



## Radiocommunication Bureau (BR)

Circular letter  
5/LCCE/82

2 April 2019

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

**Subject: Thirty-second meeting of Working Party 5D on IMT systems**

### 1 Introduction

By means of this Circular Letter, I wish to announce that, at the kind invitation of the Administration of Brazil, the 32<sup>nd</sup> meeting of ITU-R Working Party 5D will take place in Búzios, Brazil, from 9 to 17 July 2019. The opening session will commence on 9 July 2019 at 0930 hours (see table below).

Group	Meeting date	Deadline for contributions 1600 hours UTC	Opening session
Working Party 5D	9-17 July 2019	Tuesday, 2 July 2019	Tuesday, 9 July 2019 at 0930 hours

### 2 Programme of the meeting

A draft agenda for the meeting is contained in Annex 1. The status of texts assigned to the Working Party can be found on:

<https://www.itu.int/md/R15-SG05-C-0001/en>

The Working Party will conduct its work in English.

### 3 Venue

The meeting will take place at:

**Place:** Hotel Atlântico Búzios  
**Address:** Estrada da Usina, 294 – Morro do Humaitá  
Armação de Búzios - Rio de Janeiro - Brasil  
**Phone:** +55 22 2620-8850/+55 22 2620-8858  
**URL:** <http://www.atlanticobuzios.com.br>  
<http://www.atlanticobuzios.com.br/en> for English  
<http://www.atlanticobuzios.com.br/es> for the Spanish

For further information see Annex 2.

#### **4 Contributions**

Contributions in response to the work of Working Party 5D are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-7.

The deadline for reception of contributions not requiring translation\* (including Revisions, Addenda and Corrigenda to contributions) is seven calendar days (1600 hours UTC) prior to the start of the meeting. **The deadline for reception of contributions for this meeting is specified in the table above.** Submissions received later than this deadline cannot be accepted. Resolution ITU-R 1-7 provides that contributions which are not available to participants at the opening of the meeting cannot be considered.

Participants are requested to submit contributions by electronic mail to: [rsg5@itu.int](mailto:rsg5@itu.int). A copy of each contribution should also be sent to the Chairman of Working Party 5D and to the Chairman and Vice-Chairmen of Study Group 5. The pertinent addresses can be found on:

<http://www.itu.int/go/rsg5/ch>

<http://www.itu.int/go/rwp5d/ch>

#### **5 Documents**

Contributions will be posted "as received" within one working day on the Working Party 5D webpage established for this purpose. The official versions will be posted on <http://www.itu.int/md/R15-WP5D-C/en> within 3 working days.

All participants are kindly requested to download the documents from the above website before the meeting starts to avoid congestion of Internet network.

Wireless LAN facilities will be available in all the 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.

#### **6 Remote participation**

Audio webcast of Plenary sessions of Working Party 5D and remote participation will not be available for this meeting.

#### **7 Participation/Visa requirement**

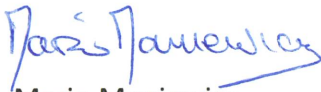
Advance registration for ITU-R events is mandatory and carried out exclusively online through Designated Focal Points (DFPs). Each ITU-R Member has been requested to designate a DFP responsible for the handling of all registration formalities. Individuals wishing to be registered for an ITU-R event should directly contact the DFP for their entity. The list of ITU-R DFPs (TIES protected) as well as detailed information on event registration, etc. can be found at:

[www.itu.int/en/ITU-R/information/events](http://www.itu.int/en/ITU-R/information/events)

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\* Where translation is required, contributions should be received at least three months prior to the meeting.

Specific information on deadlines to obtain visa and immigration documents are indicated in Annex 2. In particular, your attention is drawn to the need to apply for the visa well in advance.



Mario Maniewicz  
Director

**Annexes:** 2

**Distribution:**

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

## ANNEX 1

### **Draft agenda for the 32<sup>nd</sup> meeting of Working Party 5D**

(Búzios, Brazil, 9-17 July 2019)

- 1 Opening remarks
- 2 Adoption of the draft agenda
- 3 Report of the 31<sup>st</sup> *bis* meeting of Working Party 5D (Doc. [5D/1184](#))
- 4 Reports from Rapporteurs and Correspondence Groups
- 5 Working structure and document assignment
- 6 Any other business

S. BLUST  
Chairman, Working Party 5D

## ANNEX 2

### Additional information for the 32<sup>nd</sup> meeting of Working Party 5D

#### 1 Introduction

This Annex provides both information on the meeting and guidance to the delegates for their stay in Armação de Búzios, Brazil.

#### 2 Meeting Venue

The meeting will be held at:

**Place:** Hotel Atlântico Búzios

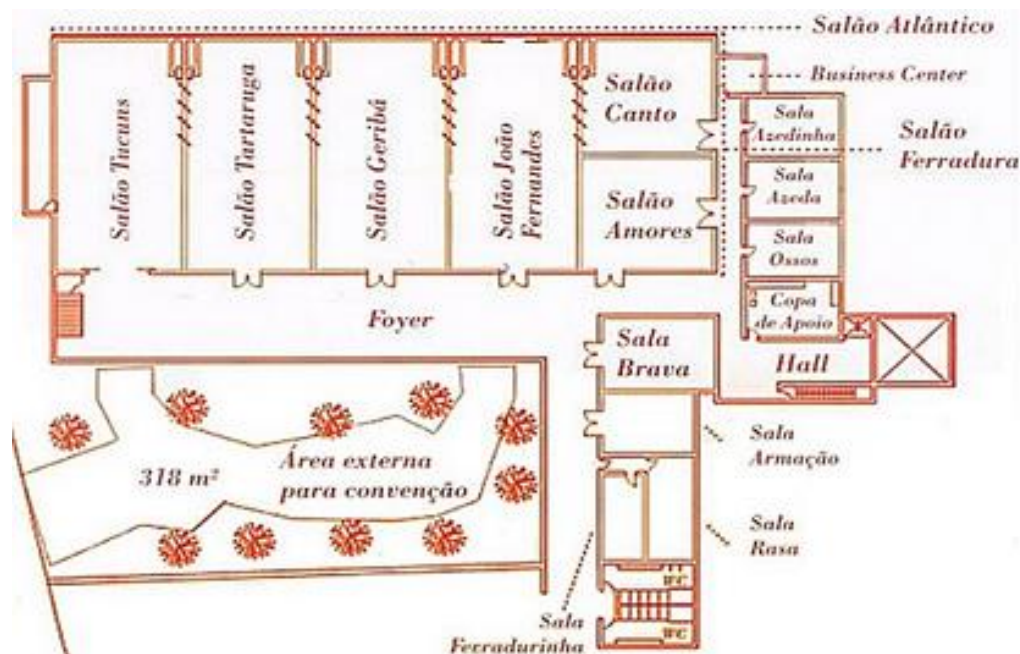
**Address:** Estrada da Usina, 294 – Morro do Humaita  
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#### 3 Floor Plan and Meeting Rooms

All the meeting will use rooms Tucuns, Tartaruga, Geribá, Canto, Amores, Brava, Armação, Rasa and Ferradurinha.



The updated meeting schedule and the opening hours for the Cyber Café, ITU Secretariat and Local Secretariat rooms will be provided on site.

## 4 On-site Registration/Badges

Badges will be issued only to individuals who have successfully undergone the ITU-R registration procedure, including pre-registering, and have been accredited.

**Pre-Registration:** The ITU registration website is now open. Delegates must register to attend the event and to request a visa letter.

**Registration:** Monday 8 July from 1500 to 1800 hours and Tuesday 9 July from 0800 to 1700 hours.

Registration service will resume at the ITU Secretariat from 10 July.

## 5 Access to the meeting venue

### 5.1 Flights to Rio de Janeiro Antonio Carlos Jobim International Airport (GIG), also known as Galeao International Airport or RIOgaleao

GIG is located approximately 180 kilometres (110 miles) from Búzios' city centre and the venue can be reached by:

#### Transfer

Transfer services between GIG and Atlântico Búzios Hotel from Saturday July 6 to Sunday July 21 will be organised by Pimenta Comunicacao. There are two options for the transfer:

- Shared – USD 75 per person each way  
Transport will be organised on the best timing considering flight times and according to the number of delegates arriving.
- Private – USD 250 each way (up to 3 passengers)

Once the flights are booked, please contact Pimenta at [brazil\\_transfers@pimenta.com](mailto:brazil_transfers@pimenta.com) with the following information:

- Full names
- Number of people
- Arrival flight number and time
- Departure flight number and time.

Payments will be made by credit card by 28 June 2019. Reservation requests received after 25 June 2019 will be accommodated, subject to availability, on a first come first served basis.

#### Car

Galeao International Airport has several international car rental companies. Note toll charges will occur on your way to Búzios and only cash is accepted, unless your car comes with an automatic toll charge system (e.g. Sem Parar):

1. Ponte Rio-Niterói: R\$ 4.30: charged on your way to Búzios.
2. Via Lagos (RJ-124): R\$ 12 (from Mondays 1200 to Fridays 1200) and R\$ 20 (from Fridays 1200 hours to Mondays 1200 hours): charged both ways.
3. São Gonçalo (BR-101): R\$ 5.50: charged on your way back to Rio de Janeiro.

### 5.2 Flights to Cabo Frio International Airport (CFB) – Regional Airport

Cabo Frio Airport has seasonal/limited flight services and is located approximately 35 kilometres (22 miles) from Búzios' city centre. The venue can be reached by taxi upon arrival.

## 6 Accommodation

A limited number of rooms at the hotel of the meeting has been reserved for participants until 9 June 2019. The Atlântico Búzios hotel offers a promotional rate of R\$ 420 (approximately USD 110 on the conversion rate USD 1-R\$ 3.85) per single or double room from 6 to 21 July 2019, including breakfast and taxes.

To be eligible for the special rate, please send an e-mail to [reservas@atlanticobuzios.com.br](mailto:reservas@atlanticobuzios.com.br) with the following information and WP 5D Reservation as subject:

- Full name
- Number of people
- Arrival date and time
- Departure date and time.

Reservations can be cancelled until 5 July 2019. Payments will be made on check-in by credit card or cash in R\$ (Reais) or USD (United States Dollars).

### 6.1 Other Hotels

Other hotels near the venue are:

#### **Vila D'Est Handmade Hospitality Hotel (starting at USD 250)**

Address: Alto do Humaitá, 11

Phone: +55 22 2623-1546

Website: <http://www.viladeste.eco.br/home/en>

#### **Hotel Pousada Luar de Búzios (starting at USD 50)**

Address: Estrada da Usina Velha, 130

Phone: +55 22 2623-0922

Website: <http://luardebuzios.com.br/site/ing/>

## 7 VISA and immigration information

A visa may be necessary for participants from some countries to enter Brazil. Participants requiring visa must obtain it before travelling. For detailed information about visa requirements, please visit the website of the Ministry of Foreign Affairs of Brazil at:

<http://www.portalconsular.itamaraty.gov.br/images/ggrv/QGRV-simples-ing-Dec21.pdf>

Delegates who require an invitation letter for obtaining a visa are requested to contact the International Affairs Office of Anatel via e-mail at [ain@anatel.gov.br](mailto:ain@anatel.gov.br), with subject "Invitation Letter for Visa – 32<sup>nd</sup> WP 5D meeting", as soon as possible after pre-registration with ITU. Your e-mail must include the following information in order to be processed:

- Full name
- Passport Number
- Date of Issue of the Passport
- Date of Expiry of the Passport
- Nationality
- Dates of stay in Brazil.

For more information, participants are encouraged to contact the Brazilian Representation in their countries: <http://www.portalconsular.itamaraty.gov.br/representacoes-do-brasil-no-mundo>.

It is noted that in March 2019 the Brazilian government announced a visa waver programme to Australia, Canada, Japan and the USA, although dates have not been confirmed.

## **8 Network**

### **8.1 Internet Access**

Internet access will be available at the conference meeting rooms. Participants will be provided with an internet access code upon arrival.

### **8.2 Internet Lounge (Cybercafé)**

There will be a Cyber Café for delegates with printing facilities.

## **9 Practical Information**

### **9.1 Medical information**

#### **Vaccinations**

Brazil does not have vaccination requirements or checks to enter the country. The World Health Organisation suggests Yellow fever vaccination for travellers aged 9 months or over going to the state of Rio de Janeiro. Please note that the seasonal period for yellow fever occurs only from December through May.

#### **Health System and Hospitals**

Brazil runs a Universal Health System, even for tourists in an emergency by calling 192 from any phone. Outside of an emergency, you may contact your travel insurance for guidance or proceed to the closest hospital (public for free assistance or private for insured or payable treatments).

### **9.2 Climate**

The temperatures in Armação de Búzios in July range between 15 and 25 Celsius and rain is expected for only 5 days in this month. Light jackets are recommended and the weather is suitable for outdoor activities.

### **9.3 Electricity and Voltage**

The standard power supply in Búzios is 110 volts, 60 Hz. The type of power outlet/connector used in Brazil is "N type" which is a two-parallel-pronged type. For your convenience, please bring a multi-voltage travel adapter. Bear in mind that most European plugs work with the Brazilian outlet models.





## 9.4 Language

Portuguese is the official language and generally used. Basic English is widely spoken in hotels and touristic regions. Official signs and other establishments will probably not offer English translations and you may need Local Secretariat or Google Translator for support.

## 9.5 Time Zone

UTC-3 hours.

## 9.6 Banks and Currency



The currency in Brazil is Brazilian Reais (BRL or R\$) and range from 3.6-3.9 US dollars at the moment. Most restaurants and bars accept credit and debit cards. Foreign currencies cannot be used in Brazil and most places will not accept any.

Beach services and self-employed street vendors may not accept cards and cash is highly recommended for taxis and outdoor activities.

You may withdraw cash (bills/notes) from ATMs from any Brazilian bank or “Banco 24 horas” machines. Please check with your local bank for charges and fees.

Bank hours in Búzios are from 1000 to 1500 and ATMs can be found 24 hours a day.

## 9.7 Sim Card Purchase (Brazilian Roaming SIM Card)

You can purchase a prepaid SIM Card that can be used in Brazil in convenient stores, newsstands, supermarkets and in Operators branded stores.

The major Brazilian mobile operators are (i) Claro, (ii) Oi, (iii) TIM and (iv) Vivo and all work in 4G-LTE in Búzios.

## 9.8 Helpful Numbers

**Area Code:** +55 (Brazil) 22 (Búzios)

**Emergency call for Police:** 190

**Emergency call for Fire Department:** 193

**Ambulance:** 192

## **9.9 Tipping**

A 10% service charge is generally included in your final bill at restaurants and bars. No additional tipping is necessary. The customary tip to hotel porters is R\$ 10 to R\$ 20. Prices of goods and services already have taxes included.

If you find a service outstanding and would like to add more tips, it is not offensive or inappropriate and generally much appreciated, but not expected.

## **9.10 Host country Coordinators**

**Luciana Camargos - GSMA**

[lcamargos@gsma.com](mailto:lcamargos@gsma.com)

**Luiz Felipe Zoghbi - GSMA**

[lzoghbi@gsma.com](mailto:lzoghbi@gsma.com)

**Edgar Barbosa de Souza - Anatel**

[edgar@anatel.gov.br](mailto:edgar@anatel.gov.br)

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