate a focal point to be responsible for the handling of all registration requests for his/her administration/organization. Individuals wishing to attend should contact the focal point designated for all Study Group activities for his/her entity directly. The list of designated focal points (DFPs) is available on the **ITU-R Delegate Registration and Member Information** webpage at:

<http://www.itu.int/ITU-R/go/delegate-reg-info/en>.

Valery Timofeev  
Director, Radiocommunication Bureau

## **Annexes: 2**

### Distribution:

- Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of Radiocommunication Study Group 4
- ITU-R Associates participating in the work of Radiocommunication Study Group 4
- Chairman and Vice-Chairmen of Radiocommunication Study Group 4
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

## **Annex 1**

### **Additional information for the next meetings of ITU-R Working Parties 4A, 4B and 4C in Bangalore, India (15 March – 1 April, 2010)**

#### **1 Introduction**

The Indian Space Research Organisation in association with the Ministry of Communications and IT invited the ITU-R Working Parties 4A, 4B and 4C for their next meetings (15 March – 1<sup>st</sup> April 2010) to the city of Bangalore. This Annex provides both information on the meeting and guidance to the delegates for their stay while in Bangalore. Bangalore is also known as Bengaluru.

#### **2 Meeting venue**

The meeting will be held in Hotel “The Lalit Ashok”, Bangalore, India:

Kumara Krupa High Grounds

Bangalore 560 001, India

Tel.: +91 80 3052 7777

Fax: +91 80 3052 3052

Web: <http://www.thelalit.com>

#### **3 Hotel accommodation**

The information about the main and alternative hotels is available in Attachment 1. Bookings should be made directly with the hotels.

#### **4 Transportation & access**

##### **4.1 How to reach Bangalore**

##### **4.1.1 By Air**

Bangalore Airport is located 35 km to the east of the city centre. The current timetable links Bangalore to Dubai, Frankfurt, London, Paris, Washington DC and New York airports.

Red buses are available from the Bangalore International Airport to various destinations and hotels in the city. The typical charge is from Rs. 140.00 (US \$3.00 approx.) to Rs. 470.00 (US \$10.00 approx.) depending on the distance. Airport taxis are also available (with GPS) from the airport to any destination in the city. The typical charge is Rs. 700.00 (US \$15.00 approx.) to Rs. 1 170.00 (US \$25.00 approx.).

Further information:

<http://www.bengaluruairport.com>

#### 4.1.2 By train

At present there is no train connecting the airport to the city.

#### 4.2 Public transport in Bangalore

The public transport in the city of Bangalore is provided by BMTC and BTS. The BMTC and BTS buses have various bus terminals distributed throughout the city of Bangalore. Both airconditioned and non-airconditioned buses are available from 5.00 AM in the morning till midnight. The fare depends on the type of the bus and the distance travelled.

#### 4.3 How to reach the hotel (from airport)

##### 4.3.1 Transportation to and from the airport (as of 14 December 2009)

Type	Typical Minimum Charge
Public Transport (City Bus)	Rs. 140 (US \$ 3.00 approx.), Route # 9, freq: 30 min.
Limousine	Rs. 1 500.00 to Rs. 2 500.00 one way depending on the Limousine. Various hotels have their pick up services upon request (fee).
Rental Car	Upon request (fee).
Taxi	Rs. 600.00 to Rs. 800.00 minimum (US \$ 18.00 approx.).

##### 4.3.2 Transportation fares to/from the Hotel The Lalit Ashok and to/from the railway station at Bangalore (as of 14 December 2009)

By taxi: Rs. 100.00 approx. (US \$ 3.00).

#### 5 Passports & visas

Indian visas are required to be endorsed on the passports.

If you need an individual invitation letter please contact:

**The SATCOM Programme Office, ISRO HQ,  
Antariksh Bhavan, New BEL Road,  
Bangalore – 560 231,  
Telephone: +91 80 2341 5281  
Fax: +91 80 2341 2141  
E-mail: [svkibe@isro.gov.in](mailto:svkibe@isro.gov.in)**

Delegates are urged to process their visa requests at their earliest convenience.

#### 6 Currency & banking

The official currency in India is the Indian Rupees (Rs.).

Exchange rate (as of 10 December 2009):

1 US Dollar (USD) Rs. 46.00  
1 Euro (EUR) Rs. 69.00

Further and updated information: <http://www.xe.com>

## **Banking Hours**

Banks in Bangalore are open Monday through Friday (mainly from 10:00 a.m. to 3:00 p.m.), on Saturdays from 10.00 a.m. to 1.00 p.m. and closed on Sunday and on national holidays.

## **Credit cards**

Internationally-recognized credit cards such as VISA, MasterCard and American Express cards are accepted at most hotels and restaurants.

## **7 Computer facilities**

A wireless network, using IEEE 802.11b/g, will be available.

## **8 Language**

The official language is Hindi and the local language Kannada, but English is spoken in most hotels and restaurants.

## **9 Local time**

Compared to GMT/UTC there is an offset of +05:30 hours.

## **10 Tax & tipping**

A value-added tax (VAT) is usually included in the retail price on most goods and services. The VAT is automatically added to the bill.

Tips are customary in Bangalore, but not essential, even though restaurant prices include both cover charge and service. A typical tip for good service in taxis and restaurants would be 5%.

## **11 Climate**

As the meetings of WPs 4A, 4B and 4C take place in the summer weather conditions, Bangalore city temperatures vary between a low of 68 F/20°C and a high of 95 F/35°C.

Average weather in Bangalore in March/April:

<b>Month</b>	<b>Average High</b>	<b>Average Low</b>	<b>Mean</b>
March/April	95 F/35°C	68 F/20°C	86 F/30°C

## 12 Electricity



The common electrical current in Bangalore is AC (230 Volt/50 Hz cycle). In the above picture the two kinds of socket and plug used in India are shown. An adapter plug may be needed. Always check the power supply before using equipment.

## 13 Cricket in India

Cricket is a very popular sport in India. The Indian Premier League for cricket is expected to be played in Bangalore around the same time as the meetings. The details of the cricket matches to be played in Bangalore can be obtained from the hotel.

## 14 Web links

More information is available about Bangalore from:

<http://www.karnatakaonline.in>

## 15 Contact persons

For any additional information, requests, etc., please contact:

**Mr Kabir Ahmed (Asst. Manager Reservation)**

**Hotel The Lalit Ashok  
Kumara Krupa High Grounds  
Bangalore – 560 001  
Tel.: +91 80 3052 7777  
Fax: +91 80 3052 3052**

**E-Mail: [kahmed@thelalit.com](mailto:kahmed@thelalit.com)**

or:

**Mr Vikas Mittal (Manager Sales Banquets)**

**Hotel The Lalit Ashok  
Kumara Krupa High Grounds  
Bangalore – 560 001  
Tel.: +91 80 3052 7777  
Fax: +91 80 3052 3052**

**E-Mail: [vmittal@thelalit.com](mailto:vmittal@thelalit.com)**

Please fill in the attached reservation form and send it to [itubangalore2010@thelalit.com](mailto:itubangalore2010@thelalit.com) to process your reservation.

## Attachment 1



### HOTEL ACCOMMODATION RESERVATION FORM ITU-R WPs 4A, 4B and 4C meetings 15 March – 1<sup>st</sup> April, 2010 — Bangalore, India

Hotel Options: Please select your choice of Hotel:

- The Lalit Ashok (Venue Hotel) 7 000 Rs. +10% tax  5 STAR DELUXE  
<http://www.thelalit.com>
- Taj Westend (2 kms away) 7 000 Rs. +10% tax  5 STAR DELUXE  
<http://www.tajhotels.com>
- Le Meridien (0.5 kms away) 7 000 Rs. +10% tax  5 STAR  
<http://www.lemeridien-bangalore.com>
- Oakwood Premier Prestige (4 kms away) 7 000 Rs. +10% tax  5 STAR  
<http://www.oakwood.com>
- St Marks Hotel (5 kms away) 5 750 Rs. +10% tax  4 STAR  
<http://www.stmarkshotel.com>

The above rate is for single/double room inclusive of buffet breakfast & 24 hrs internet per night.

Please note above special rates are valid only if your reservation is routed through  
[itubangalore2010@thelalit.com](mailto:itubangalore2010@thelalit.com)

Guest Name

Check-in Date

Check-out Date

Mobile/Landline

Email

Smoking/Non Smoking room

Credit card number

Expiry date of Credit card

Arrival Flight Detail

Departure Flight Detail

Special request if any

Please note that preference of smoking/non smoking room or special request will be subject to availability.

Airport pick up and drop would be at an additional cost of Rs. 1 800 (incl. tax) per way per car.

Please advise if you would like us to organize the same.

Airport pick up required      Yes       No

Airport drop off required      Yes       No

**Terms and conditions:**

- 1) Venue Hotel, The Lalit Ashok, Bangalore would be holding 100 Deluxe rooms for this conference with a cut off date of 15<sup>th</sup> February 2010, and the rooms will be offered subject to availability and on a first come first served basis.
- 2) All reservations must be routed through [itubangalore2010@thelalit.com](mailto:itubangalore2010@thelalit.com) and rooms in the afore-mentioned panelled hotels at the special rate will be offered subject to availability latest till 15<sup>th</sup> February 2010.
- 3) In case of reservations made in any of the listed hotels other than the venue hotel, daily two way coach transfers to the conference venue hotel will be offered as a complimentary service (once in the morning & once in the evening at set times).
- 4) Any cancellation made before 15<sup>th</sup> February 2010 would not attract any retention charges.
- 5) Cancellations made between 16<sup>th</sup> February till 5<sup>th</sup> March 2010 would attract 50% retention charges of the total room billing.
- 6) Any cancellation made after 6<sup>th</sup> March 2010 would attract 100% retention charges of the total room billing.
- 7) Credit card information is mandatory to process your reservation.
- 8) Please note the minimum length of stay would be 7 nights.
- 9) All the bills have to be settled at the time of check-out.
- 10) Standard check-in and check-out time is 12:00 noon. Early check-in and late check-out would be subject to availability and at an additional cost which may applicable.
- 11) All reservation forms need to be addressed to Mr. Kabir Ahmed (Asst. Manager-Reservations, mobile +91 96 86448064) at [itubangalore2010@thelalit.com](mailto:itubangalore2010@thelalit.com).

---

(Date)

---

(Guest Signature)

## **Annex 2**

### **Draft agenda for the meeting of Working Party 4A**

(Bangalore, 24 March - 1 April 2010)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 4A ([Document 4A/278](#))
- 4** Review of liaison with other Working Parties
- 5** Reports from Correspondence Groups
- 6** Review of possibilities for development of draft Recommendations and Reports
- 7** Adoption of work program for the meeting
- 8** Establishment of Groups and attribution of documents
- 9** Appointment of Group Chairmen
- 10** Any other business

J. WENGRYNIUK  
Chairman, Working Party 4A

## **Draft agenda for the meeting of Working Party 4B**

(Bangalore, 22 - 26 March 2010)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 4B ([Document 4B/109](#))
- 4** Attribution of documents
- 5** Establishment of Sub-Working Parties
- 6** Introduction of documents
- 7** Sub-Working Party meetings
- 8** Approval of output documents
- 9** Any other business

D. WEINREICH  
Chairman, Working Party 4B

## **Draft agenda for the meeting of Working Party 4C**

(Bangalore, 15 - 23 March 2010)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Working Party 4C ([Document 4C/338](#))
- 4** Review of liaison with other Working Parties
- 5** Reports from Rapporteurs and Correspondence Groups
- 6** Review of possibilities for development of draft Recommendations and Reports
- 7** Adoption of work program for the meeting
- 8** Establishment of Sub-Working Groups and attribution of documents
- 9** Appointment of Sub-Working Group Chairmen
- 10** Any other business

A. VALLET  
Chairman, Working Party 4C

---