



Radiocommunication Bureau (BR)

Circular Letter
5/LCCE/54

11 February 2015

**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 Academia**

Subject: Meetings of Working Parties 5A, 5B and 5C

- **WP 5A: Land mobile service above 30 MHz (excluding IMT); wireless access in the fixed service; amateur and amateur-satellite services**
- **WP 5B: Maritime mobile service including Global Maritime Distress and Safety System (GMDSS); aeronautical mobile service and radiodetermination service**
- **WP 5C: Fixed wireless systems; HF and other systems below 30 MHz in the fixed and land mobile services**

1 Introduction

By means of this Circular Letter, I wish to announce that, at the kind invitation of the National Authority for Management and Regulation in Communications of Romania (ANCOM), the meetings of ITU-R Working Parties 5A, 5B and 5C will take place in Bucharest, Romania, from 6 to 17 July 2015. The opening sessions will commence on 6 July 2015 (See the table below):

| Groups | Meeting dates | Deadline for contributions 1600 hours UTC | Opening session |
|------------------|----------------|--|-------------------------------------|
| Working Party 5A | 6-16 July 2015 | Monday, 29 June 2015 | Monday 6 July 2015 at 1100 hours |
| Working Party 5B | 6-17 July 2015 | Monday, 29 June 2015 | Monday 6 July 2015 at 0930 hours |
| Working Party 5C | 6-15 July 2015 | Monday, 29 June 2015 | Monday 6 July 2015 at 1400 hours |

2 Programme of the meetings

Draft agendas for the meetings are contained in Annex 1. The Questions assigned may be found on: <http://www.itu.int/pub/R-QUE-SG05/en>. The Working Parties will conduct their work in English.

3 Workshop on Millimeter waves

A Workshop on Millimeter waves is being organized by Working Party 5C and will be held on Monday 6th July after the Working Party 5C Plenary, starting at 1500 hours. A draft programme can be found under *Highlights* at: <http://www.itu.int/en/ITU-R/study-groups/rsg5/rwp5c/Pages/default.aspx>.

Organizations interested in making a presentation at the workshop can contact the convener Mr. Pietro Nava (pietro.nava@huawei.com).

4 Venue

The meeting will take place at:

Radisson Blu Hotel, Bucharest
Calea Victoriei 63 – 81 Sector 1 – 10065 – Bucharest – Romania
Phone +40 21 31 19000

For further information see Annex 2.

5 Contributions

Contributions in response to the work of Working Parties 5A, 5B and 5C are invited. In order to avoid confusion with the extraordinary meeting of Working Party 5B which will take place in Geneva from 11-15 May 2015 (see Circular Letter [5/LCCE/53](#)), contributions for the meeting of Working Party 5B announced by this Circular Letter should contain a clear indication that they are for the 15th ordinary meeting of Working Party 5B. The contributions 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 deadlines for reception of contributions for these meetings are specified in the table above.** Submissions received later than these deadlines 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 Chairmen of the relevant Working Parties and to the Chairman and Vice-Chairmen of Study Group 5. The pertinent addresses can be found on:

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

<http://www.itu.int/go/rwp5a/ch>

<http://www.itu.int/go/rwp5b/ch>

<http://www.itu.int/go/rwp5c/ch>

6 Documents

Contributions will be posted “as received” within one working day on the Working Party webpages established for this purpose. The official versions will be posted on <http://www.itu.int/ITU-R/go/rsg5/en> (see “contributions” of the relevant Working Party) within 3 working days.

Wireless LAN facilities will be available in all the meeting rooms and an Internet cafe facility will also be provided. All participants are kindly requested to download the documents from the above website **before the meeting starts** to avoid congestion of the wireless LAN network.

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**.

7 Remote participation

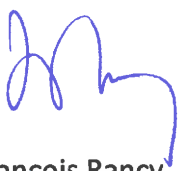
Audio webcast of plenary sessions and remote participation will not be available for these meetings.

8 Participation/Visa requirements

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

Annex: 1

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 Study Group 5
- ITU Academia
- 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

Draft agenda for the meeting of Working Party 5A

(Bucharest, Romania, 6-16 July 2015)

- 1 Opening remarks
- 2 Adoption of the draft agenda
- 3 Report on the 14th meeting of Working Party 5A (Document [5A/636](#))
- 4 Report from Rapporteurs and Correspondence Groups
- 5 Working structure and document assignment
- 6 Report on results from CPM-15
- 7 Any other business

J. COSTA
Chairman, Working Party 5A

Draft agenda for the meeting of Working Party 5B

(Bucharest, Romania, 6-17 July 2015)

- 1** Opening remarks
- 2** Approval of the draft agenda
- 3** Report on the 14th meeting of Working Party 5B (Document [5B/761](#))
- 4** Report on the Extraordinary meeting of Working Party 5B (11-15 May 2015)
- 5** Report from Rapporteurs and Correspondence Groups
- 6** Working structure and document assignment
- 7** Report on results from CPM-15
- 8** Any other business

J. METTROP
Chairman, Working Party 5B

Draft agenda for the meeting of Working Party 5C

(Bucharest, Romania, 6-15 July 2015)

- 1** Opening remarks
- 2** Adoption of the draft agenda
- 3** Report on the 14th meeting of Working Party 5C (Document [5C/358](#))
- 4** Reports from Rapporteurs and Correspondence Groups
- 5** Working structure and document assignment
- 6** Report on results from CPM-15
- 7** Any other business

C. GLASS
Chairman, Working Party 5C

ANNEX 2

Additional information for the 15th meetings of Working Parties 5A, 5B and 5C

1 Introduction

The National Authority for Management and Regulation in Communications of Romania (ANCOM) is pleased to welcome the participants to the 15th meetings of Working Parties 5A, 5B and 5C. This Annex provides both information on the meeting and guidance to delegates for their stay in Bucharest, Romania. Bucharest is situated in the south eastern corner of the Romanian Plain, on the banks of the Dâmbovița River.

2 Meeting venue

Radisson Blu Hotel, Bucharest
Calea Victoriei 63 – 81 Sector 1 – 10065
Bucharest – Romania

The location map of the Radisson Blu Hotel is referred to **Figure 1**.

FIGURE 1



3 Registration

Registration will commence at 0830 hours on Monday, 6 July 2015 in the Atlas foyer of the Radisson Blu Hotel on the mezzanine floor outside the Atlas 1 and Atlas 2 rooms. The plenary meeting will open at 0930 hours in the Atlas 1 and Atlas 2 rooms on the mezzanine floor. For participants wishing to register before the opening of the meeting, registration services are available on 5 July from 1600-1800 hours outside the Atlas 1 and Atlas 2 rooms.

4 Access to the meeting venue

4.1 Flights to Henri Coandă International Airport (airport code: OTP)

The “Henri Coandă” – Otopeni International Airport is 12 miles north of Bucharest city centre. The Airport's facilities consist of two terminals with two main buildings. A walkway with shops connects the buildings. The airside concourse is organized in two (Schengen/non-Schengen) passengers transit flows. The Airport has 32 gates. The International Departure area hosts a variety of shops, cafes, lounges, Internet cafes and much more. There is also a chapel and a small play area for children on the first level of the International Departures Hall. The facilities inside the Airport are easily accessible for persons with disabilities.

For more detailed information about “Henri Coandă” – Otopeni, please see the “Henri Coandă” – Otopeni Airport website:

<http://www.bucharestairports.ro/en>.

4.2 Transportation from “Henri Coandă” – Otopeni Airport to the Bucharest City Center

Taxi

The most comfortable way to reach the city centre and the Radisson Blu Hotel Bucharest is by taxi. The ride takes around three quarters of an hour, depending on the traffic. From the airport, a fare of approximately 45 lei is the equivalent in Romanian currency of about 10 EUR. On-demand taxi services are available at Bucharest Henri Coandă International Airport. You may order a taxi by using the touch screen devices in the public area of the Arrivals Terminal. The passengers get in the taxi directly outside the terminal, on the first floor, by showing the ticket issued by the automatic touch screen.

Public transportation

Train

The 780 Express line connects Bucharest Henri Coandă International Airport with the Gara de Nord (main railway station) which is only a few kilometres from downtown. The passengers can reach the CFR “Airport Stop” by shuttle buses departing from the Arrivals Terminal. Tickets for the train/transfer bus are available at the ticket office located in the International Arrivals public area, as well as from all the railway station ticket offices and travel agencies in the country. One ticket costs 6.8 lei, about 1.3 EUR.

Bus

The 783 Express line connects Bucharest Henri Coandă International Airport with the city centre. This line runs day and night. At night, the bus leaves every 40 minutes. The airport stops are in front of the Arrivals Terminal and Departures Terminal. The price for one trip is 3.5 lei, about 0.7 EUR.

The magnetic card is valid for two trips and costs 7 lei, about 1.50 EUR. The card desk is in front of the Arrivals Terminal.

5 Accommodation

5.1 Hotel accommodation

The official event organizers have arranged special room rates for delegates for the duration of the meeting.

Radisson Blu Hotel Bucharest

- Standard Room Single Occupancy – 90 Euro/night
- Standard Room Double Occupancy – 100 Euro/night

The rate excludes VAT and fees (9% VAT and 1% city tax). The room rate includes the following services: breakfast buffet, Wireless Internet Connection, Free access to the World Class Health Academy with fitness centre, sauna, indoor and outdoor swimming pools.

Athénée Palace Hilton Bucharest

- King Hilton Guest Room – 440 Lei/night
- Twin Hilton Guest Room – 440 Lei/night
- King Hilton Executive – 590 Lei/night

The rate excludes VAT and fees (9% VAT and 1% city tax). The room rate includes the following services: breakfast buffet, Wireless Internet Connection, Free access to the Health Club (gym, pool, sauna, Jacuzzi).

As the meeting is held during the summer, delegates are recommended to make their booking for accommodation as early as practicable.

Please send the reservation form at info.bucharest@radissonblu.com, with copy to ITU-R_WorkingParties5@ancom.org.ro for Radisson Blu Hotel or access the link: http://www.hilton.com/en/hi/groups/personalized/B/BUHHITW-GANCI-20150705/index.ihtml?WT.mc_id=POG for Athénée Palace Hilton Bucharest.

Reservation requests must be made via the e-mail address no later than 15 May 2015 to be eligible for special rates at Radisson Blu Hotel Bucharest and no later than 10 June 2015 for Athénée Palace Hilton Bucharest.

Should you have any accommodation or travel queries, please contact the official event organizers by e-mail at:

ITU-R_WorkingParties5@ancom.org.ro.

5.2 Further Romania travel

Though the Romanian Administration are not offering an official spouse program, the official event organizers are pleased to offer you more advice. Also, the Romanian Administration can arrange, by request, at a special rate, two trips in order to facilitate the discovery of Romania during the weekend.

6 Visa and immigration information

Participants who require a visa should apply for a visa at a Romanian consulate or diplomatic mission in their respective country and should do so well in advance of their departure. In case there is no Romanian embassy in your home country, you may submit your visa application to the Embassy of Romania in a country of your choice (for example the nearest country to your home country or a Schengen Area Member State if you have a Schengen visa). Romanian visas are not granted at the border and the entry visa for Schengen does not allow entry into Romania. For more accurate processing times, applicants should consult the website for the visa office responsible for processing their application. ANCOM is not a competent institution for VISA, but please note that the Romanian organizers will make every effort to help you.

For further information, please visit the website of Ministry of Foreign Affairs of Romania at:

<http://www.mae.ro/en/node/2035>.

6.1 Visa supporting document

Should you require a personal letter of invitation for a visa application, please send your request by email to [ITU-R WorkingParties5@ancom.org.ro](mailto:ITU-R_WorkingParties5@ancom.org.ro) with a subject heading "*Request for Visa Supporting Document for WP 5*".

Your email must include the following information in order for your request to be processed:

1. Family name (last name):
2. First name (and middle name, if any):
3. Date of birth (DD/MM/YYYY):
4. Gender:
5. Passport number:
6. Passport information (e.g. date of issue, expiry date, issuing country):
7. Nationality:
8. Organization:
9. Job title/position:
10. Mailing address:
11. Postal Code:
12. Country:
13. Telephone number:
14. Fax number:
15. Duration of stay in Romania
16. Consular service where you will apply for the visa

NOTE – Please verify that all information is accurate and will be valid at the time of the meeting.

7 Network

A WLAN service will be provided in the meeting rooms for the duration of the meetings. Network ID and password will be made available on the first morning of the meeting. The venue has Wi-Fi access in most public areas as well.

8 Practical information

8.1 About Bucharest

Bucharest is the capital municipality, cultural, industrial, and financial centre of Romania. It is the largest city in Romania with a population about 1.9 million people. Nowadays, Bucharest is a booming city with many large infrastructure projects changing the old face of the city. Known in the past as "The Little Paris," Bucharest has changed a lot lately, and it has become a very interesting mix of old and new that has little to do with its initial reputation. Finding a 300 year old church, a steel-and-glass office building and Communist-era apartment blocks next to one another is a common sight. Bucharest offers some excellent attractions, and has, in recent years, cultivated a sophisticated, trendy, and modern sensibility that many have come to expect from a European capital.

8.2 Language

The official language of Romania is Romanian. You will also find that numerous people are fluent in English and French.

8.3 Climate

Bucharest, like most of Romania, has a temperate-continental climate with hot summers and cold winters. In summer, the average temperature is 25°C. In July, temperatures frequently reach 35 to 40 C (95 to 104 F) in mid-summer in the city centre. Although average precipitation and humidity during summer are low, there are occasional heavy storms.

8.4 Local time

Romanian local daylight saving time is GMT +2 hours (EET).

8.5 Banks & currency

The Romanian currency unit is LEU (pronounced [*'leu*], plural [*'lei*]).

1 EURO = 4.55 LEI

8.6 Tipping

Tipping is discretionary in Romania for taxis and dining, at a rate of 10%.

8.7 Electricity

Romania uses 220 V, 50 Hz. Plugs are two-pin continental size.

9 Emergency phones

The nationwide emergency phone numbers are:

Police / Ambulance / Fire: 112.

10 Local contact point

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

Ms. Mihaela TANOS
Head of Unit, Events Unit
Public Relations Division
ANCOM
National Authority for Management
and Regulation in Communications
Tel: +40 372 845 443 (office)
Tel: +40 723 164 232 (mobile)
E-mail: mihaela.tanos@ancom.org.ro.

Please direct any questions regarding the logistical or accommodation arrangements to the official event organizers: [ITU-R WorkingParties5@ancom.org.ro](mailto:ITU-R_WorkingParties5@ancom.org.ro).
