



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

Circular Letter
5/LCCE/19

25 March 2010

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

Subject: Eighth meeting of Working Party 5D on IMT systems and the Regional Workshop on IMT

Introduction

At the kind invitation of the Administration of Viet Nam, this letter is to announce that the eighth meeting of ITU-R Working Party 5D will take place in Da Nang, Viet Nam, from 9 to 16 June 2010.

The meeting will take place at the:

Life Resort Da Nang
Son Tra - Dien Ngoc Street
Khue My Ward, Ngu Hanh Son District
Da Nang City, Viet Nam

Tel.: +84 (0) 511 395 8888

Fax: +84.511 3 956335

<http://life-resorts.com/index.php?nav1=resort&nav2=danang>

For further information see Annex 1.

Programme of the meetings

A draft agenda for the meeting is contained in Annex 2. The Questions assigned may be found on:

<http://www.itu.int/publ/R-QUE-SG05/en>

Working Party 5D will conduct its work in English.

Contributions

Contributions in response to the work of Working Party 5D are invited. Contributions will be processed according to the provisions laid down in Resolution ITU-R 1-5 and posted on the web. **The deadline for reception of contributions is Wednesday, 2 June 2010, 16:00 hours UTC.**

According to the ITU-R patent policy (Annex 1 to Resolution ITU-R 1-5), contributions containing a proposal for a Recommendation should draw attention to any known patent or to any known pending patent application relating to systems or technologies considered in the proposal.

A copy 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 5. The pertinent addresses can be found on:

http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=wp5D
http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=sg5

Participants are requested to submit contributions by electronic mail to:

rsg5@itu.int

Documentation

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

<http://www.itu.int/md/R07-WP5D-C/en>

Wireless LAN facilities will be provided in all meeting rooms and a cyber 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** (no paper copies of documents will be distributed).

Participation

Delegate/participant registration for the meeting will be carried out online via the ITU-R website. Each Member State/Sector Member/Associate was requested to designate a focal point to be responsible for the handling of all registration requests for his/her administration/organization. Individuals wishing to attend should contact directly the focal point designated for all Study Group activities for his/her entity. The list of designated focal points (DFPs) is available on the **ITU-R Delegate Registration and Information** webpage at:

<http://www.itu.int/ITU-R/go/delegate-reg-info/en>

Workshop

As a related event, the Telecommunication Development Bureau (BDT) has organized a Regional Workshop on IMT that will be held on 7-8 June 2010, immediately prior to the WP 5D meeting and in the same venue.

The BDT is providing event support and fellowships for both events in order to facilitate the participation of representatives from least developed countries (LDCs) and eligible low income developing countries. An invitation from the BDT and other information about the Workshop, including how to apply for fellowships, is available on the event website:

<http://www.itu.int/ITU-D/asp/CMS/Events/2010/IMT/index.asp>.

Visas and accommodation

Participants are kindly requested to fill in the Attendance form in Attachment 1 and send it to the Vietnamese local secretariat, E-mail: wp5d@rfd.gov.vn. **If you will require a visa, please fill in the “Passport information for visa” section in the Attendance form and send it as soon as possible to the Vietnamese local secretariat to allow sufficient time to process the visa request.**

Hotel booking reservation forms are provided in Attachments 2 to 5. The hotel booking reservation form should be sent directly to the chosen hotel.

Valery Timofeev
Director, Radiocommunication Bureau

Annexes: 2

Distribution:

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

Annex 1

Additional information for the eighth meeting of Working Party 5D

1 Introduction

The Vietnamese Administration is pleased to welcome to Da Nang the participants to the 8th meeting of ITU-R Working Party 5D on IMT Systems (9-16 June 2010). This Annex provides both information on the meeting and guidance to the delegates for their stay while in Da Nang.

2 Meeting venue

The meeting will be held at:

Life Resort Da Nang
Son Tra - Dien Ngoc Street
Khue My Ward, Ngu Hanh Son District
Da Nang City, Viet Nam

Tel.: +84 (0) 511 395 8888

Fax: +84 511 3 956335

<http://life-resorts.com/index.php?nav1=resort&nav2=danang>

3 Hotel accommodation

Pre-bookings have been made in the following hotels. Bookings should be made directly to the hotels using the forms available in Attachments 2-5, where further information such as cancellation policies, additional services, and booking deadlines can be found.

There are scheduled buses to take participants from the hotels below to the meeting venue in Life Resort Da Nang every meeting day.

3.1 Hotel – Meeting venue

Life Resort Da Nang

The rate for ITU-R WP 5D participants is from 160 – 175 USD/night (including buffet breakfast). This special rate will be applied **not later than 6 May 2010**.

The Hotel reservation form for the Life Resort Da Nang can be found in Attachment 2.

<http://life-resorts.com/index.php?nav1=resort&nav2=danang>

3.2 Hotels nearby the venue

Sandy Beach Resort (4 Star Hotel)
225 Huyen Tran Cong Chua
Da Nang City, Viet Nam

Tel.: +84 511 3836216

Fax: +84 511 3836335

<http://www.sandybeachdanang.com/english/default.php>

A short 15-minute drive from Da Nang International Airport. Drive of 5 – 10 minutes by scheduled bus to the meeting venue.

The rate for ITU-R WP 5D participants is from 74 – 114 USD/night (including buffet breakfast).

The Hotel reservation form for the Sandy Beach Resort can be found in Attachment 3.

3.3 Hotels in the city center

HAGL-Plaza Da Nang (5 Star Hotel)
01 Nguyen Van Linh

Tel: 84 511 2 22 33 44/ 54/ 61

Fax: 84 511 2 22 33 55/ 3 22 33 55

<http://www.hagl.com.vn>

15 minutes by shuttle bus to the meeting venue.

The rate for ITU-R WP 5D participants is from 84 – 114 USD/night (including buffet breakfast).

The reservation form for the HAGL – Plaza Da Nang can be found in Attachment 4.

3.4 Silver Sea Hotel (3 Star Hotel)

T18 Beach, My An Commune
Ngu Hanh Son District
Da Nang City,

Tel.: + 84 511 3848666

Fax: + 84 511 3848665

Just 15 minutes by coach from Da Nang Airport, only 10 minutes by foot to meeting venue.

The rate for ITU-R WP 5D participants is from 40 – 90 USD/night (including buffet breakfast).

The Hotel reservation form for the Silver Sea Hotel can be found in Attachment 5.

4 Transportation & access

4.1 How to reach Da Nang

The Da Nang International Airport is 2.5 km south-west of the city center. It is the third international airport in the country, besides Noi Bai International Airport (Hanoi) and Tan Son Nhat International Airport (Ho Chi Minh city). It is an important gateway to access central Viet Nam.

There are domestic flights to some cities. There are direct flight from Bangkok, Hong Kong, Siem Riep, Taipei and Singapore to Da Nang city by Viet Nam Airlines, PB Air, Siem Riep Air way, Far Transportation and Sil Airway.

For further information, you can check at:

http://www.vietnamairlines.com.vn/wps/portal/en/site/flight_info/time_table

Airport taxis are available from Da Nang International Airport to the Life Resort Da Nang and the other Hotels. The fare is around 140,000 VND (about US\$7).

5 Passports & visas

Visas are exempted for the citizens of the countries which have signed a bilateral visa exemption agreement with Viet Nam. Tourist visas may be valid for 15 to 30 days. Tourist visas can only be obtained in Vietnamese embassies and consulates abroad.

A business visa will **usually require an official letter sent directly from Viet Nam to the relevant Vietnamese consulate or embassy.** For information on entry visas to Viet Nam, participants are kindly requested to check the following web page of the Minister of Foreign Affairs:

http://www.mofa.gov.vn/en/ct_lanhsu/nr040819100726/ns070102105345

If you need a visa please fill in the “Passport information for visa” section in the Attendance form (see Attachment 1) and send it attached with a scan of your passport to the Vietnamese Local secretariat, E-mail: wp5d@rfd.gov.vn.

Delegates are urged to process their visa requests at their earliest convenience. It takes at least 3 weeks to process the internal visa official letter.

6 Currency & banking

The legal tender of Viet Nam is Dong (VND). For money changing, banks and money changes are conveniently located over the city and at the airport, as well as at the hotels.

Exchange rate (as of 17 March 2010):

1 US Dollar (USD)	19,300 VND
1 € (EUR)	27,000 VND

Major Banks are open from 08.00 a.m. to 04.00 p.m., Monday to Friday.

All main credit cards are welcome.

7 Local time

GMT + 7 hours

8 Climate

The average temperature in Da Nang during June varies from 28 to 34 degrees Celsius. For more information, please refer to www.danang.gov.vn.

9 Social event

A Social event (proposed to be an excursion to some historical or cultural heritage sites of Da Nang) will be held on Sunday, 13 June 2010. For participants who are travelling with their spouses, please indicate accordingly in Section 5 - OTHER - in the attendance form.

10 Electricity

The common electrical current in Viet Nam is AC (220 Volt/50 Hz cycle). Plugs are of two kinds: round or flat.

Wall Plug



Extended Socket



11 Web links

More information about Da Nang is available from:

http://www.vietnamtourism.com/e_pages/country/province.asp

12 Contact person

For any additional information, requests, etc., please contact:

Ms. Nguyen Thu Huyen
International Cooperation and Frequency Coordination Division
Radio Frequency Directorate
Ministry of Information and Communications of Viet Nam

Fax: +84 4 35564916

E-mail: huyennt@rfd.gov.vn

Attachment 1

Attendance form

	Working Group of 5D Meeting 9th June – 16th June 2010, Da Nang Socialist Republic of Viet Nam	Last Date of Submission: 6th May 2010
1. PERSONAL INFORMATION		
First name (Mr./Ms./Mrs/Dr.) _____		
Administration/Organization _____ (given name) (middle name) (last name)		
Present post (Title) _____		
Country _____ Phone No. _____		
Fax No: _____ E-mail address: _____		
Your position in delegation: <input type="checkbox"/> Head of Delegation (HoD) <input type="checkbox"/> Alternate HoD <input type="checkbox"/> Delegate		
2. PASSPORT INFORMATION FOR VISA Please fill in if you need an entry visa to Viet Nam		
A scan of your passport must be attached with this form		
Full name _____		
Date of birth _____ Nationality _____		
Passport No. _____ Expiry date _____		
Passport type (Ordinary/Official/Diplomat): _____		
Place of getting visa (Address of Vietnamese Embassy or Consulate in your country where you can get the visa) _____		
3. FLIGHT INFORMATION		
Arrival flight: (Flight No./Date/Time): _____		
Departure flight (Flight No./Date/Time): _____		

4. HOTEL ACCOMMODATION

Please fill in the Hotel reservation form below and send it directly to the hotel

You are staying in the:

- Life Resort Da Nang Sandy Beach Resort Da Nang
- HAGL- Plaza Da Nang Silver Sea Hotel

If making your own accommodation arrangement elsewhere, please indicate your contact address:

5. OTHER

1. Accompanied by partner/spouse:

- No Yes

2. Vegetarian/Diet:

- No Yes

3. Special assistance:

Signature and date: _____

Please e-mail this form to wp5d@rfd.gov.vn or Fax number: +84 4 35564916

with e-mail subject: FULL NAME – NAME OF COUNTRY

Example: **Roberto Carlos – Italy**

LOCAL SECRETARIAT: MS. NGUYEN THU HUYEN
RADIO FREQUENCY DIRECTORATE, MIC, VIET NAM
TEL.: +84 4 3556 4980
FAX: +84 4 3556 4916
E-MAIL: WP5D@RFD.GOV.VN

Attachment 2

Life Resort Da Nang – Hotel details and reservation form



Attachment 2.doc

Attachment 3

Sandy Beach Resort Da Nang – Hotel details and reservation form



Attachment 3.doc

Attachment 4

HAGL Plaza Da Nang – Hotel details and reservation form



Attachment 4.doc

Attachment 5

Silver Sea Resort (Da Nang) – Hotel details and reservation form



Attachment 5.doc

Annex 2

Draft agenda for the 8th meeting of Working Party 5D

(Da Nang, Viet Nam from 9 to 16 June 2010)

- 1** Opening of the meeting
- 2** Approval of the agenda
- 3** Report of the 7th meeting of Working Party 5D ([Document 5D/679](#))
- 4** Reports from Rapporteurs and Correspondence Groups
- 5** Working structure and document assignment
- 6** Any other business

S. BLUST
Chairman, Working Party 5D