



Radiocommunication Bureau (BR)

Circular Letter
5/LCCE/48

6 March 2014

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

Subject: Nineteenth meeting of Working Party 5D on IMT systems

1 Introduction

By means of this Circular Letter, we wish to announce that, at the kind invitation of the Administration of Canada, the 19th meeting of ITU-R Working Party 5D will take place in Halifax (Nova Scotia), Canada, from 18 to 25 June 2014. The opening session will commence on 18 June 2014 at 0930 hours (see table below).

Group	Meeting date	Deadline for contributions 1600 hours UTC	Opening session
Working Party 5D	18-25 June 2014	Wednesday, 11 June 2014	Wednesday, 18 June 2014 at 0930 hours

2 Programme of the meeting

A draft agenda for the meeting is contained in Annex 1. The Questions assigned may be found at: <http://www.itu.int/pub/R-QUE-SG05/en>. The Working Party will conduct its work in English.

3 Venue

The meeting will take place at:

Halifax Marriott Harbourfront
1919 Upper Water Street
Halifax, Nova Scotia B3J 3J5
Canada

<http://www.marriott.com/hotels/travel/yhzmh-halifax-marriott-harbourfront-hotel/>

For further information see Annex 2.

4 Contributions

Contributions in response to the work of Working Party 5D are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-6.

The membership is encouraged to submit contributions (including revisions, addenda and corrigenda to contributions) in order for them to be received 12 calendar days prior to the start of the meeting. The deadline for reception of contributions is seven calendar days (1600 hours UTC) prior to the start of the meeting. **The deadline for reception of contributions for this meeting is specified in the table above.** Submissions received later than this deadline cannot be accepted. Resolution ITU-R 1-6 provides that contributions which are not available to participants at the opening of the meeting shall not be considered.

Participants are requested to submit contributions by electronic mail to: rsg5@itu.int. A copy should also be sent to the Chairman of Working Party 5D and to the Chairman and Vice-Chairmen of Study Group 5. The pertinent addresses can be found on:

<http://itu.int/go/rsg5/ch>

<http://itu.int/go/rwp5d/ch>

5 Documents

Contributions will be posted "as received" within one working day on the Working Party 5D webpage established for this purpose: <http://www.itu.int/md/R12-WP5D.AR-C/en>. The official versions will be posted on <http://www.itu.int/md/R12-WP5D-C/en> within 3 working days.

All participants are kindly requested to download the documents from the above website **before the meeting starts** to avoid congestion of Internet network.

Wireless LAN facilities will be available in all the meeting rooms and an Internet 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.**

6 Remote participation

Audio webcast of plenary sessions of Working Party 5D and remote participation will not be available for this meeting.

7 Participation/Visa requirement/Accommodation

Advance registration to ITU-R events is mandatory and carried out exclusively online through Designated Focal Points (DFPs). Each ITU-R Member has been requested to designate a DFP responsible for the handling of all registration formalities, including visa support requests that should also be submitted by the DFP during the on-line registration process. Individuals wishing to be registered to an ITU-R event should directly contact the DFP for their entity. The list of ITU-R DFPs (TIES protected) as well as detailed information on event registration, visa support requirements, hotel accommodation, etc. can be found at:

www.itu.int/en/ITU-R/information/events

Specific information on deadlines to obtain visa and immigration documents are indicated in Annex 2. In particular, your attention is drawn to the need to apply for the visa well in advance.



François Rancy
Director

Annexes: 2

Distribution:

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

ANNEX 1

Draft agenda for the 19th meeting of Working Party 5D

(Halifax, Canada, 18-25 June 2014)

- 1** Opening remarks
- 2** Adoption of the draft agenda
- 3** Report of the 18th meeting of Working Party 5D (Document [5D/615](#))
- 4** Reports from Rapporteurs and Correspondence Groups
- 5** Working structure and document assignment
- 6** Any other business

S. BLUST
Chairman, Working Party 5D

ANNEX 2

Additional information for the 19th meeting of Working Party 5D

1 Introduction

The Administration of Canada is pleased to welcome the participants to the 19th meeting of ITU-R Working Party 5D on IMT Systems (18-25 June 2014). This Annex provides both information on the meeting and guidance to the delegates for their stay in Halifax, Canada. Halifax is located in the East Coast of Canada.

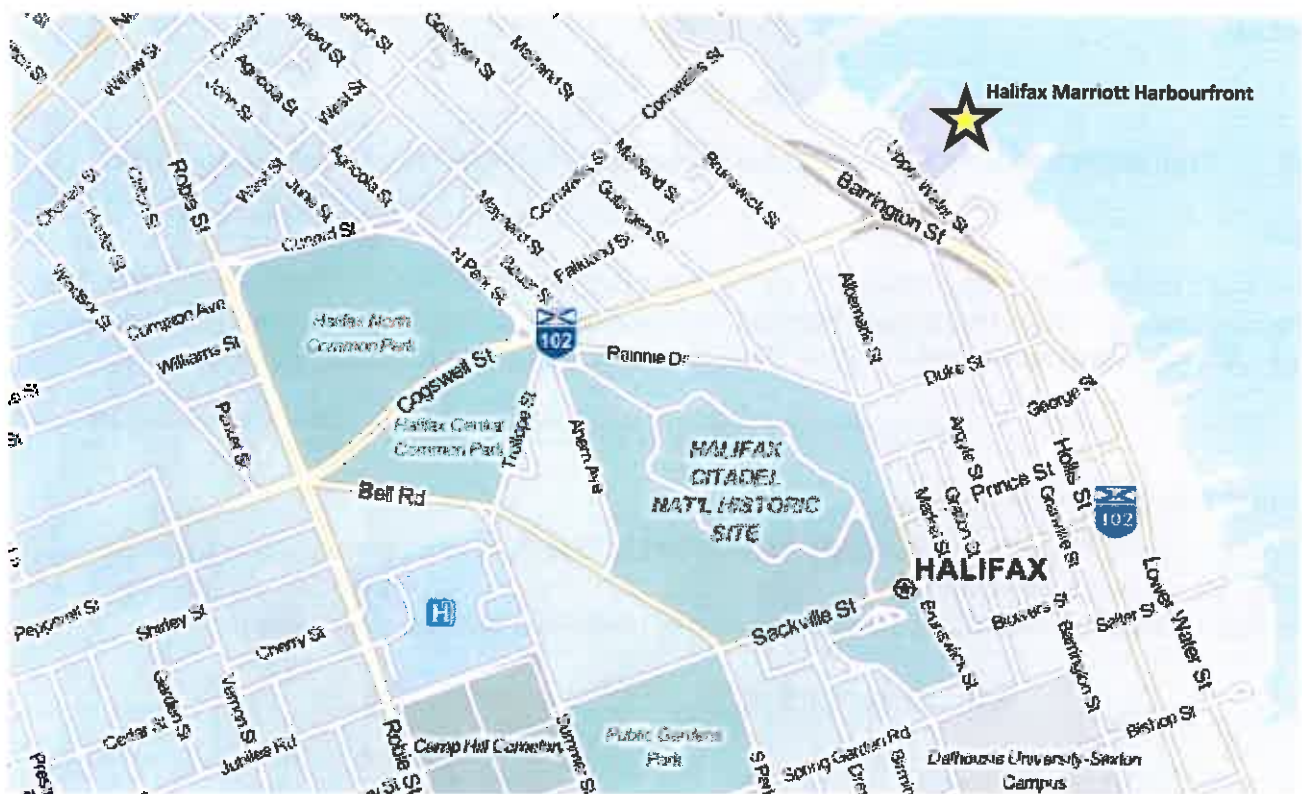
2 Meeting venue

Halifax Marriott Harbourfront
1919 Upper Water Street
Halifax, Nova Scotia B3J 3J5
Canada

<http://www.marriott.com/hotels/travel/yhzmh-halifax-marriott-harbourfront-hotel/>

The location map of Halifax Marriott Harbourfront is referred to Figure 1.

FIGURE 1



3 Registration

Registration will commence at 0830 hours on Wednesday, 18 June 2014 in the foyer of the Nova Scotia Ballroom on the 2nd floor. The plenary meeting will open at 0930 hours in the Nova Scotia Ballroom. For participants wishing to register before the opening of the meeting, registration services are available on 17 June from 1600-1800 hours in the Secretariat's room in the Atlantic Suite on the 2nd floor. Registration service will resume at the Secretariat's room from 18 June afternoon.

4 Access to the meeting venue

4.1 Flights to Halifax Stanfield International Airport (airport code: YHZ)

The Halifax Stanfield International Airport is situated approximately 30 minutes from downtown Halifax. It is connected with domestic flights to Canada's main international airports in Montreal (Montréal-Trudeau Airport), Toronto (Toronto Pearson International Airport), Ottawa (MacDonald Cartier International Airport) and Calgary (Calgary International Airport). The Halifax Stanfield International Airport has also regular direct international flights to various cities overseas and from the US.

More information on flights to and from Halifax is provided at the following link:

<http://hiao.ca/flight-information/flying-yhz/>

For more detailed information about the Halifax Stanfield Airport, please see the following website:

<http://www.hiao.ca/>

4.2 Transportation from Halifax Stanfield International Airport to the Halifax city centre

Taxi

The most convenient transportation is by Taxi. It takes about 30 minutes from Halifax Stanfield International Airport to the Halifax Marriott Harbourfront and other area hotels. The taxi fare is \$63 CAD. For more detailed information about taxis, please see the following website:

<http://hiao.ca/transportation/taxi-limos/>

Airport Express Shuttle

Airport Express Shuttle is available from Halifax Stanfield Airport to downtown Halifax. Reservations must be made online. Fare is \$22 CAD one-way and \$40 CAD return. For more detailed information about airport express shuttle, please see the following website:

<http://www.maritimebus.com/en/halifaxairport.asp>

5 Hotel accommodation

Guest rooms have been reserved at the meeting venue, Halifax Marriott Harbourfront. It is recommended that you reserve your room by **Friday May 16, 2014** to ensure you receive a preferential room rate. Availability and preferential room rates are not guaranteed after this date.

Please follow this link to reserve your guestroom: [Book your group rate: Canadian Wireless Telecommunications Association >>](#)

Or you can reserve your guestroom by following this link: www.halifaxmarriott.com

Group Code: CWTCWTA

Room Rates:

Room Type	Single*	Double*	Triple*	Quad*
Standard Room	\$189.00	\$189.00	\$209.00	\$229.00

* Breakfast and WiFi are included in the room rate.

6 Visa and immigration information

Participants who require a visa should apply for a visa at a Canadian consulate or diplomatic mission in their respective country and should do so well in advance of their departure. For more accurate processing times, applicants should consult the website for the visa office responsible for processing your application.

Participants who require a Letter of Invitation for obtaining a visa and entering Canada should **fill out all items in Application Form in Attachment 1**, and email the form to the following contact:

Chantale Neapole
Canadian Wireless Telecommunications Association
613-233-4888 ext. 204
cneapole@cwta.ca

For more information, please visit the website of the Ministry of Citizenship and Immigration Canada at: <http://www.cic.gc.ca/english/visit/business.asp>.

7 Network

WLAN service will be provided in the meeting room. Internet is available free of charge in guest rooms, and common areas of the Halifax Marriott Harbourfront hotel.

8 Practical information

8.1 About Halifax

Halifax is the capital of Nova Scotia. The influence of the sea is not surprising as Nova Scotia is almost an island that is connected by a slender corridor of land to the rest of Canada. It is surrounded by the Gulf of St. Lawrence to the north, the Bay of Fundy to the west, and the Atlantic Ocean to the south and east. The population of Halifax is 390,096, and is the largest population centre in Atlantic Canada.

8.2 Language

English and French are the official languages in Canada. English is spoken in all hotels, restaurants, department stores and other organizations and tourist locations.

8.3 Climate

In June temperature daily lows can range from 8°C to 13°C, and highs between 17°C to 23°C. Precipitation is high year-round in Halifax. Average rainfall in June is about 94 mm.

8.4 Local time

GMT - 4 hours. Daylight saving time is used.

8.5 Banks & currency

The Canadian currency unit is the Canadian Dollar (CAD). There are five kinds of bills (\$5, \$10, \$20, \$50 and \$100) and 5 types of coins (5 cent, 10 cent, 25 cent, 1 dollar (loonie), 2 dollar (toonie) used. Major foreign currencies may be exchanged to Canadian dollars at foreign exchange counters of banks at the International Airports. Canadian banks are usually open Monday to Friday from 0900 to 1800. Major credit cards can be accepted in most hotels, restaurants, department stores.

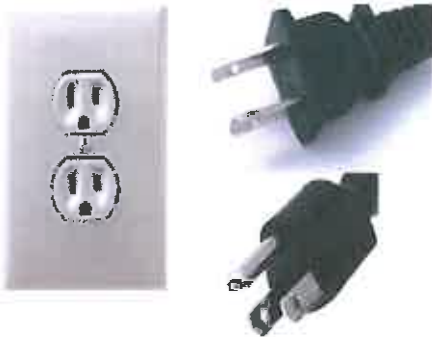
For current exchange rates please consult the following website: <http://www.xe.com/>

8.6 Tipping

Tipping is customary in Canada for taxis, and dining at a rate of 15%.

8.7 Electricity

The standard power supply in Canada is 100 volts. The type of power outlet/connector used in Canada is both a two-parallel-pronged and three-pronged plugs.



9 Emergency phones

The nationwide emergency phone numbers are:

Police: 911

Ambulance/Fire: 911

10 Local contact point

If you have any questions about the meeting arrangements, please contact:

Chantale Neapole
613-233-4888 ext. 204
cneapole@cwta.ca

Serge Bertuzzo
905-614-8208
serge.bertuzzo@bell.ca

ATTACHMENT 1

Application form for Visa supporting documents

Delegate Information:

Mr.

Ms.

Family Name

Middle Name

Given

Name

Occupation

Company/Organization

Address

Address

Country

Travel – Arrival and Departure:

Date of Arrival in Canada _____ (dd-mmm-yy)

Date of Departure from Canada _____ (dd-mmm-yy)

Please remit this form no later than May 16, 2014 by email to:

Chantale Neapole

CWTA

cneapole@cwta.ca