INTERNATIONAL TELECOMMUNICATION UNION

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

Circular Letter
5/LCCE/27

30 June 2011

**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: **Twelfth meeting of Working Party 5D on IMT systems**

Introduction

At the kind invitation of the Indian Administration, the Ministry of Communications & Information Technology, this letter is to announce that the twelfth meeting of ITU-R Working Party 5D will take place in Goa, India from 12-19 October 2011 (see the table below):

Group	Meeting date	Deadline for contributions	Opening session
Working Party 5D	12-19 October 2011	Wednesday, 5 October 2011 by 16:00 hours UTC	12 October 2011 **at 09:30 hours**

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/publ/R-QUE-SG05/en

Working Party 5D will conduct its work in English.

The meeting will take place at:

Intercontinental The LaLit Goa Resort
Raj Baga, Canacona
Goa 403702, India
Tel.: +91 832 2667 777
Fax: +91 832 2667 711

http://www.thelalit.com

For further information see Annex 2.

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 1-5 and posted on:

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

The deadline for submission of contributions is Wednesday, 5 October 2011, 16:00 hours UTC.

Submissions received later than this deadline cannot be accepted. Resolution 1-5 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

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 5. The pertinent addresses can be found on:

http://run.as/itu.int/5fg1uq (WP 5D)

http://run.as/itu.int/c8iff5 (SG 5)

According to the ITU-R patent policy (Annex 1 to Resolution ITU-R 1-5), 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.

Wireless LAN facilities will be provided in all 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** (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. Member States, Sector Members, Associates and ITU-R Academia were each 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 Member Information and Delegate Registration** webpage at: http://www.itu.int/ITU-R/go/delegate-reg-info/en.

François Rancy
Director, Radiocommunication Bureau

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 Study Group 5
– ITU-R 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 12th meeting of Working Party 5D

(Goa, India from 12 to 19 October 2011)

1   Opening of the meeting

2   Approval of the agenda

3   Report of the 11th meeting of Working Party 5D

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 twelfth meeting of Working Party 5D

1   Introduction

The Indian Administration, Ministry of Communications & Information Technology invites participants to the 12th meeting of Working Party 5D of ITU-R Study Group 5 on IMT Systems scheduled to be held during 12-19 October 2011 at Goa, India. Goa is located in West India in the region known as the Konkan. It is bounded by the State of Maharashtra in the North, and by Karnataka in the East and South, while the Arabian Sea forms its Western coast.

This Annex provides both information on the meeting and guidance to the delegates for their stay in Goa.

2   Meeting venue

Intercontinental The LaLit Goa Resort
Raj Baga, Canacona
Goa 403702, India
Tel.: +91 832 2667 777
Fax: +91 832 2667 711

http://www.thelalit.com

3   Hotel accommodation

3.1   Intercontinental The LaLit Goa Resort is also the venue of the 12th meeting of WP 5D of ITU-R. For hotel bookings at the venue, please see Appendix A.

3.2   Other hotels which are close to Intercontinental The LaLit Goa Resort (venue of the conference) are given below:

Hotel	Distance from the venue	Contact
Rajbag Residency Rajbag, Canacona, Goa 403702	100 meters	+91 832 2644 042 +91 99230 84742 (mobile)
Royal Resort Rajbag, Canacona Goa 403702	400 meters	+91 832 2645 645 +91 94224 37931 (mobile)
Molyma Resort Kindlebaga Palolem, Canacona, Goa 403702	500 meters	+91 832 2643 028 +91 832 2643 081 (fax) http://www.molymaresorts.com
The Fern Gardenia Resort Palolem Beach, Canacona, Goa 403702	4 km	+91 832 2645 405 +91 22 2827 1166 http://www.ferngardeniaresortgoa.com
Palolem Beach Resort Palolem Beach, Canacona, Goa 403702	4 km	+91 832 2645 775 +91 832 2645775 (fax) http://cubagoa.com

For bookings in the above hotels, participants may contact the chosen Hotel.

## 4	Transport and access

### 4.1	How to reach Goa: Goa is accessible by air, road & railways

#### 4.1.1	By air

The Goa airport is designated by the international airport code as GOI (the Dabolim airport). Goa airport is connected by air with all metros i.e. Delhi, Mumbai, Kolkata, Chennai and Bangalore. It located in the centre of the state which is approximately 45 minutes drive from the city (Panjim). Conveyance like buses, pre-paid taxis are available from the airport easily. The charges vary as per the distance.

#### 4.1.2	By train

At present no train connects the airport to the city in Goa.

#### 4.1.3	Public transport in Goa

The public transport in the city is Govt operated Kadamba buses. There are also private local buses, which are a little cheaper than the Govt buses but with limited timings.

### 4.2	How to reach the venue from airport

Public transport – Local buses – There are no direct buses from the airport to the hotel. The bus will drop you at Margao bus stand & from there need to take another bus to Canacona (near the venue of the meeting).

Limousine – Rs. 1800 to Rs. 2200 depending on the type of car. Hotels provide transfers depending on the package inclusions.

Rental car – Available.

Taxi from hotel to airport – Rs. 1800 one way (normal car) & Rs. 2200 one way (Toyota-Innova). Taxi from hotel to Margao railway station – Rs. 1600 one way (normal car) & Rs. 1800 one way (Toyota-Innova).

Pre-paid taxis – It would cost Rs. 1800 – Rs. 2000 for normal cars & Rs. 2200 – Rs. 2600 for a Toyota Innova.

## 5	Passports and visas

5.1	All participants are requested to see the FAQs on Conference Visas at the web site of the Ministry of Home Affairs at:

http://mha.nic.in/pdfs/FAQs-on-ConferenceVisa.pdf.

If you need an individual invitation letter, please apply for it well within the time indicated in the FAQs by e-mail to the following, using the format provided in Appendix B preferable communicated in an Excel spreadsheet.

> **Amit Gulati**, Engineer
> Wireless Planning and Coordination Wing
> Ministry of Communications & IT
> Sanchar Bhawan, 20 Ashoka Road, New Delhi-110001
> Tel. No.: +91 11 2337 2311/ 2375 2488
> Fax No.: + 91 11 2371 6111
> E-mail: wawpc@nic.in

5.2	Further instructions for foreigners coming to India can be found at:

http:/www.immigrationindia.nic.in/instr_foreigners2.htm

6   Currency & banking

The official currency is the Indian Rupee (INR or ₹)

Exchange rates (as on 21 June 2011)

INR	EUR	USD	GBP	CNY	JPY	RUB
100	1.56	2.22	1.32	14.39	178.31	62.59

Banking hours

Banks in Goa are operational from Monday to Saturday. On weekdays the banks are open from 09:30 hours to 18:00 hours. Saturdays are half day for the banks.

Credit cards

Internationally recognized credit cards such as Visa, MasterCard, Amex are accepted in most of the hotels & restaurants.

7   Computer facilities

Wi-Fi Internet facilities are available (payable) in most of the hotels and cyber cafes are very common.

8   Language

The official language is Hindi and local language is Konkani. But, English is spoken in every hotel.

9   Local time

Compared to GMT/UTC there is an offset of +5:30 hours.

10   Tax and tipping
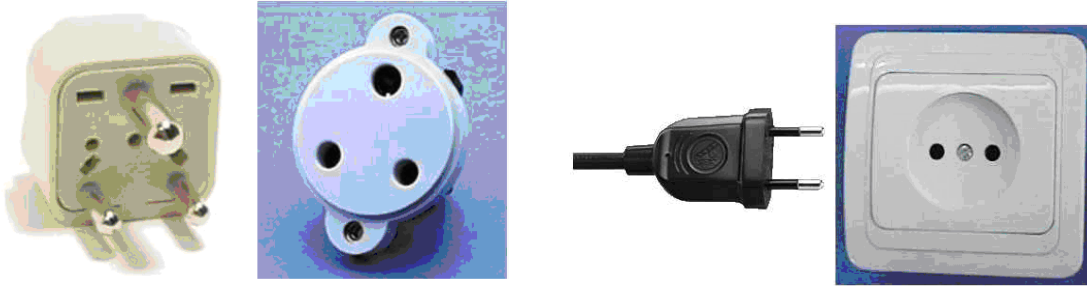
VAT 15.15% is added to the bills. Accommodation is with luxury tax and service tax as per the Government of India rules.

Tips are not essential, but a gesture of appreciation. No fixed amount for tipping.

11   Climate

Weather is more humid due to proximity to the sea. Monsoon starts from June till end of August. Day time temperature in Goa during October ranges from 30-35 degrees Celsius and night time temperature ranges from 18-24 degrees Celsius.

12   Electricity

The common electrical current in Goa is AC (230 Volt/50 Hz cycle). In the above picture the two kinds of socket and plug (Type C and D) used in India are shown. An adapter plug may be needed. Always check the power supply before using equipment.

APPENDIX A

Booking form

(To be sent to Ms. Jijimol Girija, see details below)

INTERCONTINENTAL THE LALIT GOA RESORT

Guest name: _____

Organisation: _____

Address: _____

E-mail: _____

Telephone: _____

Fax: _____

Arrival date: _____ **Time:** _____ **Flight number:** _____ **From:** _____

Departure date: _____ **Time:** _____ **Flight number:** _____

Special rates offered for WP 5D delegates by Intercontinental The LaLiT Goa

Room type	Single occupancy	Double occupancy	Room allocation
Garden View Suite	INR 8,300	INR 9,000	Maximum 200 rooms
Sea View Suite	INR 9,000	INR 10,000	Maximum 35 rooms
Luxury Suite	INR 15,000	INR 16,000	Maximum 14 rooms
Presidential Suite	INR 65,000	INR 65,000	3 in numbers

All rates are exclusive of 15.15% taxes (10% luxury tax and 5.15% service tax).

Preferred room type: _____ **and occupancy:** _____

Credit card number: _____

Expiry date: _____

Signature: _____

The above rates are on a <u>per room per night basis</u>, and include shared airport pick up and drop by A/C Coach.

NOTE – Any cancellation post confirmation will attract retention for 1 night. Any cancellation between 30 – 21 days of arrival will attract 50% retention. Any cancellation with less than 21 days will attract 100% retention.

Contact persons for Intercontinental The LaLit Goa Resort:

1. Ms. Jijimol Girija (**jgirija@thelalit.com**)
    Reservation & revenue Manager
    Intercontinental The LaLit Goa Resort
    Raj Baga, Canacona
    Goa 403702, India

    Tel.: +91 832 266 7777 (Ext: 3209)   Fax: +91 832 266 7711

2. Vijay Ranvir Bhalla (**vbhalla@thelalit.com**)
    Head of Sales – RSO North
    The LaLiT New Delhi
    Barakhamba Avenue, Connaught Place
    New Delhi 110 001, India

    Direct: +91 11 4444 7053   Mobile: +91 98181 26696
    Phone: +91 11 4444 7777   Fax: +91 11 4444 1234

APPENDIX B

Proforma for Invitation Letter

S. No.	Name	Fathers/ Husband's name	Date of birth	Place of birth	Nationality	Passport number	Place of issue	Date of issue	Date of expiry	Address
1										
2										
3										
4										
5										

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