



INTERNATIONAL TELECOMMUNICATION UNION

Radiocommunication Bureau

(Direct Fax N°. +41 22 730 57 85)

Circular Letter
7/LCCE/56

22 June 2012

**To Administrations of Member States of the ITU, Radiocommunication
Sector Members, ITU-R Associates participating in the work of
Radiocommunication Study Group 7 and ITU-R Academia**

Subject: Meetings of Working Parties 7A, 7B, 7C and 7D

WP 7A: Time signals and frequency standard emissions

WP 7B: Space radiocommunication applications

WP 7C: Remote sensing systems

WP 7D: Radio astronomy

Introduction

At the kind invitation of the Administration of Ecuador, this letter is to announce that the meetings of ITU-R Working Parties 7A, 7B, 7C and 7D will take place in Manta, Ecuador from 24-28 September 2012 (see the table below). The meetings will be hosted and organized by the Ministry of Telecommunications and the Information Society (MINTEL).

| Groups | Meeting dates | Deadline for contributions 16:00 hours UTC | Opening session |
|------------------|----------------------|---|-----------------------------|
| Working Party 7A | 24-28 September 2012 | Monday, 17 September 2012 | 24 September at 14:00 hours |
| Working Party 7B | 24-28 September 2012 | Monday, 17 September 2012 | 24 September at 09:30 hours |
| Working Party 7C | 24-28 September 2012 | Monday, 17 September 2012 | 24 September at 11:00 hours |
| Working Party 7D | 24-28 September 2012 | Monday, 17 September 2012 | 24 September at 14:00 hours |

Programme of the meetings

A draft agenda for these meetings is contained in Annex 1. The Questions assigned may be found at:

<http://www.itu.int/pub/R-QUE-SG07/en>

The Working Parties will conduct their work in English.

The meeting will take place at:

Ciudad Alfaro Civic Center
Prolongación de la Calle 10 de Agosto
Antigua sede de la Asamblea Constituyente
Montecristi - Manabí – Ecuador

Tel: (593)5-2311210

E-mail: info@ciudadalfaro.gob.ec

<http://www.ciudadalfaro.gob.ec/>

For further information see Annex 2.

Contributions

Contributions in response to the work of Working Parties 7A, 7B, 7C and 7D 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 (16:00 hours UTC) prior to the start of the meeting. **The deadline 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:

rsg7@itu.int

A copy of each contribution should also be sent to the Chairmen of the relevant Working Parties and to the Chairman and Vice-Chairmen of Study Group 7. The pertinent addresses can be found on:

http://www-br/cgi-bin/htsh/compass/cvc_wptg_list.sh

http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=sg7

Documents

Contributions will be posted “as received” within one working day on a SG 7 webpage established for this purpose. The official versions will be posted on <http://www.itu.int/ITU-R/go/rsg7/en> (see “contributions” of the relevant Working Party) within 3 working days.

Participants will need to bring their laptops (equipped with a WLAN-card) with them to the meetings because **these meetings will be completely paperless** (no paper copies of documents will be distributed). Wireless LAN facilities will be available for use by delegates in the meeting rooms and an Internet café facility will also be provided.

Participation/Visa requirements

Delegate/participant registration for the meetings will be carried out online via the ITU-R website. Each Member State, Sector Member, Associate and ITU-R Academia 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 the focal point designated for all Study Group activities for his/her entity directly. 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>

Registered Delegates will receive their badges as from Monday 24 September at 08:30 hours. Please note that the confirmation of registration sent to each delegate/participant by e-mail must be presented, together with photo identification, in order to receive a badge.

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 7
- ITU-R Associates participating in the work of Radiocommunication Study Group 7
- ITU-R Academia
- Chairman and Vice-Chairmen of Radiocommunication Study Group 7
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX 1

Draft agenda for the meetings of Working Parties 7A, 7B, 7C and 7D

(Manta, 24-28 September 2012)

- 1** Introduction by the Chairman
- 2** Approval of the agenda
- 3** Chairman's progress Report
- 4** Status of Questions assigned to the Working Party and related work
- 5** Work programme for the meeting
- 6** Introduction of input documents
- 7** Establishment of working groups and attribution of documents
- 8** Preparation of output documents
- 9** Discussion of the future work plan
- 10** Venue of the next meetings
- 11** Any other business

R. BEARD
Chairman, WP 7A

B. KAUFMAN
Chairman, WP 7B

E. MARELLI
Chairman, WP 7C

A. TZOUMIS
Chairman, WP 7D

ANNEX 2

Additional information for the meetings of Working Parties 7A, 7B, 7C and 7D

1 Meeting venue

The meeting will be held at:

Ciudad Alfaro Civic Center
Prolongación de la Calle 10 de Agosto
Antigua sede de la Asamblea Constituyente
Montecristi - Manabí – Ecuador

Tel: (593)5-2311210

E-mail: info@ciudadalfaro.gob.ec

2 Local contact person

Ec. Wendy Barreno

E-mail: wendy.barreno@mintel.gob.ec

Eng. Gabriela Gallegos

E-mail: gabriela.gallegos@mintel.gob.ec

3 Accommodation and hotel reservations

The Ecuadorian Administration has secured special rates with a number of city centre hotels, details of which are given in the table on the next page, where there is also a map showing the location of each hotel in relation to the meeting venue. In order to get special rates please refer to the event organized by MINTEL.

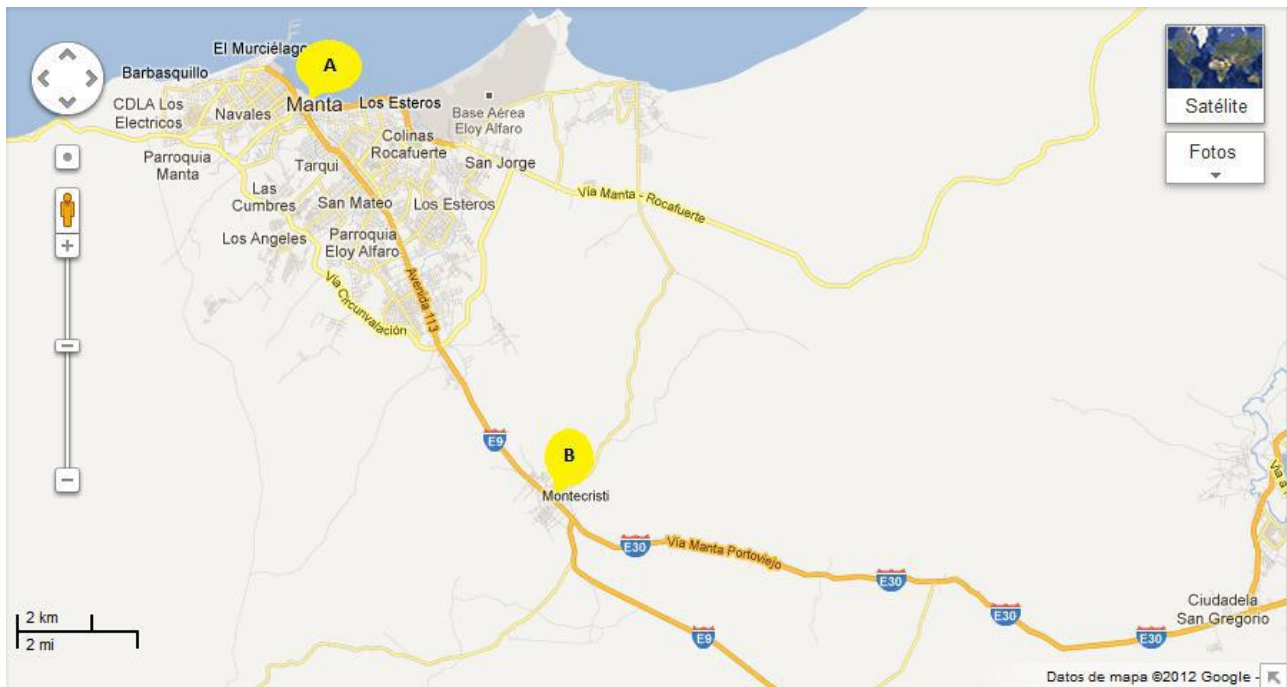
Once the delegates have arranged their accommodation with the hotels, they are kindly requested to inform us of the reservations made, by e-mail to: meetingecuador.uit@mintel.gob.ec; gabriela.gallegos@hotmail.es using the forms provided for the purpose.

It is important that reservations be made as early as possible. All reservations must include a credit card number. You will receive a confirmation message once your reservation has been accepted by the hotel. Should you subsequently find that you will be unable to attend the meeting, the reservation must be cancelled sufficiently in advance (at least 7 days); and it should be done with our intermediary in order to avoid any inconvenience.

There will be buses that will arrive to the suggested hotels in a planned schedule arrangement, to take the delegates to the meeting place. As it takes about 20 minutes to get there by car/bus, it is not convenient to go by walking.

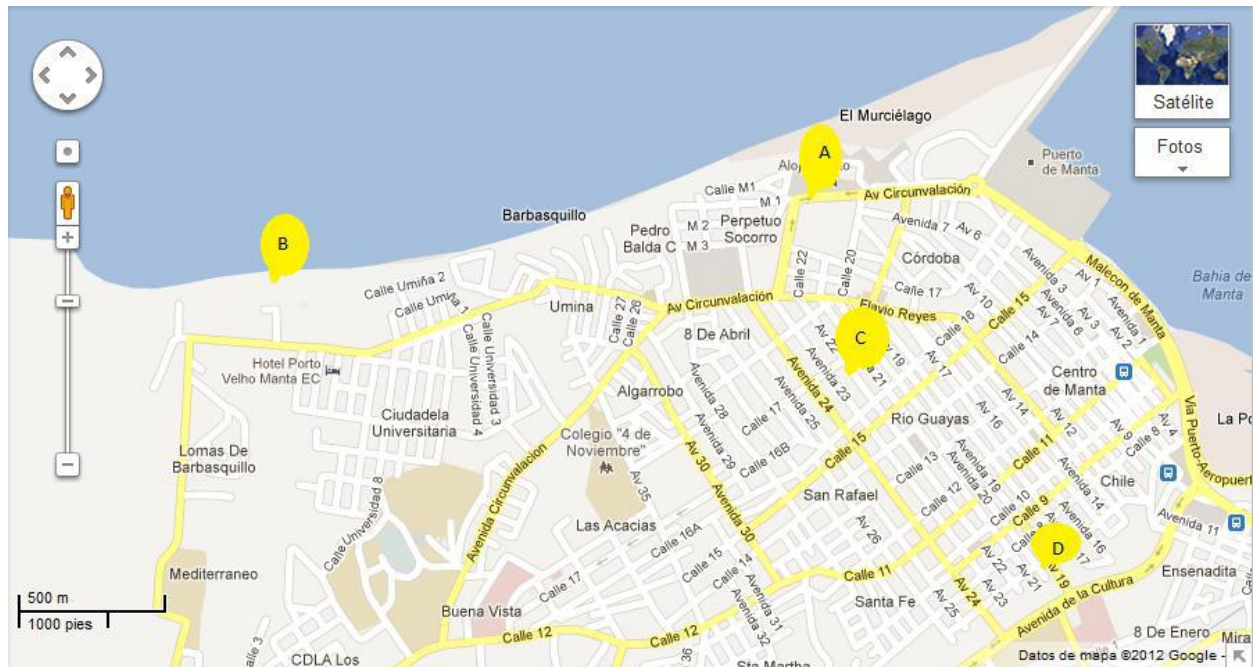
It is important for delegates to fill out the form in section 13 of Annex 2 in order to coordinate the transfer from the airport to the hotel.

CIUDAD ALFARO CIVIC CENTER



A. Eloy Alfaro Airport

B. Ciudad Alfaro Civic Center



A. Oro Verde Hotel

B. Howard Johnson Hotel

C. Los Almendros Hotel

D. Balandra Hotel

| HOTEL | CATEG | TYPE OF ROOM | RATE | REMARKS |
|--|-------|---|---|---------------------------|
| (1) Hotel Howard Johnson Km. 1.5 Vía Barbasquillo www.ghlhoteles.com Tel/Fax: +593-5-2629999 Cel: 593-9-4501909 reservas@hojomanta.com mercadeo@hojomanta.com | ***** | Single Double | USD 79.30 USD 91.50 | Includes buffet breakfast |
| (2) Hotel Oro Verde Malecón y Calle 23 www.oroverdehotels.com/manta Tel: +593-5-2629200 Fax: +593-5-2629210 reservas_mta@oroverdehotels.com ov_mta@oroverdehotels.com corpuio@oroverdehotels.com | ***** | Single Double Grand Suites Junior Suites | USD 91.50 USD 103.70 USD 103.70 USD 152.50 USD 176.90 | Includes buffet breakfast |
| (3) Hotel – Cabañas Balandra Barrio Córdoba Av. 7 y Calle 20 www.hotelbalandra.com Tel: +593-5-2620316 Fax: +593-5-2620545 eventos@hotelbalandra.com cecilia1411@hotmail.com | * * * | Single Triplex | USD 93.94 USD 48.80 per person. | Includes breakfast |
| (4) Hotel Los Almendros www.almendrosaparthotel.com Tel: +593-5-2620932 Fax: +593-5-2610636 reservas@almendrosaparthotel.com marcelgaravi@gmail.com | * * * | Single Double | USD 85.40 USD 103.70 | Includes breakfast |

4 Flights and ground transportation

When delegations arrive to Quito city, they have to take a flight from Quito to Manta. We have available the following airlines: TAME and AEROGAL.

Eloy Alfaro National Airport is located 10 minutes from the downtown. Delegates have the following options for travelling from the airport to their hotel:

Buses: Delegates will be received by buses that will leave the airport with each flight arrival, and we will transport to the main downtown hotels.

Private taxis: The airport is served by a large number of taxis, which can be found outside the arrivals hall. Further information may be found on the following websites:

www.quiport.com

www.aerpuertomanta.com

5 Entry formalities

Most of the visitors to Ecuador are automatically given a tourist visa, a 12-X, which allows for a stay of up to 90 days. The only countries that need a visa to access Ecuador are Afghanistan, Bangladesh, Eritrea, Ethiopia, Kenya, Nepal, Nigeria, Pakistan and Somalia. For all the rest, the only requirements to obtain a 12-X visa are a passport valid for at least six months, a return ticket, and proof of economic means to support yourself during your stay.

No vaccination certificate is required for entering the country.

If delegations come from Colombia it is necessary to present the criminal record document.

6 Language

Spanish is the official language and Amerindian languages (Quechua).

7 Electric current

The voltage is 110-220 V/ 60Hz (USA & European plugs). Most hotels provide 110-volt adaptors.

8 Climate

Manta is located in a dry tropical forest area with an average annual temperature of 25 degrees Celsius (77° F). The area has a wide variety of climate zones attributed geographical characteristics of the area. During the year, there are two seasons; rainy, and dry. The rainy season is approximately six months long when it is hot and humid, and occurs from December to May. The dry season is approximately six months long and occurs during the months of June to November. It is warm but very low humidity.

9 Currency

The *USD Dollar* (\$) is the official currency of Equator. Foreign currency can be exchanged in banks and other authorized establishments. The most commonly accepted credit cards are American Express, VISA, Diners Club and MasterCard.



10 Business hours

Banks and exchange offices: Monday to Friday from 09:00 to 16:00 hours.

Company offices: Generally from 09:00 to 13:00 and from 14:00 to 18:00 hours.

Shops and businesses: In the major cities, Monday to Saturday from 09:00 to 20:00 hours (in the country's interior there is normally a midday break).

Restaurants: Breakfast is served from 07:00 hours, lunch is served from 12:30 hours and dinner from 19:00 hours. Many fast-food establishments are open round the clock.

11 Tipping


It is customary to leave a 10 per cent gratuity in coffee bars and restaurants.

12 Other useful information

You can find further information about Equator and Manta on the following Web page:

www.turismo.gob.ec

13 **Hosting and tourism form**

| | | |
|--|------------------|----------------|
|  mintel <small>Ministerio de Telecomunicaciones y de la Sociedad de la Información</small> | | |
| FULL NAME: | | |
| TITLE: | | |
| ORGANIZATION: | | |
| COUNTRY: | | |
| TELEPHONE / MOBILE: | | |
| E-MAIL: | | |
| ARRIVING DATE (QUITO-MANTA): | | |
| NAME OF THE HOTEL RESERVED IN MANTA: | | |
| STAY IN HOTEL: | FROM (mm/dd/yy): | TO (mm/dd/yy): |
| | | |

In order to ensure your pleasurable time in Manta, please inform us about your choice.

Please fill out all the information required and send it by e-mail to:

meetingecuador.uit@mintel.gob.ec

and a copy to:

gabriela.gallegos@hotmail.es

It will help us to organize your visit in the best way.

14 Itinerary flights

Airline: Tame

| DAY | SCHEDULE | |
|------------------|------------|------------------|
| | FROM QUITO | ARRIVAL TO MANTA |
| MONDAY TO FRIDAY | 06:15 | 06:45 |
| SATURDAY | 07:30 | 07:30 |
| SUNDAY TO FRIDAY | 18:15 | 18:45 |
| MONDAY TO FRIDAY | 12:30 | 13:30 |

| DAY | SCHEDULE | |
|------------------|------------|------------------|
| | FROM MANTA | ARRIVAL TO QUITO |
| MONDAY TO FRIDAY | 07:15 | 07:45 |
| SATURDAY | 08:00 | 08:30 |
| SUNDAY TO FRIDAY | 19:15 | 19:45 |
| MONDAY TO FRIDAY | 14:00 | 15:00 |

Airline: Aerogal

| DAY | SCHEDULE | |
|---------------------|------------|------------------|
| | FROM QUITO | ARRIVAL TO MANTA |
| MONDAY TO FRIDAY | 06:35 | 07:20 |
| SATURDAY | 09:30 | 10:15 |
| MONDAY TO FRIDAY | 12:45 | 13:30 |
| SATURDAY AND SUNDAY | 17:15 | 18:00 |
| MONDAY TO FRIDAY | 18:30 | 19:15 |

| DAY | SCHEDULE | |
|---------------------|------------|------------------|
| | FROM MANTA | ARRIVAL TO QUITO |
| MONDAY TO FRIDAY | 07:50 | 08:35 |
| SATURDAY | 10:45 | 11:30 |
| MONDAY TO FRIDAY | 14:00 | 14:45 |
| SATURDAY AND SUNDAY | 18:35 | 19:20 |
| MONDAY TO FRIDAY | 19:45 | 20:30 |
