



*Radiocommunication Bureau*  
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Circular Letter  
8/LCCE/134

14 March 2005

**To Administrations of Member States of the ITU and  
Radiocommunication Sector Members participating in the  
work of Working Party 8F of Radiocommunication Study Group 8**

**Subject:** Sixteenth meeting of Working Party 8F on IMT-2000 and systems beyond  
IMT-2000

**Introduction**

By means of this Circular Letter, we wish to announce that the 16<sup>th</sup> meeting of ITU-R Working Party 8F will take place in Québec City, Canada, from 8 to 15 June 2005.

**Place of the meeting**

The meeting will take place at the:

Loews Le Concorde Hotel  
1225 Cours Du General De Montcalm  
Québec City, QC, K1R 5T9  
Canada

Tel: +1-418-647-2222

Fax: +1- 418-647-4710

<http://www.loewshotels.com/hotels/quebec/default.asp>

For further information see Annex 2.

**Programme of the meeting**

The draft agenda for the meeting is contained in Annex 1. The Questions assigned may be found on: <http://www.itu.int/ITU-R/publications/download.asp?product=que08&lang=e>. Working Party 8F will conduct its work in English.

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. The opening session will commence at 10:00 hours.

Please note that an interim meeting of Working Group Services will also be held at the same venue on the two days immediately before the Working Party 8F meeting (6-7 June 2005). Details of this meeting are provided in Chapter 4 of Document 8F/427.

## Contributions

Contributions in response to the work of Working Party 8F are invited\*. Contributions will be processed and dispatched in accordance with Resolution ITU-R 1-4 and posted on the web. **As decided at the last meeting of Working Party 8F, the deadline for submitting contributions is Monday, 30 May 2005, 08:00 hours Geneva time.** Documents received after this deadline will be forwarded to the next meeting of the Working Party.

According to the ITU-R patent policy (Annex 1 to Resolution ITU-R 1-4), 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 8. The pertinent addresses can be found on:

<http://www.itu.int/ITU-R/study-groups/index.asp> (see Chairmen and Vice-Chairmen)

Participants are encouraged to submit contributions by electronic mail to:

[rsg8@itu.int](mailto:rsg8@itu.int)

## Documentation

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

<http://www.itu.int/md/meetingdoc.asp?lang=e&type=sfolders&parent=r03-wp8f-c>.

A CD-ROM containing all of the contributions will be provided to each participant at the start of the meeting. A CD-ROM containing all of the contributions and temporary documents will also be provided to each participant before the final plenary session.

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

Participants are encouraged to use electronic working methods and to bring their laptops (equipped with a CD-ROM drive and a WLAN-card) with them to the meeting. Please note that only a limited number of paper copies of the documents will be available at the meeting.

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\* Contributors are urged to reduce the length of their contributions as much as possible. The recommended maximum length of an input document is 10 pages. Long documents should be structured as a small number of cover pages (preferably one) summarizing the document and an attachment containing the detailed information. The attachments of such long documents, when submitted as delayed contributions, would only be distributed on paper to the participants at the meeting, on request.

## **Participation**

In order to make the necessary arrangements, it is requested that the intended participation of your representative(s) be advised no later than one month before the opening of the meeting by means of the annexed form (Annex 3).

Valery Timofeev  
Director, Radiocommunication Bureau

## **Annexes: 3**

### Distribution:

- Administrations of Member States and Radiocommunication Sector Members participating in the work of Working Party 8F of Radiocommunication Study Group 8
- Chairman and Vice-Chairmen of Radiocommunication Study Group 8
- ITU-R Associates participating in the work of Radiocommunication Study Group 8
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

## ANNEX 1

### **Draft agenda for the 16<sup>th</sup> meeting of Working Party 8F**

(Québec City, 8-15 June 2005)

- 1 Opening of the meeting
- 2 Approval of the agenda
- 3 Report on the 15<sup>th</sup> meeting of Working Party 8F (Doc. 8F/427)
- 4 Reports from Liaison and Special Rapporteurs
- 5 Proposed method of work
- 6 Assignment of contributions
- 7 Consideration of documents
- 8 Future work
- 9 Other business

## **Contributions for the 16<sup>th</sup> meeting of WP 8F**

In accordance with the WP 8F work plan, contributions on the following topics are specifically sought for the 16<sup>th</sup> meeting:

### **WG CPM/WRC**

- The background section of the CPM Report for Agenda item 1.4

### **WG Developing**

- How to complement the identified deliverables in WP 8F with a specific focus on aspects of IMT-2000 and beyond for developing countries
- What liaisons WP 8F should be sent to the appropriate entities within the BDT to address topics such as Questions or work within ITU-D Study Groups, or those related to WTDC-06 preparations or the WTDC-06 itself, for example, Resolutions such as Resolution 43 (Istanbul, 2002) which may need to be updated
- What specific information WP 8F should seek from the ITU-D
- Who additionally should be engaged in the activities of WG Developing and how to encourage such participation
- Timeframes for the WG Developing deliverables
- What deliverables should WP 8F produce

### **WG Services**

- Naming of systems beyond IMT-2000
- Development of IMT.MARKET
- Development of IMT.METH including the validation
- Development of IMT.ESTIMATE
- Development of IMT.SERVICE

### **WG Spectrum**

- Final answers to the Questionnaire
- Final outline of Report IMT.SURVEY
- Outline and content of Report IMT.CANDI, explicitly on the nature and size of data rates for the different radio interfaces

### **WG Technology**

- M.1457-6 and roadmap update
- Radio Aspects Report
- IMT.SDR, focussing on just editorial changes and economizing of text

- Work on IP related matters:

WP 8F is responsible for responding to Question ITU-R 223-1/8 on IP applications over mobile systems. WP 8F would like to have a better understanding of what is already available, the relevant timescales, the expected outcomes of work underway and the visions of the External Organizations on this topic. Information from External Organizations on this specific topic should be sent to the Study Group 8 Counsellor, Mr. Colin Langtry ([colin.langtry@itu.int](mailto:colin.langtry@itu.int)).

S. BLUST  
Chairman, Working Party 8F

## ANNEX 2

### **Additional information on the 16<sup>th</sup> meeting of Working Party 8F**

(Québec City, Canada, 8-15 June 2005)

#### **1 Meeting information**

##### **Meeting venue**

Loews Le Concorde Hotel  
1225 Cours Du General De Montcalm  
City of Québec  
Canada

Tel.: +1-418-647-2222  
Fax: +1-418-647-4710

For more information about the Loews Le Concorde, Québec City, please visit the following website:

<http://www.loewshotels.com/hotels/quebec/default.asp>

**The opening session will be held in the Ballroom on the 2nd floor of the hotel.** Wireless LAN facilities will be provided in all meeting rooms and Internet cafe facilities will be freely accessible.

##### **Hotel reservation**

All hotel reservations are handled by:

Loews Le Concorde Hotel

Key Word: ITU-R WP8F

Fax: +1-418-647-4710

Email (information): [loewsleconcordeinfo@loewshotels.com](mailto:loewsleconcordeinfo@loewshotels.com)

150 rooms are available at this hotel, as specified in the following categories. NOTE: Hotel rooms should be reserved as soon as possible, but not later than **April 5 2005. Booking after April 5, 2005 will be subject to hotel room and rate availability.** Please use the hotel reservation form attached.

## Loews Le Concorde Québec City (rates)

Room type	WP 8F rate (single)	WP 8F rate (double)
Superior Room	CAD 199 (~US \$160)	CAD 199 (~US \$160)
Superior Room (with breakfast)	CAD 217 (~US \$175)	CAD 235 (~US \$190)
Additional Person		CAD 20 (~US \$16)

All the above rates are subject to applicable tax.  
The valid dates for the above rates are 4-15 June 2005.

## 2 Transportation

### Air Travel

Jean Lesage International Airport serves Québec City with direct flights to the following cities outside Canada: Detroit, London, New York, and Paris. For travel from other cities outside Canada you will find frequent connections through Toronto and Montreal. The official airport code is YQB.

### Local Travel

Taxis are plentiful and they take credit cards. There is a fixed rate of CAD 27 from the airport to downtown Québec City (including the Meeting Hotel) and the trip takes about 20 minutes. There are also hotel shuttles available at the airport.

## 3 Electricity and socket design

The standard power supply in Canada is 110 volts - 60 Hz.

Standard North American 3 pin socket



## 4 Language

The official, and predominant, language in Québec is French, but English is widely spoken in all service industries, tourist and shopping areas.

## 5 Social events

A welcome reception will be held on the evening of Wednesday, 8<sup>th</sup> June 2005. Additional events will be advised during the meeting.



## **6 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. Keith McIntosh  
Tel.: +1-613-233-4888  
Fax: +1-613-233-2032  
E-mail: wp8f@cwta.ca

## **7 Passport and visa**

Most visitors to Canada need a valid passport, and many require visitor's visas. Participants from countries whose citizens require visas should, well in advance, apply to a Canadian consulate or diplomatic mission in their respective country, and ask if any visa-supporting letter is required. Participants are also advised to contact their local travel agents or carriers.

**Those participants who need a Visa supporting letter for entering Canada are strongly advised to get in touch with the contact point in § 6 below, by 30 March 2005** with such necessary information as last name (family name), first name (given name), nationality, organization/company, occupation/position, gender, date of birth, passport (number, date of issue and expiry), duration of stay in Canada (please indicate especially when delegates need to stay longer than the time period of 8F meeting), mailing address, postal code, telephone, fax, email. Delegates are also urged to process their visa requests at the earliest date possible.

Further information on Canadian immigration requirements can be found at <http://www.cic.gc.ca/>

## **8 Customs**

Foreign visitors may bring into Canada duty-free up to 200 cigarettes, 50 cigars, 200 grams of manufactured tobacco, and 200 tobacco sticks; 1.5 litres of wine or 8.5 litres of beer; and one bottle containing not more than 1.4 litres of spirits, liqueur, or other spirituous beverages. Firearms, other types of weapons and narcotics are strictly prohibited.

Further information on Canadian Customs policies can be found at <http://www.cra-arc.gc.ca/>

## **9 Weather**

In early June, Québec City is typically pleasantly sunny and warm during the day with temperatures around mid 20°C (68°F) range or above, but evenings can still be cool. Rain is a possibility.

Average High: 20-22°C (68-72 °F)

Average Low: 9-11 °C (48-52 °F)

Warm evening wear such as a sweater or a light jacket and good walking shoes will ensure your stay is pleasant and comfortable. A raincoat or umbrella is also a good idea in case of rain.

## **10 Foreign exchange rate**

The Canadian Dollar is the official currency. As of 2 February 2005, 1 USD\$ = CAD\$1.24.

## **11 Traveller's checks and credit cards**

Traveller's checks in Canadian currency are recommended, and are accepted almost everywhere. Major credit cards such as Master Card, Diners Club, Visa and American Express are widely accepted at hotels, department stores, shops and restaurants.

## **12 Tipping**

Restaurant tipping is left to customer discretion, but the customary (and expected) amount is 15 per cent. Many restaurants automatically add a gratuity (tip) to the bill for large groups (six to eight or more).

## **13 Taxes**

The federal tax (GST) of 7% is levied on most goods and services in Canada. In addition, a 7.5% provincial tax (QST) is levied on products and services. Non-residents can apply for a GST rebate on most goods purchased for use outside Canada as well as on short-term accommodation (there are exceptions). Details are given in the “GST Rebate for Visitors” booklet published by Revenue Canada, Customs and Excise, available on the plane, at the airport upon your arrival or at your hotel.

## **14 Business hours**

Regular banking hours are Monday to Friday, 10:00 to 17:30. Most shops in Québec City are open from 9:00 to 17:30.



H Ô T E L  
LOEWS LE CONCORDE  
Q U É B E C

CARTE DE RÉSERVATION / RESERVATION CARD

**Nom du Congrès / Name of Event** ITU-R WP 8F  
**Dates from/Date:** June 6-15, 2005

**Date limite de réservation / Cut-off date:** **April 5, 2005**

**Nom** \_\_\_\_\_ **Téléphone résidence** \_\_\_\_\_  
*Name Home Phone Number*

**Société** \_\_\_\_\_ **Téléphone bureau** \_\_\_\_\_  
*Company Office Phone Number*

**Adresse** \_\_\_\_\_  
*Address*

**Ville** \_\_\_\_\_ **Province/Pays** \_\_\_\_\_ **Code postal** \_\_\_\_\_  
*City Province/Country Postal code / Zip code*

**Date d'arrivée / Arrival Date** \_\_\_\_\_ **Date de départ / Departure Date** \_\_\_\_\_  
*(après 15h00 / after 3 pm) (avant 13h00 / before 1 pm)*

**Heure d'arrivée\*** \_\_\_\_\_ **Partage chambre avec** \_\_\_\_\_  
*Arrival Time\* Sharing room with*

\* Toute arrivée après 16h00 doit être garantie par carte de crédit. *Arrival after 4 pm must be guaranteed by a credit card.*

**Date limite de réservation / Cut-Off Date**

Les demandes de réservations doivent être reçues à l'hôtel avant la date ci-haut indiquée. Après cette date, les chambres seront confirmées selon disponibilité et au tarif en vigueur. *Reservation requests must be received at the hotel prior to the cut-off date. After this date, rooms are subject to existing availability and rate.*

**Tarifs négociés (taxes en sus)**

**Veillez cocher le type de chambre désiré**

*Negotiated rates (taxes not included)  
Please specify room type*

- Chambre non-fumeur (sur disponibilité)**  
*Non-smoking room (upon availability)*
- Une personne/One person.....199.00 cdn \$**
- Deux personnes/Two persons...199.00 cdn \$**
- Personne addit./Add. person.....20.00 cdn \$**
- Petit déjeuner/Breakfast.....18.00 cdn \$**  
*(Breakfast, including the service, will be available in the restaurant the Galerie for an additional \$18 added to your room rate. If you choose this option, you will be handed your breakfast coupons upon check-in at the hotel.)*

**Afin de garantir votre réservation, veuillez indiquer ci-après votre numéro de carte de crédit.** *In order to guarantee your reservation, indicate your credit card number.*

Visa  MasterCard  American Express

Diners Club  Discover

**Carte #** \_\_\_\_\_  
*Card Number*

**Exp.** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Suites: Tarifs réguliers / Regular Rates**

**Remboursable si la réservation est annulée 48 heures avant la date d'arrivée.** *Refundable if reservation is cancelled 48 hours prior to arrival.*

**Si vous garantissez votre arrivée, l'hôtel honorera votre réservation jusqu'à 13h00 le lendemain et vous facturera en conséquence.** *The hotel will hold all guaranteed rooms until 1 pm the following day. Rooms will be billed accordingly.*

ANNEX 3



Registration Form
ITU-R Working Party 8F meeting
Québec City, Canada, 8-15 June 2005

Radiocommunication Bureau

I wish to participate in

Working Party 8F
[checked]

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
Place des Nations CH-1211 Geneva 20 Switzerland
Telephone: +41 22 730 5802
Telefax: +41 22 730 6600
Email: linda.kocher@itu.int