



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

Circular Letter
8/LCCE/137

28 July 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: Seventeenth 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 17th meeting of ITU-R Working Party 8F will take place in Helsinki, Finland, from 12 to 19 October 2005.

Place of the meeting

The meeting will take place at the:

Helsinki Congress Paasitorni
Paasivuorenkatu 5 A
FI-00530 HELSINKI
FINLAND

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/study-groups/rsg8/index.asp>. 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.

Contributions

Contributions in response to the work of Working Party 8F are invited*. Contributions will be processed 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, 3 October 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

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.

* 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 17th meeting of Working Party 8F

(Helsinki, 12-19 October 2005)

- 1** Opening of the meeting
- 2** Approval of the agenda
- 3** Report on the 16th meeting of Working Party 8F ([Doc. 8F/548](#))
- 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 17th meeting of WP 8F

In accordance with the WP 8F work plan, contributions on the following topics are specifically sought for the 17th meeting:

SERVICES	<ul style="list-style-type: none">• New Report IMT.MARKET• New name for “IMT-2000 and systems beyond IMT-2000” to be concluded
SPECTRUM	<ul style="list-style-type: none">• New PDNR IMT.METH on methodology for calculation of spectrum requirements for systems beyond IMT-2000• Update of Rec. M.1456 “Minimum performance characteristics and operational conditions for HAPS....”
TECHNOLOGY	<ul style="list-style-type: none">• New Report IMT.RAD_ASPECTS• Update of Rec. ITU-R M.1457 “Detailed specifications of the radio interfaces of IMT-2000”• Continue the work on IP CHAR

S. BLUST
Chairman, Working Party 8F

Annex 2

General information

1 Meeting information

Venue

Helsinki Congress Paasitorni
Paasivuorenkatu 5 A
FI-00530 HELSINKI
FINLAND
www.paasitorni.fi/english/index.html
Metro station: *Hakaniemi*

Hosts

Elisa Corporation www.elisa.com/index.cfm
Finnet Group www.finnet.fi
Nokia Corporation www.nokia.com
TeliaSonera www.teliasonera.com
Finnish Communications Regulatory Authority www.ficora.fi/englanti/index.html

Computer facilities

There will be a local area network available within the conference rooms for file transfer etc. The access methods are wired and wireless (2.4 GHz/IEEE 802.11b). Information on how to configure your PC to be able to benefit from this facility is available at:

<http://www.ficora.fi/englanti/radio/WP8Fhome.htm>

Cyber cafe facilities will be provided.

Registration of participants

Registration will commence at the Helsinki Congress Paasitorni outside the Congress Hall **at 08:30 hours on Wednesday, 12 October 2005.**

For participants wishing to register before the opening of the meeting, registration services will be available **on Tuesday, 11 October 2005 from 18:00 to 20:00 hours.**

The opening session will commence at 10:00 hours on Wednesday, 12 October 2005 and will be held in the Congress Hall.

Hotels

Block bookings have been made at the hotels mentioned below from 11 to 20 October 2005. Please return the attached respective hotel reservation form **as soon as possible and in no case later than 31 August 2005** to the hotel of your choice. The rooms in each hotel will be allocated in the order of reservation (first come first served).

CUMULUS KAISANIEMI HOTEL
Kaisaniemenkatu 7
FI-00100 HELSINKI
FINLAND
www.cumulus.fi/hotellit.cfm

No. 1 on the enclosed map
Telephone: +358 9 172 881
Fax: +358 9 605 379
E-mail: kaisaniemi.cumulus@restel.fi
Metro station: *Kaisaniemi*

CUMULUS SEURAHUONE HOTEL
Kaivokatu 12
FI-00100 HELSINKI
FINLAND
www.cumulus.fi/hotellit.cfm

No. 2 on the enclosed map
Telephone: +358 9 69 141
Fax: +358 9 691 4010
E-mail: seurahuone.cumulus@restel.fi
Metro station: *Rautatientori*

HILTON HELSINKI STRAND HOTEL
John Stenbergin ranta 4
FI-00530 HELSINKI
FINLAND
www.hilton.com

No. 3 on the enclosed map
Telephone: +358 9 39 351
Fax: +358 9 3935 3255
E-mail: helsinkistrand@hilton.com
Metro station: *Hakaniemi*

HOTEL HELKA
Pohjoinen Rautatiekatu 23 A
FI-00100 HELSINKI
FINLAND
www.helka.fi

No. 4 on the enclosed map
Telephone: +358 9 6135 8689
Fax: +358 9 441 087
E-mail: reservations@helka.fi
Metro station: *Kamppi*

RADISSON SAS PLAZA HOTEL
Mikonkatu 23
FI-00100 HELSINKI
FINLAND

No. 5 on the enclosed map
Telephone: +358 20 1234 700
Fax: +358 20 1234 740
E-mail: reservations.finland@radissonsas.com
Metro station: *Kaisaniemi*

sas.radisson.com/reservation/resEntrance.do?country=FI&extra=finland&city=Helsinki

RADISSON SAS ROYAL HOTEL
Runeberginkatu 2
FI-00100 HELSINKI
FINLAND

No. 6 on the enclosed map
Telephone: +358 20 1234 700
Fax: +358 20 1234 740
E-mail: reservations.finland@radissonsas.com
Metro station: *Kamppi*

sas.radisson.com/reservation/resEntrance.do?country=FI&extra=finland&city=Helsinki

After the above date we cannot guarantee accommodation at these hotels at the special rates.

Further information is available at:

<http://www.ficora.fi/englanti/radio/WP8Fhome.htm>

2 Travel information

To Helsinki by air

Helsinki-Vantaa Airport (www.ilmailulaitos.fi/airport_helsinki-vantaa) situated 20 kilometres (about 30 minutes) north of the Helsinki City Centre is served by direct flights from more than 30 international cities. Most major airlines operate to/from Helsinki-Vantaa Airport.

To Helsinki by sea

Helsinki can be reached by sea from Estonia, Germany, Poland, Russia and Sweden. For further information please contact your travel agency.

From the airport to the hotels

A **taxi** to the centre of Helsinki is paid according to the meter, usually about 30 EUR. All taxis are metered. Credit card payment is mostly accepted. During weekends there is an additional charge.

The **Finnair bus** (timetable www.finnair.com/filecontent/com/citybus_com.txt) takes you to the City Terminal, which is next to the Railway Station in the Helsinki City Centre. The bus fare is 5.20 EUR (subject to possible change).

From the hotels to the venue

The venue is at a walking distance from the hotels mentioned above. Detailed information on public transport in Helsinki (e.g. tram and metro lines) can be found at www.hkl.fi/english.html.

3 Passport and Visa

Information on foreign citizens requiring or not requiring a visa for entry into the Schengen area and on travel documents accepted by Finland can be found on the web pages of the Ministry for Foreign Affairs <http://formin.finland.fi/doc/eng/services/entry/visadoc.html>. Delegates from the countries whose citizens require visas should start the application process well in advance. Please see <http://formin.finland.fi/doc/eng/services/entry/reqvisa.html> for information on how to apply for a visa.

If an individual invitation is required, please get in touch with the contact point (see § 5 below) as soon as possible.

4 Customs

Please see customs instructions for passengers arriving in Finland at:

www.tulli.fi/en/02_Publications/02_Customer_bulletins/muu001_2005_en.jsp or at http://www.suomi.fi/english/transport_and_travel/customs_and_travel_documents/

5 Contact point

Mrs Kristiina Paivike-Blomqvist
Finnish Communications Regulatory Authority
P.O. Box 313
FI-00181 HELSINKI
FINLAND
Telephone +358 9 6966 422
Fax +358 9 6966 410
E-mail wp8f@ficora.fi

6 Social events

A welcome reception will be held on the evening of Wednesday, 12 October 2005. Additional events will be advised during the meeting.

7 Languages

The official languages of Finland are Finnish and Swedish. Finnish, a Finno-Ugric language is spoken by about 93 %, and Swedish by about 6 % of the people as a mother tongue. About 1700 people in Lapland speak Lappish (Sami).

8 Currency

The Finnish currency unit is the euro (EUR) = 100 cents. Denominations of banknotes are: 5, 10, 20, 50, 100, 200 and 500 euros. Coins: 5, 10, 20, 50 cents, 1 and 2 euros.

1 EUR = 0,66950 GBP (14 June 2005)

1 EUR = 1,2110 USD (14 June 2005)

9 Weather

The first snow falls in northern Finland in September, and elsewhere in October. More information on the weather in Finland can be found at virtual.finland.fi/finfo/english/ilmaeng.html#winter

Temperature

Daily temperatures (30-year average) in Helsinki are in mid-October:

Maximum around +7° Celsius and minimum around +1° Celsius

10 Local time

Finnish local time is UTC +3h (27 March – 30 October 2005).

11 Business hours

Banks

Banks are open Monday through Friday from 9:15 to 16:15 hours and are closed on Saturdays and Sundays. Traveller's cheques and foreign currency can also be exchanged at the Helsinki-Vantaa Airport, at the Helsinki Railway Station, at the passenger ship terminals and in several currency exchange offices in the centre of Helsinki.

“OTTO” cash withdrawal automats accept all major bank and credit cards: EuroCard, MasterCard, Visa, Cirrus, EC, Maestro, and Plus.

Shops

The most common opening hours are from 09:00 to 17:00 or 18:00 hours on weekdays and from 09:00 to 14:00 or 15:00 hours on Saturdays, though many shops and department stores are now open until 20:00 or 21:00 hours on weekdays and until 17:00 or 18:00 hours on Saturdays. Small food shops are open on Sundays mainly from noon to 18:00 hours all year round.

Post offices

Post offices are open Monday through Friday from 09:00 to 17:00 hours. Some post offices are open until 20:00 hours.

Yellow mailboxes are for collections daily. Stamps can be bought at post offices, most kiosks and department stores, stations and hotels.

12 Credit cards

Most Finnish hotels, restaurants, car rental agencies, department stores and shops accept major credit cards (American Express, Diners Club, EuroCard, MasterCard, Visa).

13 Tipping

Tips are welcome when you are very satisfied and happy with the service, but are not obligatory.

14 Tax-free shopping

Shops displaying TAX-FREE SHOPPING sign provide special services for travellers. In these shops tourists (excl. residents of EU and Norway) can gain a tax-free benefit, meaning a tax refund of about 12 to 16 % of the prices of consumer goods and about 10 % of food products. The recommended lower limit for tax-free purchases is 40 €, but it may be higher in some shops. You will be given a tax-free cheque for your purchases in the shop, and you will receive a value-added tax refund when you leave the European Union. Remember to hold onto your receipts and not to open the purchases before leaving the country.

15 Electrical appliances

The electric current in Finland is 230 V, 50 Hz. Plugs are two-pin continental size.

16 Emergencies and medical services

Should medical or dental assistance be required during your visit, please contact the Secretariat during working hours and at other times the hotel reception.

Emergencies: Dial 112 (ambulance, rescue services, fire department and police). Police alarm number also 10022.

17 Tourist information

Helsinki City Tourist Office (No. 7 on the enclosed map)
Pohjoisesplanadi 19
FI-00100 HELSINKI
FINLAND

www.hel.fi/tourism/EN/matko.asp

The Helsinki City Tourist Office is open during winter season (1 October – 30 April) Monday through Friday from 09:00 to 18:00 hours and on Saturday and Sunday from 10:00 to 16:00 hours.

Finnish Tourism Web sites to visit

www.mek.fi

Finnish Tourist Board

virtual.finland.fi

Information and facts about Finland. Produced by Ministry for Foreign Affairs of Finland

www.hel.fi/english

Information on Helsinki

www.suomi.fi/english/transport_and_travel/ Timetables and maps, tourism information, information on customs and travel documents. Produced by Ministry of Finance

HOTEL RESERVATION FORM

WP 8F

Cumulus Kaisaniemi

Kaisaniemenkatu 7
FI-00100 HELSINKI

Telephone: +358 9 172 881
Fax: +358 9 605 379
E-mail: kaisaniemi.cumulus@restel.fi

Family name:	Dr/Mr/Mrs/Ms
First name:	
Company:	
Address:	
Telephone:	
Fax:	
E-mail:	

I would like to book:

SINGLE ROOM EUR 118	smoking		non-smoking	
DOUBLE ROOM EUR 143	smoking		non-smoking	

Prices are per night and include breakfast, service, tax and sauna.

Date and time of arrival	
Date and time of departure	
Number of nights	

Please guarantee my booking with the following credit card:

Credit card _____
Number _____
Expiry date _____

Date	Signature
------	-----------

Please send this form to Cumulus Kaisaniemi by 31 August 2005.

HOTEL RESERVATION FORM

WP 8F

Cumulus Seurahuone

Kaivokatu 12
FI-00100 HELSINKI

Telephone: +358 9 69 141
Fax: +358 9 691 4010
E-mail: seurahuone.cumulus@restel.fi

Family name:	Dr/Mr/Mrs/Ms
First name:	
Company:	
Address:	
Telephone:	
Fax:	
E-mail:	

I would like to book:

SINGLE ROOM EUR 125	smoking		non-smoking	
DOUBLE ROOM EUR 150	smoking		non-smoking	

Prices are per night and include breakfast, service, tax and sauna.

Date and time of arrival	
Date and time of departure	
Number of nights	

Please guarantee my booking with the following credit card:

Credit card _____
Number _____
Expiry date _____

Date	Signature
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Please send this form to Cumulus Seurahuone by 31 August 2005.



Hilton Helsinki Strand

ITU-R WP 8F MEETING

12.-19.10.2005

REGISTRATION FORM FOR ACCOMODATION

We kindly ask you to return this form by **latest 31 August 2005.**

ROOM RESERVATIONS, HILTON HELSINKI STRAND

John Stenbergin ranta 4, 00530 HELSINKI, FINLAND

Tel: +358-9-39 351 Fax: +358-9-3935 3255 E-mail: helsinkistrand@hilton.com

Last Name: _____

First Name: _____

Company: _____

Company address: _____

Company phone no: _____

Company telefax no: _____

Please make a room reservation for the above named guest participating in the ITU-R WP 8F meeting:

ACCOMODATION:

Single room: _____ EUR 170

Double room: _____ EUR 205

Non-smoking: _____

Smoking: _____

Business room: supplement EUR 35 / room / night

Executive room: supplement EUR 70 / room / night (including use of the Executive Lounge offering complimentary snacks and drinks between 7am and 11 pm)

The above stated room rates are per room per night. The rates include buffet breakfast and VAT 8%.

KINDLY ADVICE:

Arrival date: _____ Arrival time: _____ (the room is available after 2pm)

Departure date: _____ Departure time: _____ (by noon at the latest)

GUARANTEE AGAINST LATE ARRIVAL AFTER 4PM:

I guarantee my reservation:

Credit card: _____ Credit Card number: _____

Expiration date: ____/____/____

* Kindly note that without a valid credit card guarantee the room will be held for you **until 4pm on arrival day** only.

Kindly fax this registration form to the Hilton Helsinki Strand by latest **31 August 2005**. After this date all new reservation requests will be handled outside the room allotment and confirmed depending on the current room situation. You may cancel your reservation without charge by latest 48 hours before arrival date (based on a presumed arrival time of 2 pm). In case of a cancellation outside this cancellation policy or in case of a no show the first night's room rate will be charged to the credit card guaranteeing the booking.

For the hotel to fill in:

Date: _____ Reservation agent's signature: _____

Reservation number: _____

HOTEL RESERVATION FORM

WP 8F

Hotel Helka

Pohjoinen Rautatiekatu 23 A
FI-00100 HELSINKI

Telephone: +358 9 613 580
Fax: +358 9 441 087
E-mail: reservations@helka.fi

Family name:	Dr/Mr/Mrs/Ms
First name:	
Company:	
Address:	
Telephone:	
Fax:	
E-mail:	

I would like to book:

SINGLE ROOM EUR 89	smoking		non-smoking	
DOUBLE ROOM EUR 116	smoking		non-smoking	

Prices are per night and include breakfast, service, tax and morning sauna.

Date and time of arrival:	
Date and time of departure:	
Number of nights:	

Please guarantee my booking with the following credit card:

Credit card _____
Number _____
Expiry date _____

Date	Signature
------	-----------

Please send this form to Hotel Helka by 31 August 2005.

Congress: **WP 8F**

Dates: 12-19.10.2005

Hotel information:

Radisson SAS Plaza Hotel

Mikonkatu 23
00100 Helsinki
Tel: +358-9-77590
Fax: +358-9-77597100

Radisson SAS Hotels & Resorts

Central Sales Services
Telephone: +358 (0) 20 1234 700
Telefax: +358 (0) 20 1234 740 (Individual)
Telefax: +358 (0) 20 1234 743 (Conference Helsinki &
Espoo)
Telefax: +358 (0) 20 1234 742 (Groups))
www.radissonsas.com

Please book for me/us as follows:

Clients name:	
Company:	
Address:	
Tel:	
Fax:	
E-mail:	
Arrival date:	
Departure date:	
Credit card number:	Exp. ____ / ____
Single room:	
Double/twin room:	
Room rate per night:	EUR 112/ single Standard Class room EUR 132/ double Standard Class room

Rates are net and include Super Breakfast buffet (VAT 22%), service, roomcharge VAT (8%) and sauna.

Latest booking date: 31 August 2005

Reservations: Central Sales Services
Telephone: +358 20 1234 700
Telefax: +358 20 1234 742
E-mail: reservations.finland@RadissonSAS.com
Please quote the allotment code **WP 8F** when making a booking

Payment: Cash or credit card

Please guarantee your late arrival with your credit card number.

Congress: **WP 8F**

Dates: 12-19.10.2005

Hotel information:

Radisson SAS Royal Hotel

Runeberginkatu 2

00100 Helsinki

Tel: +358-9-69580

Fax: +358-9-69587100

Radisson SAS Hotels & Resorts
Central Sales Services
Telephone: +358 (0) 20 1234 700
Telefax: +358 (0) 20 1234 740 (Individual)
Telefax: +358 (0) 20 1234 743 (Conference Helsinki &
Espoo)
Telefax: +358 (0) 20 1234 742 (Groups)
www.radissonsas.com

Please book for me/us as follows:

Clients name:	
Company:	
Address:	
Tel:	
Fax:	
E-mail:	
Arrival date:	
Departure date:	
Credit card number:	Exp. ____ / ____
Single room:	
Double/twin room:	
Room rate per night:	EUR 110/ single Standard Class room EUR 130/ double Standard Class room

Rates are net and include Super Breakfast buffet (VAT 22%), service, roomcharge VAT (8%) and sauna.

Latest booking date: 31 August 2005

Reservations: Central Sales Services

Telephone: +358 20 1234 700

Telefax: +358 20 1234 742

E-mail: reservations.finland@RadissonSAS.com

Please quote the allotment code **WP 8F** when making a booking

Payment: Cash or credit card

Please guarantee your late arrival with your credit card number.

Appendix 1 to Annex 2



