



Radiocommunication Bureau
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Circular Letter
8/LCCE/139

9 November 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: Eighteenth 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 18th meeting of ITU-R Working Party 8F will take place in Bangkok, from 25 January to 1 February 2006.

Place of the meeting

The meeting will take place at the Landmark Hotel, Bangkok, Thailand.

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, 16 January 2006, 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 number of CD-ROMs containing all of the contributions will be available for participants 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 18th meeting of Working Party 8F

(Bangkok, 25 January – 1 February 2006)

- 1 Opening of the meeting
- 2 Approval of the agenda
- 3 Report on the 17th meeting of Working Party 8F ([Doc. 8F/659](#))
- 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 18th meeting of WP 8F

In accordance with the WP 8F work plan, contributions on the following topics are specifically sought for the 18th meeting:

WG SPEC	<ul style="list-style-type: none">• New Report IMT.CANDI on the evaluation of suitable frequency ranges to fulfil the vision for IMT-2000 and systems beyond
WG SPEC	<ul style="list-style-type: none">• New Report IMT.ESTIMATE on spectrum requirements for IMT-2000 and systems beyond

S. BLUST
Chairman, Working Party 8F

Annex 2

General information

1 Meeting information

Venue: Landmark Hotel, Bangkok, Thailand

138 Sukhumvit Road
Bangkok 10110, Thailand
Tel: +662 254 0404
Fax: +662 253 4259

E-mail: email@landmarkbangkok.com

URL: www.landmarkbangkok.com

Hotel Room Rate: USD 105++ /Superior Single Room/ night
USD 115++/Deluxe Single Room/ night
The rate is subject to 10% service charge and VAT

Host: The Government of Thailand

2 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 will be provided at the meeting

Cyber cafe facilities will be provided.

3 Registration of participants

Registration will commence at Landmark Hotel
at 08:30 hours on Wednesday, 25 January 2006.

For participants wishing to register before the opening of the meeting, registration services will be available **on Tuesday, 24 January 2006 from 18:00 to 20:00 hours.**

The opening session will commence at 10:00 hours on Wednesday, 25 January 2006.

4 Passport and Visa

Nationals of the following 40 countries may enter and stay in Thailand for a maximum period of 30 days without a visa. However, if the duration of their stay is expected to exceed 30 days, an appropriate entry visa must be obtained in advance from Thai diplomatic or consular missions:

1. Austria
2. Australia
3. Bahrain
4. Belgium
5. Brazil
6. Brunei Darussalam
7. Canada
8. Denmark
9. Finland
10. France
11. Germany
12. Hellenic
13. Hong Kong, China
14. Indonesia
15. Ireland
16. Israel
17. Italy
18. Japan
19. Kuwait
20. Luxembourg
21. Macao, China
22. Malaysia
23. Netherlands
24. New Zealand
25. Norway
26. Peru
27. Philippines
28. Portugal
29. Qatar
30. Republic of Korea
31. Singapore
32. South Africa
33. Spain
34. Sweden
35. Switzerland
36. Turkey
37. United Arab Emirates
38. United Kingdom of Great Britain
and Northern Ireland
39. United States of America
40. Viet Nam

In addition to the above 40 countries, nationals holding valid diplomatic or official passport of the following 16 countries may enter and stay in Thailand for the period specified in each visa waiver agreement between Thailand and the country concerned. The periods specified in the agreements range from 30 to 90 days.

- | | |
|-------------------------------------|------------------|
| 1. Argentina | 8. Liechtenstein |
| 2. Chile | 9. Mexico |
| 3. China | 10. Mongolia |
| 4. Croatia | 11. Myanmar |
| 5. Czech Republic | 12. Nepal |
| 6. Hungary | 13. Poland |
| 7. Lao People's Democratic Republic | 14. Romania |
| | 15. Slovakia |
| | 16. Tunisia |

Nationals of the following 14 countries may be granted by the Thai immigration authority at Bangkok International Airport, a visa for a stay not exceeding 15 days upon arrival, conditional on meeting certain requirements.

- | | |
|-------------------|------------------------|
| 1. Bhutan | 8. Maldives |
| 2. China | 9. Mauritius |
| 3. Cyprus | 10. Oman |
| 4. Czech Republic | 11. Poland |
| 5. Hungary | 12. Russian Federation |
| 6. India | 13. Saudi Arabia |
| 7. Kazakhstan | 14. Ukraine |

The requirements are:

- (a) Nationals must be in possession of a valid passport or an appropriate travel document recognized by the Government of Thailand.
- (b) Nationals must be in possession of an air ticket valid for return journey within 15 days.
- (c) Nationals must provide two passport-size photographs and a visa fee of approximately Baht 1,000.00

Participants from countries other than those listed above are requested to obtain appropriate entry visa from the Thai diplomatic or consular missions at the point of origin or en route prior to entering Thailand.

If you require an invitation letter to obtain a visa, please contact the contact officer listed below.

5 Contact point

Ms. Wajana Chuentongkam
Senior Director, International Organization Bureau
National Telecommunications Commission
87 Soi Sailom, Phaholyothin Road
Phayathai, Bangkok 10400
Thailand

Fax: +662 278 1736

6 Social events

Social events will be advised during the meeting.

7 Currency

The Thai currency unit is Thai Baht (THB)

8 Weather

The weather in Bangkok is warm and humid. Light tropical clothing will be appropriate. The conference room where the meeting is to be held is air-conditioned and the temperature is maintained in the range of 22-25 degrees Celsius (73-77 degrees Fahrenheit).

Daily temperatures (30-year average) in Bangkok are in January:

10 Business hours

Banks : 08:30 – 15:30 hour

Shops: 11:00 – 21:00 hour (week day)

10:00 – 21:00 hour (week end)

Post offices: 08:30 – 16:30 hour

11 Credit cards

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

15 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.

16 Tourist information

Thai Tourist Office, URL: www.tat.or.th



**Annex 3
Registration Form
ITU-R Working Party 8F Meeting
Bangkok, Thailand, 25 January - 1 February 2006**

Radiocommunication Bureau

I wish to participate in

Working Party 8F
✓

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:

- | | |
|---|--|
| <input type="checkbox"/> Recognized Operating Agencies | <input type="checkbox"/> Regional Telecommunication Organizations |
| <input type="checkbox"/> Scientific or Industrial Organizations | <input type="checkbox"/> Intergovernmental Organizations operating Satellite Systems |
| <input type="checkbox"/> UN, Specialized Agencies and the IAEA | <input type="checkbox"/> Other Entities dealing with Telecommunication matters |
| <input type="checkbox"/> Regional and other International Organizations | <input type="checkbox"/> 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
<div style="border: 1px solid black; width: 100px; height: 30px;"></div>	<div style="border: 1px solid black; width: 100px; height: 30px;"></div>	<div style="border: 1px solid black; width: 100px; height: 30px;"></div>	<div style="border: 1px solid black; width: 100px; height: 30px;"></div>

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
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