



# INTERNATIONAL TELECOMMUNICATION UNION

*Radiocommunication Bureau*

(Direct Fax N°. +41 22 730 57 85)

**Circular Letter**

**4/LCCE/110**

**5/LCCE/36**

**6/LCCE/82**

**7/LCCE/59**

22 February 2013

**To Administrations of Member States of the ITU, Radiocommunication Sector Members,  
ITU-R Associates participating in the work of Radiocommunication  
Study Groups 4, 5, 6 and 7 and ITU-R Academia**

**Subject: Meeting of Joint Task Group 4-5-6-7 - WRC-15 Agenda items 1.1 and 1.2**

## 1 Introduction

By means of this Circular Letter, we wish to announce that the third meeting of ITU-R Joint Task Group 4-5-6-7 will take place from 22 to 31 July 2013 (see table below) in the:

East London International Convention Centre (ELICC)

22 Esplanade, Beachfront

East London, 5201

South Africa

Phone: +27 43 709 5202

Fax: +27 86 514 4512

[www.elicc.co.za](http://www.elicc.co.za)

Group	Meeting date	Deadline for contributions 16:00 hours UTC	Opening session
Joint Task Group 4-5-6-7	22-31 July 2013	Monday, 15 July 2013	Monday, 22 July 2013 at 0930 hours

For information see Annex 1.

## 2 Programme of the meeting of Joint Task Group 4-5-6-7

A draft agenda for the meeting is contained in Annex 2. The Joint Task Group will conduct their work in English.

## 3 Contributions

Contributions in response to the work of Joint Task Group 4-5-6-7 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.

The first meeting of Joint Task Group 4-5-6-7 agreed to group the concerned radiocommunication services in accordance with the structure of the ITU-R Study Groups 4, 5, 6 and 7 and to establish a separate subgroup for the CPM text. The membership is invited to take the structure of the subgroups into account when submitting contributions to the next meetings of JTG 4-5-6-7.

Participants are requested to submit contributions by electronic mail to: [rjtg4567@itu.int](mailto:rjtg4567@itu.int). A copy should also be sent to the Chairman and Vice-Chairmen of the Joint Task Group and to the Chairmen and Vice-Chairmen of Study Groups 4, 5, 6 and 7. The pertinent addresses can be found on:

<http://itu.int/go/rjtg4-5-6-7/ch>

<http://itu.int/go/rsg4/ch>

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

<http://itu.int/go/rsg6/ch>

<http://itu.int/go/rsg7/ch>

## 4 Documents

Contributions will be posted “as received” within one working day on a JTG 4-5-6-7 webpage established for this purpose:

<http://www.itu.int/md/R12-JTG4567.AR-C/en>

The official versions will be posted on <http://www.itu.int/md/R12-JTG4567-C/en> within 3 working days.

In agreement with the Chairman **the meeting will be completely paperless.** Wireless LAN facilities will be available for use by delegates in the meeting rooms. Printers are available in the meeting administration office of the ELICC for delegates who wish to print a limited number of documents.

## 5 Remote participation

Audio webcast of plenary sessions of JTG 4-5-6-7 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 **General Information and Delegate Registration** webpage at:

<http://www.itu.int/ITU-R/go/delegate-reg-info/en>

The Delegate Registration desk will open at 0830 hours on the first day of the meeting in the ELICC. 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 Groups 4, 5, 6 and 7
- ITU-R Associates participating in the work of Radiocommunication Groups 4, 5, 6 and 7
- ITU-R Academia
- Chairman and Vice-Chairmen of Radiocommunication Groups 4, 5, 6 and 7
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

## ANNEX 1

### 1 Introduction

The South African Administration is pleased to welcome the participants to the ITU-R Joint Task Group 4-5-6-7 (22 to 31 July 2013). This Annex provides both information on the meeting and guidance to the delegates on finding appropriate accommodation.

### 2 Meeting venue

The meeting will be held at:

East London International Convention Centre (ELICC)  
22 Esplanade, Beachfront  
East London, 5201  
South Africa  
  
Phone: +27 43 709 5202  
Fax: +27 86 514 4512  
[www.elicc.co.za](http://www.elicc.co.za)

### 3 Hotel accommodation

Preferential rates have been negotiated with the Premier Hotel ELICC and the Premier Hotel Regent. Breakfast is included in the price.

Type of accommodation	Premier Hotel ELICC
Deluxe	R 1 485.00 B/B
Suite	R 1 895.00 B/B

E-mail – [elicc@premierhotels.co.za](mailto:elicc@premierhotels.co.za)

Type of accommodation	Premier Hotel Regent
Suite	R 1 345.00 B/B

E-mail – [regent@premierhotels.co.za](mailto:regent@premierhotels.co.za)

Should you experience any difficulty please contact Jackie Grobler at [info@elicc.co.za](mailto:info@elicc.co.za).

Other hotels in the vicinity that also provide accommodation for delegates of the meeting are:

Type of accommodation	Garden Court East London
King Superior	R 1 449.00 B/B

Type of accommodation	Southern Sun Hemingways
Standard Double	R 1 590.00 B/B

These two hotels can be booked directly at: [www.tsogosunhotels.com](http://www.tsogosunhotels.com).

Should you experience any problems booking your accommodation please contact Laurentia Alset at [doc@twf.co.za](mailto:doc@twf.co.za).

## **4 Internet and wireless network access**

Wireless access will be provided in the meeting rooms of the ELICC and the network identifier and password will be provided on the first day of the meeting. Wireless access is also available at an additional fee in the public areas and the reception of the two recommended hotels.

## **5 General information**

### **5.1 Entry requirements**

Delegates should register for the meeting of the ITU-R Joint Task Group 4-5-6-7 and receive confirmation of registration prior to applying for a visa.

Visitors entering South Africa must possess a valid passport. Most passport holders need visas to enter the country, but citizens of some states are exempt from this requirement. Check with a travel agent or the nearest South African embassy or representative embassies whether a visa is required. Also consult the web page:

<http://www.home-affairs.gov.za/index.php/countries-exempt-from-sa-visas>

Visas should be obtained in the tourist's own country and will not be issued in South Africa. To assist in obtaining a visa, a copy of the invitation letter or registration confirmation letter for the ITU-R Joint Task Group 4-5-6-7 meeting should accompany the visa application.

A multiple-entry visa is needed if visitors intend to travel to and from neighbouring countries during the time in which the visa is valid.

Visitors from yellow fever endemic countries must have proof of a current yellow fever vaccination.

Upon arrival, visitors may be required to present proof that they have sufficient funds to support themselves and must possess a valid return ticket or the funds to purchase one, please see:

<http://www.home-affairs.gov.za/index.php/applying-for-sa-visa>

Please remember that all passports should be valid for 6 months after the departure date from the country visited and have 3 blank pages. Please ensure that ALL NECESSARY VISAS and health certificates have been obtained.

Should you require a personal letter of invitation for the purpose of your visa application or experience any problems related to your visa application, please contact Laurentia Alset at [doc@twf.co.za](mailto:doc@twf.co.za).

### **5.2 Time**

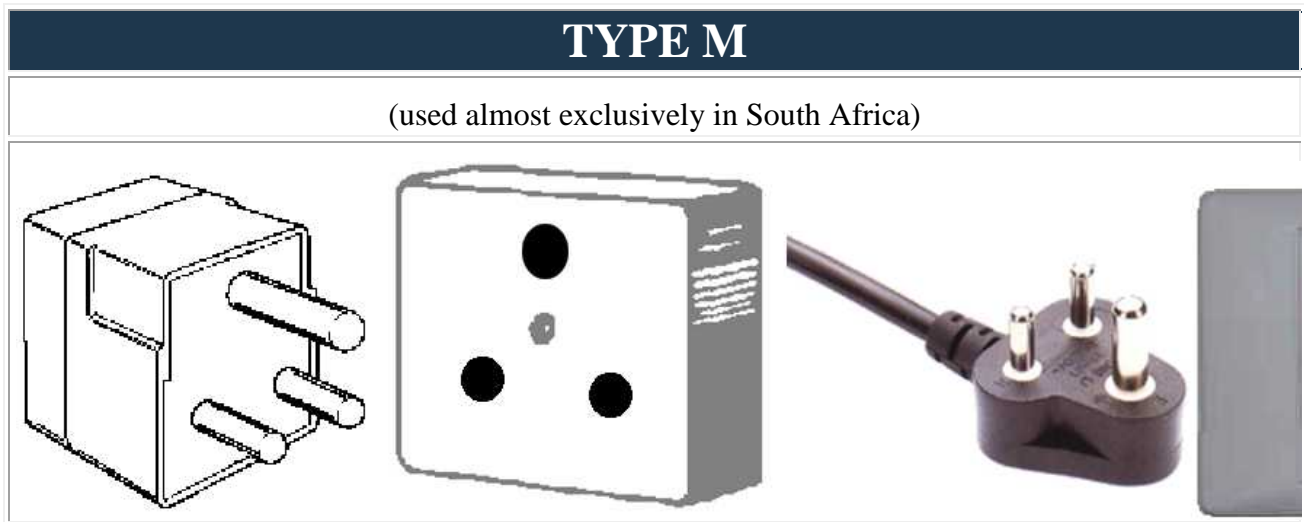
South African Standard Time is two hours ahead of Greenwich Mean (or Universal Standard) Time, one hour ahead of Central European Winter Time, and seven hours ahead of Eastern Standard Winter Time in the United States of America.

There is no daylight saving in South Africa.

### 5.3 Electricity

The South African power outlets provide 200/240 volts at 50 hertz.

Most plugs have three round pins (type M) but some electrical sockets take plugs with two small round pins. Adaptors can be purchased in South Africa. For the duration of the meeting adaptors will be made available for delegates.



Appliances requiring 110 V at 60 Hz may need a transformer/convertor, which can be purchased in South Africa.

### 5.4 Weather

July is a winter month in South Africa thus some warm clothing would be required. East London, being on the coast, hardly ever experiences extreme cold and usually has some sunny days even at this time of the year.

The month of July is characterized by temperatures with daily high temperatures of around 20° C (70°F) and daily low temperatures are around 10° C (52°F) throughout the month.

Sunrise is at around 07:00 and sunset is at around 17:00.

### 5.5 Currency

South Africa's unit of currency is the Rand, which is divided into 100 cents. Coins come in denominations of 5c, 10c, 20c, 50c, R1, R2 and R5, and notes in denominations of R10, R20, R50, R100 and R200.

South Africa has a competitive exchange rate (currently 1 US\$ = ± ZAR 9) and a world class banking system.

The banks are generally open from 9:00 to 15:30 Mondays through Fridays, and 8:30 to 11:00 on Saturdays, but those at the airports adjust their hours to accommodate international flights.

The major banks have a wide distribution of branches as well as automated teller machines (ATMs). Most branches have facilities for changing foreign currency, and there are specialist foreign exchange outlets available in South Africa.

All major credit cards can be used in South Africa, with American Express and Diners Club enjoying less universal acceptance than MasterCard and Visa.

One anomaly - you cannot purchase fuel with a credit card. South Africans make use of special fuel credit cards, known as garage or petrol cards, for use only at filling stations. You can, however, pay road tolls with MasterCard or Visa.

## **5.6 Tipping**

Tipping is common practice in South Africa for a range of services. In restaurants the accepted standard is around 10% of the bill.

Fuelling stations are manned by attendants who will expect a tip of two or three Rands for filling up with fuel, checking oil, water and tyre pressure and cleaning windscreens. Hotel porters should be tipped two to five Rands. It is also appropriate to tip taxi drivers and tour guides.

If you park a car in a populated area such as near a shopping centre, street security guards will usually ask whether they can watch over your car and in return should be paid a small fee - anything from two Rands upwards.

## **5.7 Transport facilities**

Delegates are kindly requested to make arrangements with their hotels for a shuttle service or alternatively book a taxi on arrival at the East London Airport for transport from the airport to their hotels at their own cost. Those delegates that book accommodation in the ELICC hotel, may arrange for a shuttle service by booking on the telephone number +27 43 709 51 00.

## **5.8 Guest tour information**

Guest tour information will be made available on the [JTG 4-5-6-7 sharepoint site](#) on the possible excursions/day trips for delegates.

## ANNEX 2

### **Draft agenda for the meeting of Joint Task Group 4-5-6-7**

(Geneva, 22-31 July 2013)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the last meeting of Joint Task Group 4-5-6-7 (Document [4-5-6-7/113](#))
- 4** Report from Rapporteur's Group on solutions for accommodating applications ancillary to broadcasting requirements in Region 1
- 5** Report from Correspondence Group to study sharing and compatibility between the mobile service and the broadcasting service under WRC-15 Agenda item 1.2.
- 6** Attribution of documents (incl. documents carried forward from the last meeting)
- 7** Schedule of Meetings of JTG 4-5-6-7
- 8** Any other business

T. EWERS  
Chairman, Joint Task Group 4-5-6-7

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