



Radiocommunication Bureau
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Circular letter
5/LCCE/22

6 January 2011

**To Administrations of Member States of the ITU, Radiocommunication Sector
Members and ITU-R Associates participating in the work of
Radiocommunication Study Group 5**

Subject: Tenth meeting of Working Party 5D on IMT systems

Introduction

At the kind invitation of the Swedish Administration, this letter is to announce that the tenth meeting of ITU-R Working Party 5D will take place in Åre, Sweden, from 6 to 13 April 2011. The meeting will be hosted and organized by the Swedish Post and Telecom Agency (PTS).

The meeting will take place at:

Holiday Club Åre

Holiday Club Sweden AB

Box 68

SE-83014 Åre

Tel.: +46 (0)647-120 00

<http://hcoresorts.com/en/resorts/ore/introduction/>

For further information see Annex 1.

Programme of the meetings

A draft agenda for the meeting is contained in Annex 2. The Questions assigned may be found at:

<http://www.itu.int/publ/R-QUE-SG05/en>

Working Party 5D will conduct its work in English.

Contributions

Contributions in response to the work of Working Party 5D are invited. Contributions will be processed according to the provisions laid down in Resolution ITU-R 1-5 and posted on the web.

The deadline for submission of contributions is Wednesday, 30 March 2011, 16:00 hours UTC.

According to the ITU-R patent policy (Annex 1 to Resolution ITU-R 1-5), 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 5. The pertinent addresses can be found on:

http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=wp5D
http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=sg5

Participants are requested to submit contributions by electronic mail to:

rsg5@itu.int

Documentation

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

<http://www.itu.int/md/R07-WP5D-C/en>

Wireless LAN facilities will be provided in all meeting rooms and an Internet cafe facility will also be provided.

Participants will need to bring their laptops (equipped with a WLAN-card) with them to the meeting because **this will be a completely paperless meeting** (no paper copies of documents will be distributed).

Participation

Delegate/participant registration for the meeting 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 directly the focal point designated for all Study Group activities for his/her entity. The list of designated focal points (DFPs) is available on the **ITU-R Delegate Registration and Information** webpage at:

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

François Rancy
Director, Radiocommunication Bureau

Annexes: 2

Distribution:

- Administrations of Member States of the ITU Radiocommunication Sector Members participating in the work of Radiocommunication Study Group 5
- ITU-R Associates participating in the work of Radiocommunication Study Group 5
- Chairman and Vice-Chairmen of Radiocommunication Study Group 5
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX 1

Additional information for the tenth meeting of Working Party 5D

1 Introduction

The Swedish Administration is pleased to welcome the participants to the tenth meeting of ITU-R Working Party 5D on IMT systems (6-13 April 2011). This Annex provides both information on the meeting and guidance to the delegates for their stay in Åre.

2 Meeting venue

Holiday Club Åre(**)**

Holiday Club Sweden AB

Box 68

SE-83014 Åre

Tel.: +46 (0)647-120 00

<http://hcresorts.com/en/resorts/ore/introduction/>

A block of rooms is available at this hotel from April 4 at negotiated rate per room and night (quoted in SEK) using the campaign code: PTS

Occupancy per room	Single	Double	Triple
Price including tax, breakfast and entry to adventure pool	1 450	2 060	2 499
Price including tax and breakfast	1 317	1 794	2 100

In case of accompanied children please make your reservation by e-mail or telephone in order to obtain the discount for children.

NOTE – Hotel rooms should be reserved as soon as possible, but not later than February 28, 2011. Booking after February 28, 2011 will be subject to hotel room and rate availability.

For reservations in Holiday Club Åre, please contact the hotel directly

- Online: <https://booking.holidayclub.se/hotellinxnetsetup>
- Phone: +46 647 120 60
- E-mail: info.are@holidayclub.se

Use Campaign Code “PTS” when contacting Holiday club Åre.

3 Alternative accommodation

If you prefer some alternative accommodation you may consult the following hotels (both are located within 5 minutes by foot from Holiday Club):

<http://www.diplomahotel.com/en/Åre/Hotel-Diplomat-Åregården/>

http://www.hotellaretorg.se/index_en.shtml

5 km from Åre City you find “Åre Continental Inn” A block of rooms is available at this hotel until February 15 at a reduce rate SEK 7150 for single occupancy and SEK4770 (per person) for double occupancy for **the total period April 5-13**.

Hotel rooms should be reserved as soon as possible, but not later than **February 15, 2011**

Phone: **+46 647-17170** Website: www.areiinn.se

Please use Campaign Code “WP5D” when contacting Åre Continental Inn.

There are other hotels available in Åre, see for example www.hotels.com.

In any case you should make your reservation as soon as possible. Åre is a winter resort.

4 Telecommunications

For calls from all countries to a number in Sweden **the country code is +46**.

For international calls from Sweden **the code is 00 + the country code**.

5 Formalities for entering the country

Entry into Sweden

If you need an entry visa for Sweden, you are advised to make the necessary arrangements well in advance of your departure. See Attachment 1 if you will require a letter of invitation to this meeting from the Swedish Administration to support your visa application.

Arrival

The distance from the Airport (Östersund (Froesoe, OSD) to Åre is about 90 km.

The most convenient transfer from the airport to Åre is to book a “Flygtaxi” (translates directly to Flight taxi) in advance using this link <http://www.flygtaxi.se/products/transfer/are/>? The cost for this a “flygtaxi” is about € 30 when pre booked, otherwise the fare can be well above € 200.

Other means of transfer to Åre can be found at to Åre tourist information page:

<http://www.arei360.com/en-gb.aspx>.

6 Other information

Currency/Exchange/Credit Cards

The currency in Sweden is Swedish Krona (SEK or KR).

ATM’s are available twenty-four hours a day, most of them accept VISA and MASTERCARD, and some accept AMERICAN EXPRESS and DINERS.

The above cards are widely accepted in Swedish shops, restaurants, hotels and in Taxis.

Exchange rates (2011-01-04):

SEK (Swedish Krona)	EUR	USD	GBP	CNY	JPY	RUB
1	0.1116	0.1490	0.0960	0.9804	12.254	4.5496

Banks, Travellers Checks

Banks are usually open Monday to Friday from 10:00 to 15:00. Most banks will exchange currency when open for business.

Climate

The normal temperature in Åre in April ranges between -6° and 2° Celsius, occasionally it can be much colder. Observe that there will be snow and can be windy, warm clothing is advisable!

Electrical appliances

Electricity in Sweden is 230V/50Hz. Plugs are the normal 2-pin round continental type.



Information on Åre and Sweden

Most people in Sweden speak fairly good English.

<http://www.are360.com/en-gb.aspx>

<http://www.sweden.se/eng/Home/>

Webcams placed in Åre:

http://www.webbkameror.se/skidkameror/are/webkamera_are_1_640.php

http://www.webbkameror.se/skidkameror/are/webkamera_are_2_live.php

http://www.webbkameror.se/skidkameror/are/webkamera_are_3_640.php

7 Contact point

For any further information you may require:

Jan-Erik Lejerkrans by email jan-erik.lejerkrans@pts.se or phone +46 8 678 55 00

Yasmin Akhavian by email yasmin.akhavian@pts.se or phone +46 8 678 55 00.

ATTACHMENT 1 TO ANNEX 1

Request for a letter of invitation from the Swedish Post and Telecommunication Agency in support of a visa application

Delegates who require a letter of invitation from the Swedish Administration to support their visa application are kindly requested to complete the information in the form below and to send it by email to:

Yasmin Akhavian by email yasmin.akhavian@pts.se

Administration/ Organization / Company:

Address:

Invitation to the WP 5D meeting in Åre, 6-13 April 2011

Dear Sir/Madame,

The Swedish Post and Telecom Agency has the honor of inviting

First name, last name:

Gender:

Date of birth:

Place of birth:

Nationality:

Passport number:

Date of issue:

Date of expiry:

to attend the WP 5D meeting. The meeting will take place 6-13 April 2011.

The venue of the meeting will be:

Holiday Club Åre

Årestrand

Sweden

Urban Landmark

Head of Spectrum Markets Department

ANNEX 2

Draft agenda for the 10th meeting of Working Party 5D

(Åre, Sweden, 6-13 April 2011)

- 1 Opening of the meeting
- 2 Approval of the agenda
- 3 Report of the 9th meeting of Working Party 5D ([Document 5D/870](#))
- 4 Reports from Rapporteurs and Correspondence Groups
- 5 Working structure and document assignment
- 6 Any other business

S. BLUST
Chairman, Working Party 5D
