



Radiocommunication Bureau

(Direct Fax N°. +41 22 730 57 85)

Circular Letter
9/LCCE/85

12 January 2005

**To Administrations of Member States of the ITU and
Radiocommunication Sector Members participating in the work
of Radiocommunication Working Parties 9A, 9B, 9C and 9D of Study Group 9**

Subject: Meetings of Working Parties 9A, 9B, 9C and 9D

- WP 9A Performance and availability, interference objectives and analysis, effects of propagation and terminology
- WP 9B Radio-frequency channel arrangements, radio system characteristics, interconnection, maintenance and various applications
- WP 9C Systems below 30 MHz (HF and others)
- WP 9D Sharing with other services (except for the fixed-satellite service)

Introduction

By means of this Circular Letter, we wish to announce that meetings of ITU-R Working Parties 9A, 9B, 9C, 9D will take place in Tunis, Tunisia, at the kind invitation of the Tunisian Administration, from 20 to 29 April 2005.

Working Party 9A	21-27 April 2005	Opening at 14:00 hours on 21 April
Working Party 9B	20-28 April 2005	Opening at 10:00 hours on 20 April
Working Party 9C	25-29 April 2005	Opening at 10:00 hours on 25 April
Working Party 9D	21-29 April 2005	Opening at 10:00 hours on 21 April

Services directly connected with meeting activities, such as delegate registration, document distribution, etc. will be located in the vicinity of the meeting room. The registration of delegates will start at 08:30 hours on the opening days.

Place of the meetings

The meetings will take place at the:

Hôtel Renaissance
B.P. 705-2078 La Marsa
Les Côtes de Carthage - Tunisia
Tel.: +216 71 91 09 00
Fax: +216 71 91 20 20

For further information see Annex 2.

Programme of the meetings

Draft agendas for these meetings are contained in Annex 1. The Questions assigned may be found on: <http://www.itu.int/ITU-R/publications/download.asp?product=que09&lang=e>. The Working Parties will conduct their work in English.

Contributions

Contributions in response to the work of Working Parties 9A, 9B, 9C and 9D are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-4, posted on <http://www.itu.int/ITU-R/study-groups/rsg9/index.asp> (see contributions) and distributed to participants at the opening of the meeting.

Contributions should be sent to the Radiocommunication Bureau for processing. A copy should also be sent to the Chairmen of the relevant Working Party and to the Chairman and Vice-Chairmen of Study Group 9. 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:

isabelle.capdessus@itu.int

Wireless LAN facilities will be provided in the main 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, a WLAN-card and a USB socket) with them to the meeting. Please note that paper copies will be available only to participants who have requested them.

Participation

The intended participation of your representative(s) should be advised not later than one month before the opening of the meeting, by means of the annexed form (Annex 3) (to be photocopied as required).

Valery Timofeev
Director, Radiocommunication Bureau

Annexes: 3

Distribution:

- Administrations of Member States and Radiocommunication Sector Members participating in the work of Radiocommunication Working Parties 9A, 9B, 9C and 9D of Radiocommunication Study Group 9
- ITU-R Associates participating in the work of Radiocommunication Study Group 9
- Chairman and Vice-Chairmen of Radiocommunication Study Group 9
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX 1

Draft agenda for the meeting of Working Party 9A

(Tunis, 21-27 April 2005)

- 1** Opening remarks
- 2** Approval of the draft agenda
- 3** Chairman's Report of the September 2004 meeting (Doc. 9A/28)
- 4** Report on the meetings of RAG-04 and CVC-14
- 5** Report of Correspondence Groups (CG)
 - 5.1** CG on interference issues
 - 5.2** CG on IP/PHY QoS relationship
- 6** Review of Questions assigned and their categorization
- 7** Introduction of other input documents
- 8** Establishment of Sub-Working Groups and assignment of documents
- 9** Any other business

E. LENSSON
Chairman, Working Party 9A

Draft agenda for the meeting of Working Party 9B

(Tunis, 20-28 April 2005)

- 1** Opening remarks
- 2** Approval of the draft agenda
- 3** Chairman's Report of the September 2004 meeting (Doc. 9B/83)
- 4** Report on the meetings of RAG-04 and CVC-14
- 5** Report of Correspondence Groups (CG)
 - 5.1** CG on high altitude platform stations (Resolutions 122, 145 and 734 (HAPS))
 - 5.2** CG on improvement of the text in PDNR on use of FS in the infrastructure deployment of IMT-2000
 - 5.3** CG on improvement of the text in PDNR on broadband wireless access
- 6** Review of Questions assigned and their categorization
- 7** Liaison with other fora
- 8** Introduction of other input documents
- 9** Establishment of Sub-Working Parties and assignment of documents
- 10** Any other business

A. HASHIMOTO
Chairman, Working Party 9B

Draft agenda for the meeting of Working Party 9C

(Tunis, 25-29 April 2005)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Chairman's report of the September 2004 meeting (Doc. 9C/50)
- 4** Report on the meetings of RAG-04 and CVC-14
- 5** Report of Correspondence Groups (CG)
 - 5.1** CG on review of WP 9C Recommendations
 - 5.2** CG on development of an HF tutorial supplement for the adaptive HF Handbook
- 6** Report on CPM preparation on Agenda item 1.13
- 7** Review of Questions assigned and their categorization
- 8** Liaison from other fora
- 9** Presentation of other input documents
- 10** Establishment of Sub-Working Groups and assignment of documents
- 11** Any other business

N.M. SERINKEN
Chairman, Working Party 9C

Draft agenda for the meeting of Working Party 9D

(Tunis, 21-29 April 2005)

- 1** Opening remarks
- 2** Approval of the draft agenda
- 3** Chairman's Report of the September 2004 meeting (Doc. 9D/70)
- 4** Report on the meetings of RAG-04 and CVC-14
- 5** Results of the SG 9 meeting
- 6** Report of Correspondence Groups (CG)
 - 6.1** CG on revision of Recommendation ITU-R F.1336
 - 6.2** CG on improvements to Recommendation ITU-R F.758
- 7** Review of Questions assigned and their categorization
- 8** Working structure and attribution of documents
- 9** Any other business

K. MEDLEY
Chairman, Working Party 9D

ANNEX 2

Additional information on the meetings of Working Parties 9A, 9B, 9C and 9D

(Tunis, 20-29 April 2005)

1 Meeting information

Meeting venue

Hotel Renaissance (Marriott International) around Carthage coast
B.P.705-2078 La Marsa
Les Côtes de Carthage – TUNISIA
Tel.: +216 71 910 900
Fax: +216 71 912 020

Name of Key Operations Contact:

Mrs. Fatma Belkadhi Teboubbi

Operations contact title: Public Relations Manager

Operations contact e-mail address: sales.dep@renaisancetunis.com.tn

Website: <http://www.Renaissancehotels.com>

Mr. Slaheddine Bezrati

Operations contact title: Ass. General Manager

Operations contact e-mail address: renaisancetunis@planet.tn

Website: <http://www.Renaissancehotels.com>

Computer facilities

Wireless LAN facilities will be provided in all meeting rooms.

Hotel reservation

All hotel reservations are handled by:

Agence Nationale des Fréquences
12, Rue d'Angleterre 1030 Tunis
Tel.: +216 71 325 164
Fax: +216 71 323 233
E-mail: com@anf.tn

The hotel reservation form is attached to this letter.

Hotels

Hotel	Single room	Twin room	Contact
La Renaissance Gammarth	110 (DT)	120 (DT)	Tel.: +216 71 910 900 Fax: +216 71 912 020 E-mail: sales.dep@renaissectunis.com.tn
Le Palace Gammarth	110 (DT)	130 (DT)	Tel.: +216 71 912 000 Fax: +216 71 911 442
The Residence Gammarth	210 (DT)	210 (DT)	Tel.: +216 71 910 101 Fax: +216 71 910 144 E-mail: sales.residencetunis@gnet.tn
Abou Nawas Tunis	135 (DT)	145 (DT)	Tel.: +216 71 350 355 Fax: +216 71 354 986 E-mail: tunis@abounawas.com.tn

2 Transportation

Despite the fact that public transportation is very well developed in Tunis (Metro – bus – suburban trains), taxi is recommended as the most convenient transportation between the airport and the meeting venue.

3 Electricity

Electric supply voltage is 220 Volt.

4 Social events

A welcome reception will be held on the first day of meeting. Additional events will be advised during the meeting.

5 Contact point

For any further information you may require or if you need a personal invitation letter from the Tunisia Administration for your travel authorisation, please contact:

Ms. Lilia SOUSSI
Agence Nationale des Fréquences
12, Rue d'Angleterre – Tunis 1030
Tel.: +216 71 324 290
Fax: +216 71 323 233
E-mail: l.soussi@anf.tn

6 General information

Tunisia's beautiful beaches and historical treasures attract millions of tourists from all over the world.



Nearly 5 million tourists visited Tunisia in 2003.

American and most European tourists do not require visas to enter Tunisia. There are more than 722 hotels in the country, totalling 191.955 beds. Seven international airports, and eight passenger ports connect Tunisia to the United States and Europe. The capital city, Tunis, is a two-hour flight from Paris and London and a fifty- minute flight from Rome. Daily flights connect Tunisia to virtually all European, African and Middle Eastern destinations.

Mediterranean Coast

Visitors sunbathe, dive, sail, and fish along the vast stretches of glistening, white sandy Mediterranean beaches covering a 810- mile coast. Beach resorts include Tabarka, Hammamet, Sousse and Jerba.

El-Kantaoui's 27-hole golf course and Andalusian style marina is a fully-integrated tourism complex.

The perched village of Sidi Bou Said offers a unique scenery of domes, arched doors and balconies in blue and white set against a sparkling sea.

Archeology

Punic and Roman archaeological sites can be visited in Carthage and other historical areas around the country. They include second century Roman temple in Dougga, the Phoenician port of Utica, Sbeitla's Roman temples and arches, Bulla Regia's Roman villas and El Jem's Coliseum, which is second only to Rome. The Bardo Museum, near Tunis, boasts the largest collection of Roman mosaics in the world.

Architecture

Masterpieces of Arab-Islamic architecture attract the attention of visitors. Among them: the Great Mosque of Kairouan, the Moslem World's fourth holiest city, and the Great Mosque of Ezzitouna, at the centre of the old city (the Medina) of Tunis.

7 Passport and visa regulations

Delegates are advised to check with the Tunisian Embassy in their own country a visa is required for their visit to Tunisia or not. If an invitation letter or official document is required for visa application, please contact Ms. Lilia Soussi with such necessary information as name, nationality, organization/company, sex, date of birth, address (home, office), ID number, passport (number, date of issue and expiry), telephone, fax, e-mail. Delegates are also urged to process their visa request at the earliest date possible.

8 Currency

The Dinar is the official currency. 1DT is around 0.61EURO (22/12/2004). Major credit cards are welcomed at most business places.

9 Business hours

Banks are open from 08:00 to 17:00, Monday to Friday.

Most department stores are from 08:00 to 20:00, with the exception of Sunday.

HOTEL RESERVATION FORM

Accommodation arrangements:

L'Agence Nationale des Fréquences (ANF) has arranged preferential rates with **Hôtel Renaissance** (Marriott International) sur les côtes de Carthage for participants to attend above SG 9 Meetings.

Single room: TND 110,00 Double room: TND 120,00

Suite Executive: TND 280,00

Rates are charged per room in Tunisian Dinar, including VAT, service charge and buffet breakfast. Please note that check-in is possible after 1:00 pm and check-out is required before 12:00 noon. Please make other arrangements directly with the hotel should your requirements differ.

NB I: 1 USD = 1.2142 TND (may change) (22-12-2004)

NB II: 1 EURO = 1.6225 TND (may change) (22-12-2004)

NB III: 1 Fr SUISSE = 1.0429 TND (may change) (22-12-2004)

NB IV: Executive Room = Room + Lounge in room / Suite = Bedroom + Living room.

ANF has secured accommodation on your behalf for the full period of the conference. These rates may be used to extend your stay into the weekend.

How to make a reservation:

Fax this completed hotel reservation form to Reservations: **+216 71 912020**, Subject to availability, your reservation will be confirmed by **ANF +216 71 32 32 33**.

Payment:

ANF has made arrangements for you to pay for your hotel accommodation upon departure. However, you are requested to guarantee your reservation either by credit card or company confirmation.

PLEASE MAKE YOUR RESERVATION AS FOLLOWS:

Mr. Mrs. Ms. First name:.....Last name:.....

Mailing address:.....

Telephone:.....Fax :.....Email:.....

Single room: Double room :

Suite Executive room:

Non-smoker: smoker:

Arrival date:.....Departure date:.....

No. of nights:.....

Airport – Hotel – Airport pick up:

ANF has made arrangements for you with the hotel Renaissance to assure pick up free of charge (from 07:00 till 22:00), please make your reservation as follows:

Pick up arrival date: _____ Flight No and Time: _____ No. of persons: _____

Pick up departure date: _____ Flight No and Time: _____ No. of persons: _____

Credit card information (check as appropriate): MasterCard Visa Amex
Diners

Card number:.....Expiration date:.....

Name as shown on the credit card:

Cardholder's billing address:

Signature:

Please fax to: +216 71 912 020

Name of Key Operations Contact:

Mrs. Fatma Belkadhi Teboubbi

Operations Contact Title: Public Relations Manager

Operations Contact E-Mail address: sales.dep@renaisancetunis.com.tn

Site Internet : www.Renaissancehotels.com

Hôtel address: B.P.705-2078 La Marsa – Les Côtes de Carthage – TUNISIA

Tel: +216 71 91 09 00

Fax: +216 71 91 20 20

Mr. Slaheddine Bezrati

Operations Contact Title: Ass. General Manager

Operations Contact E-Mail address: renaisancetunis@planet.tn

Site Internet : www.Renaissancehotels.com

Hôtel address: B.P.705-2078 La Marsa – Les Côtes de Carthage – TUNISIA

Tel: +216 71 91 09 00

Fax: +216 71 91 20 20

ANNEX 3

Registration Form ITU-R Meetings Tunis, 20-29 April 2005



Radiocommunication Bureau

I wish to participate in

WP 9B 20-28/04/05	WP 9A 21-27/04/05	WP 9D 21-29/04/05	WP 9C 25-29/04/05

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

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