



INTERNATIONAL TELECOMMUNICATION UNION

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

Circular Letter
5/LCCE/37

3 April 2013

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

1 Introduction

At the kind invitation of the Administration of Japan, this Circular Letter is to announce that the 16th meeting of ITU-R Working Party 5D will take place in Sapporo, from 10 to 17 July 2013. The opening session will commence on 10 July 2013 at 0930 hours (see table below).

Group	Meeting date	Deadline for contributions 1600 hours UTC	Opening session
Working Party 5D	10-17 July 2013	Wednesday, 3 July 2013	Wednesday, 10 July 2013 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.

The meeting will take place at:

Sapporo Park Hotel
1-1, Minami-10, Nishi-3
Chuo-ku, Sapporo 064-8589
Japan

For further information see Annex 2.

3 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>

4 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.

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.**

5 Remote participation

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

6 Participation

Delegate/participant registration for the meetings will be carried out online via the ITU-R website. Member States, Sector Members, Associates and 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 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 Event Registration and Practical Information** webpage at:

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

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 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 16th meeting of Working Party 5D

(Sapporo, Japan, 10-17 July 2013)

- 1** Opening remarks
- 2** Adoption of the draft agenda
- 3** Report of the 15th meeting of Working Party 5D (Document [5D/300](#))
- 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 16th meeting of Working Party 5D

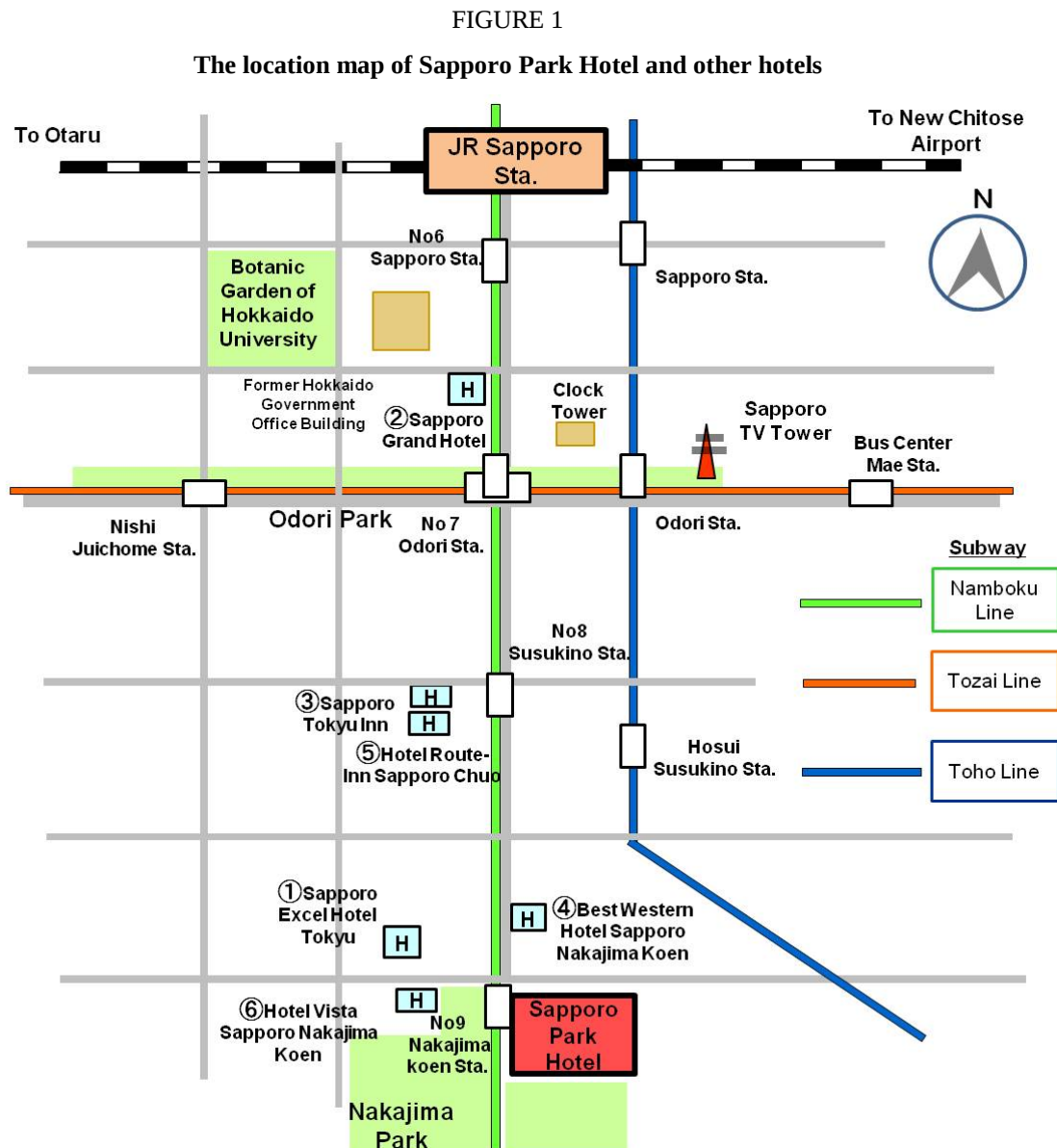
1 Introduction

The Ministry of Internal Affairs and Communications of Japan is pleased to welcome the participants to the 16th meeting of ITU-R Working Party 5D on IMT Systems (10-17 July 2013). This Annex provides both information on the meeting and guidance to the delegates for their stay in Sapporo, Japan. Sapporo is located in the north of Japan.

2 Meeting venue

Sapporo Park Hotel
1-1 Minami-10, Nishi-3, Chuo-ku, Sapporo 064-8589, Japan
Tel: +81 11 511 3131
Fax: +81 11 531 8522
http://www.park1964.com/n_english/

The location map of Sapporo Park Hotel is referred to **Figure 1**.



3 Registration

Registration will commence at 0830 hours on Wednesday, 10 July 2013 in the foyer of the Park Hall room on the 3rd floor. The plenary meeting will open at 0930 hours at the Park Hall room. For Participants wishing to register before the opening of the meeting, registration services are available on 9 July from 1500-1700 hours in the Secretariat's room on the 3rd floor. Registration service will resume at the Secretariat's room from 10 July afternoon.

4 Access to the meeting venue

4.1 Flights to the New Chitose Airport

The New Chitose Airport is conveniently situated close to the city of Sapporo. It is connected with domestic flights to Japan's main international airports at Narita (New Tokyo International Airport), Haneda (Tokyo International Airport), Nagoya (Chubu Centrair International Airport) and Kansai (Kansai International Airport). The New Chitose Airport has also regular direct international flights to various cities overseas (see **Figure 2**).

More information is provided at the website below.

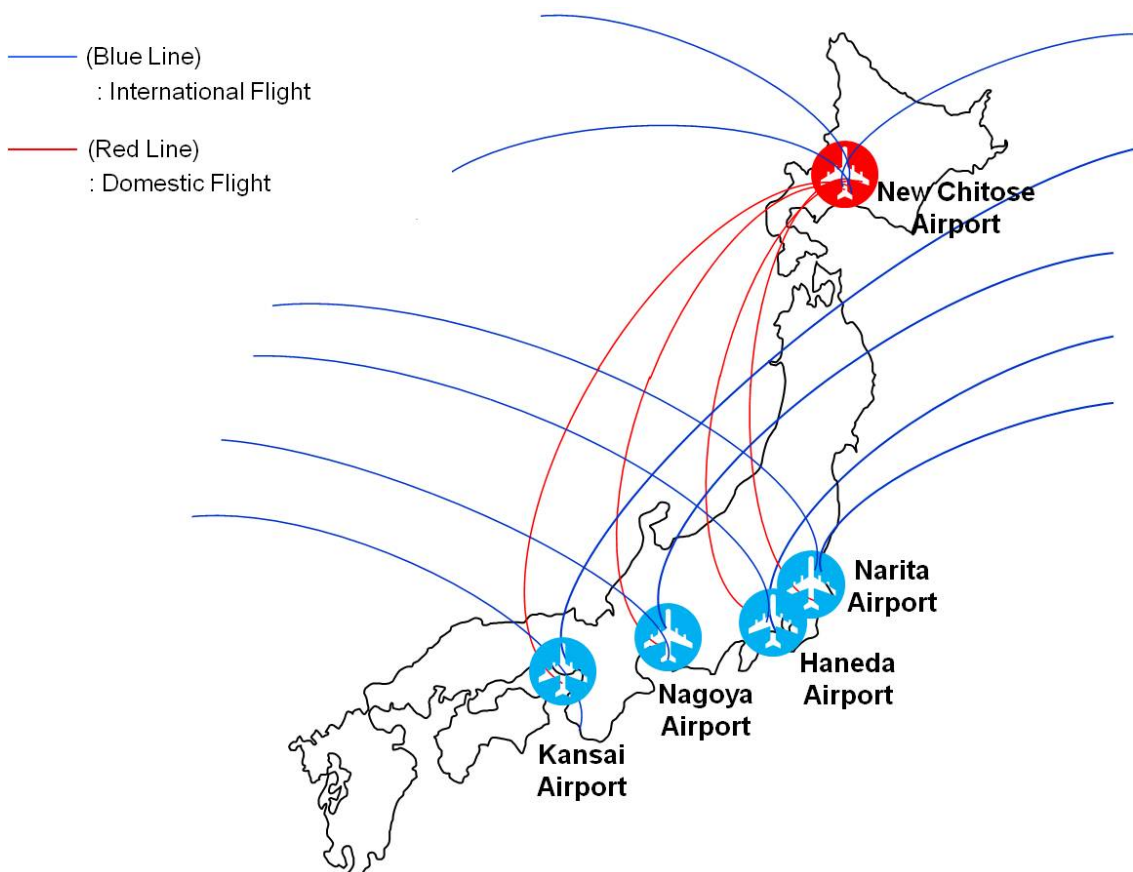
<http://www.welcome.city.sapporo.jp/english/transportation/access>

For more detailed information about New Chitose Airport, please see the following website:

<http://www.new-chitose-airport.jp/en/>

FIGURE 2

Domestic and international service routes to New Chitose Airport



4.2 Transportation from New Chitose Airport to the Sapporo city area

- JR Rapid Airport Express

The most convenient transportation is by JR (Japan Railway) Rapid Airport Express. JR New Chitose Airport Station is directly connected with New Chitose Airport. The Rapid Airport Express bound for JR Sapporo Station leaves every 15 min. and takes 36 min. The train fare is 1,040 JPY. After arrival at JR Sapporo Station, newcomers had better go by taxi to their own hotel. It takes about 10 min. from JR Sapporo Station to hotels around the meeting venue. The taxi fare is about 1,000 JPY. For more detailed information about JR Rapid Airport Express, please see the following website:

<http://www.new-chitose-airport.jp/en/access/jr/>

- Airport Limousine Bus

Airport limousine bus is available from New Chitose Airport to Sapporo Downtown. There are two ticket counters, “Chuo bus” and “Hokuto Kotsu”. “Chuo bus” counter is located in JAL (Japan Air Lines) arrival lobby and “Hokuto Kotsu” counter is located in ANA (All Nippon Airways) arrival lobby. The airport limousine bound for Sapporo Downtown leaves every 15 min. It takes about 70 min. from New Chitose Airport to JR Sapporo Station. The bus fare is 1,000 JPY. There are several bus stops before and after JR Sapporo Station and some of them may be close to hotels where you stay. However it will be recommended for newcomers to get off the bus at JR Sapporo Station and go by taxi to their own hotel because the bus route is complicated. For more detailed information about airport limousine, please see the following website:

<http://www.new-chitose-airport.jp/en/access/bus/>

4.3 Access to Sapporo Park Hotel

It takes only 30 seconds walk between Sapporo Park Hotel and Exit No.3 of Nakajima Koen Subway Station. Nakajima Koen Station is the 3rd one from Sapporo Station by Subway Namboku Line for Makomanai. Three of the six hotels listed in **Attachment 1** are located within walking distance from Sapporo Park Hotel. The other three hotels are located close to Odori Station or Susukino Station of Subway Namboku Line.

Several alternatives to get from New Chitose Airport to the meeting venue is shown in **Figure 3** and **Table 1**.

FIGURE 3

Transportation from New Chitose Airport to the Meeting Venue

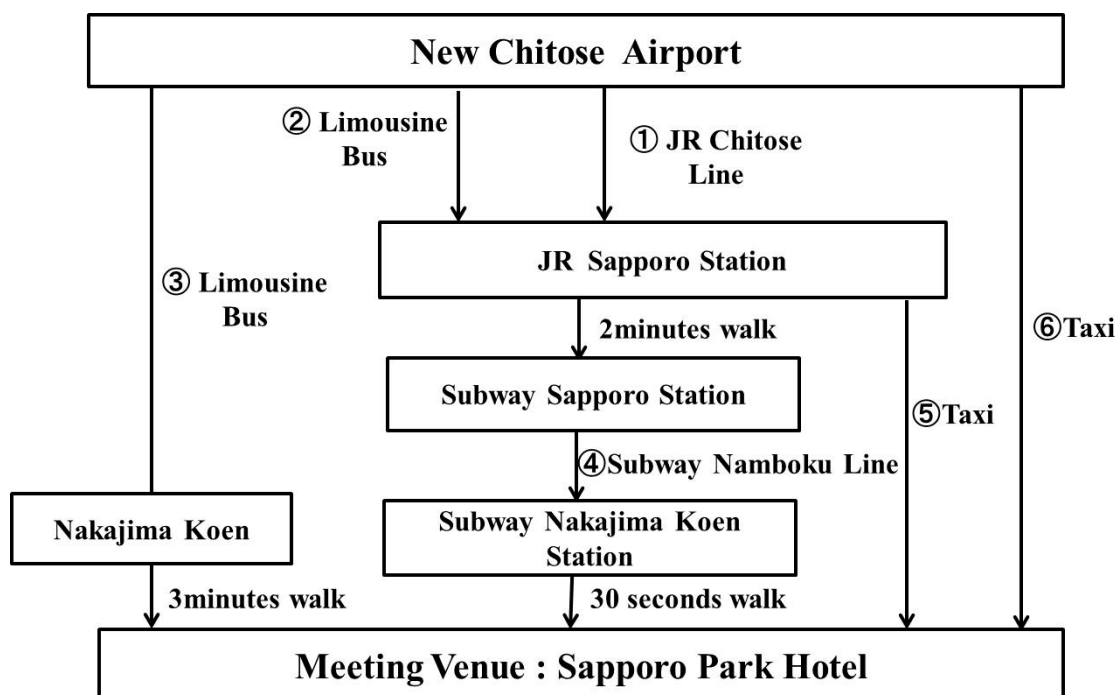


TABLE 1

List of transportation for use from New Chitose Airport to the Meeting Venue

No.*	Transportation	Approx. time required (minutes)	Fees (JPY)	Remarks
1	JR Chitose Airport	36	1,040	Every 15min.
2	Limousine bus	80	1,000	Every 15min.
3	Limousine bus	70	1,000	Every one hour
4	Subway Namboku Line	5	200	Every 7 min.
5	Taxi	10	Approx. 1,000	
6	Taxi	60	Approx. 14,000	Including expressway fare

* The numbers in row correspond to the numbers in Figure 3.

5 Hotel accommodation

A total of 250 guest rooms listed in **Attachment 1** have been booked for participants of the ITU-R WP 5D meeting in Sapporo with preferential rates. Please note that no rooms are available at the meeting venue (Sapporo Park Hotel). The location map of those hotels is shown in **Figure 1**. Hotel reservation will be carried out by online system. Participants wishing to reserve a guest room of those hotels are requested to access to the following website managed by JTB Global Marketing & Travel.

<https://mice.jtbgmt.com/WP5D>

It is recommended to print out a confirmation issued by online system and show it at the check-in counter of the hotel. **All reservation requests must be made no later than 7 June 2013.** Availability and room rates are not guaranteed after the date.

6 Visa and immigration information

Participants who require a visa should apply for a visa at a Japanese consulate or diplomatic mission in their respective country well in advance of their departure.

Participants are also advised to contact their local travel agents or carriers. The embassy may take at least two weeks for visa processing.

For more information, please visit the website of the Ministry of Foreign Affairs of Japan at:

http://www.mofa.go.jp/j_info/visit/visa/

Participants who need visa supporting documents for entering Japan shall **fill out all items in Application Form in Attachment 2**, then email the form to the following contact point together with **a copy of photograph page of the passport no later than 31 May 2013.**

Hideki Suganami (Mr.)/Junkichi Fujisawa (Mr.)
The ITU Association of Japan
Tel.: +81 3 5357 7627
E-mail: wp5d-visa@ituaj.jp (E-mail is the preferable communication means)

7 Network

WLAN service will be provided in the meeting room. Internet is available free of charge in guest rooms of hotels listed in **Attachment 1**.

8 Practical information

8.1 About Sapporo

Sapporo is the capital of Hokkaido Prefecture and fifth largest city in Japan with a population of 1.9 million. Various information about Sapporo is provided by the following website:

<http://www.welcome.city.sapporo.jp/english/>

A tourism application for smartphones is also available free of charge. Further information is provided at the website below.

http://www.hbc.co.jp/rocket/sapporoinfo/pc/index_en.html

8.2 Language

Japanese is the official language in Japan. However, English is spoken in major hotels, large restaurants, department stores and other major organizations and tourist locations.

8.3 Climate

July is the most comfortable season in Sapporo. The temperature during July ranges from 17 to 25 degrees centigrade. Average rainfall in July is about 80 mm.

8.4 Local time

GMT + 9 hours. Daylight saving time is not used.

8.5 Banks & currency

The Japanese currency unit is Japanese Yen (JPY). There are four kinds of bills (10,000 yen, 5,000 yen, 2,000 yen and 1,000 yen) and six kinds of coins (500 yen, 100 yen, 50 yen, 10 yen, 5 yen and 1 yen) used. Only Japanese Yen (JPY) is accepted at stores and restaurants. Major foreign currencies may be exchanged to JPY at foreign exchange counters of banks at the International Airports on presentation of your passport. Japanese banks are usually open Monday to Friday from 0900 to 1500. The exchange rate as of 26th March 2013 is 94.19 Japanese Yen to 1 US Dollar. Major credit cards can be accepted in most hotels, restaurants, department stores, but only cash is accepted in local smaller shops.

8.6 Tipping

Tipping is not customary in Japan.

8.7 Electricity

The standard power supply in Japan is 100 volts. The frequency is 50 Hz in eastern Japan including Sapporo. The type of power outlet/connector used in Japan is a two-parallel-pronged type.



9 Emergency phones

The nationwide emergency phone numbers are:

Police: 110

Ambulance/Fire: 119

10 Local contact point

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

Hideki Suganami (Mr.)/Junkichi Fujisawa (Mr.)

The ITU Association of Japan

Tel.: +81 3 5357 7627

Fax: +81 3 3356 8170

E-mail: wp5d-sapporo@ituaj.jp (E-mail is the preferable communication means)

ATTACHMENT 1

Hotel accommodation for the WP 5D meeting in Sapporo

No.* ¹	Hotel name	Room type	Room rate* ² (JPY)	
			Room charge only	Including breakfast
1	Sapporo Excel Hotel Tokyu	Single	11,550	13,125
		Twin(Single use)	15,750	17,325
		Twin (Twin use)	16,800	19,950
	URL	http://www.tokyuhotelsjapan.com/en/TE/TE_SAPPO/index.html		
2	Sapporo Grand Hotel	Single	11,000	12,000
		Twin (Single use)	16,000	17,000
		Twin(Twin use)	16,000	18,000
	URL	http://www.grand1934.com/english/		
3	Sapporo Tokyu Inn	Single	10,500	11,550
	URL	http://www.tokyuhotelsjapan.com/en/TI/TI_SAPPO/index.html		
4	Best Western Hotel Sapporo Nakajima Koen	Twin (Single use)	9,450 (10,500)* ³	10,500 (11,550)* ³
		Twin(Twin use)	13,650 (15,750)* ³	15,750 (17,850)* ³
	URL	http://sapporo-nakajimakoen.bwhotels.jp/		
5	Hotel Route-Inn Sapporo Chuo	Single	-	7,000
		Twin (Single use)	-	8,900
		Twin(Twin use)	-	13,000
	URL	http://www.route-inn.co.jp/english/pref/hokkaido.html#sapporo-susukino		
6	Hotel Vista Sapporo Nakajima Koen	Single	7,600	8,400
		Twin (Twin use)	10,000	11,600
	URL	http://www.hotel-vista.jp/nakajimakohen/index_e.html		

Notes:

- *1 Numbers in row correspond to numbers in Figure 1.
- *2 Room rates are including 10% service charge and 5% tax.
- *3 13th and 14th July.

ATTACHMENT 2

Application form for Visa supporting documents

ITU-R SG 5 WP 5D Sapporo, Japan, 10-17 July 2013					
PRINT ALL ITEMS AND SAVE TO WORD OR PDF, THEN SEND BY E-MAIL					
Name (☐ Mr. ☐ Ms.) _____					
		Family Name	Middle Name	Given Name	
		漢字姓名(*) _____			
*If you are a Chinese participant, please write your name in Chinese characters.					
Occupation _____					
Job title _____					
Company / Organization _____					
(**): _____					
**If you are a Chinese participant, please write your company/organization in Chinese characters as well.					
Country (where you live) _____					
Address (*1): _____					
(*1) VISA supporting documents will be sent to the address above by courier service.					
Phone No: _____		Fax No: _____		E-mail: _____	
PASSPORT INFORMATION:					
Passport No: _____					
Date of issue: _____		(DD/MM/YYYY)		Expiry date: _____	
				(DD/MM/YYYY)	
Place of birth: _____		Date of birth: _____		(DD/MM/YYYY)	
Nationality: _____					
THE DATE of ARRIVAL in / DEPARTURE from JAPAN and FLIGHT INFORMATION (*2) :					
		Overseas airport	JPN airport	Date	Flight No. Time
Arrival in Japan	from	_____	to	_____	_____
		JPN airport	Overseas airport	Date	Flight No Time
Departure from Japan	from	_____	to	_____	_____
(*2) For VISA supporting documents, a planned flight schedule is available as well.					
HOTEL ACCOMMODATION					
This information is NOT for hotel reservation order sheet, but NEEDED for staying schedule for visa supporting documents.					
Hotel name: _____					
Address: _____		Phone No.: _____			
Check in date: _____		(DD/MM/YYYY)		Check out date: _____	
				(DD/MM/YYYY)	
* If making your own accommodation arrangement other than hotels, please indicate your contact address and phone number:					
Name of contact person: _____					
Address _____		Phone No. _____			
Date: _____			Signature: _____		
Deadline of submission: 31 May 2013 for all visa related documents					
Please submit this form to:					
Hideki Suganami(Mr.)/Junkichi Fujisawa(Mr.)					
The ITU Association of Japan					
Tel: +81 3 5357 7627					
E-mail: wp5d-visa@ituaj.jp (E-mail is the preferable communication means)					