



Radiocommunication Bureau (BR)

Circular Letter
5/LCCE/52

16 September 2014

**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: Twenty-first meeting of Working Party 5D on IMT systems

1 Introduction

By means of this Circular Letter, we wish to announce that, at the kind invitation of the Administration of New Zealand, the 21st meeting of ITU-R Working Party 5D will take place in Auckland, New Zealand, from 27 January to 4 February 2015. The opening session will commence on 27 January 2015 at 0930 hours (see table below).

Group	Meeting date	Deadline for contributions 1600 hours UTC	Opening session
Working Party 5D	27 January - 4 February 2015	Tuesday, 20 January 2015	Tuesday, 27 January 2015 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.

3 Venue

The meeting will take place at:

SKYCITY Convention Centre
88 Federal Street
Auckland 1010
New Zealand

For further information see Annex 2.

4 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>

5 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.

All participants are kindly requested to download the documents from the above website **before the meeting starts** to avoid congestion of Internet network.

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.**

6 Remote participation


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

7 Participation/Visa requirement

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, 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.


fr/ François Rancy
Director

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 21st meeting of Working Party 5D

(Auckland, New Zealand, 27 January - 4 February 2015)

- 1** Opening remarks
- 2** Adoption of the draft agenda
- 3** Report of the 20th 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 21st meeting of Working Party 5D

1 Introduction

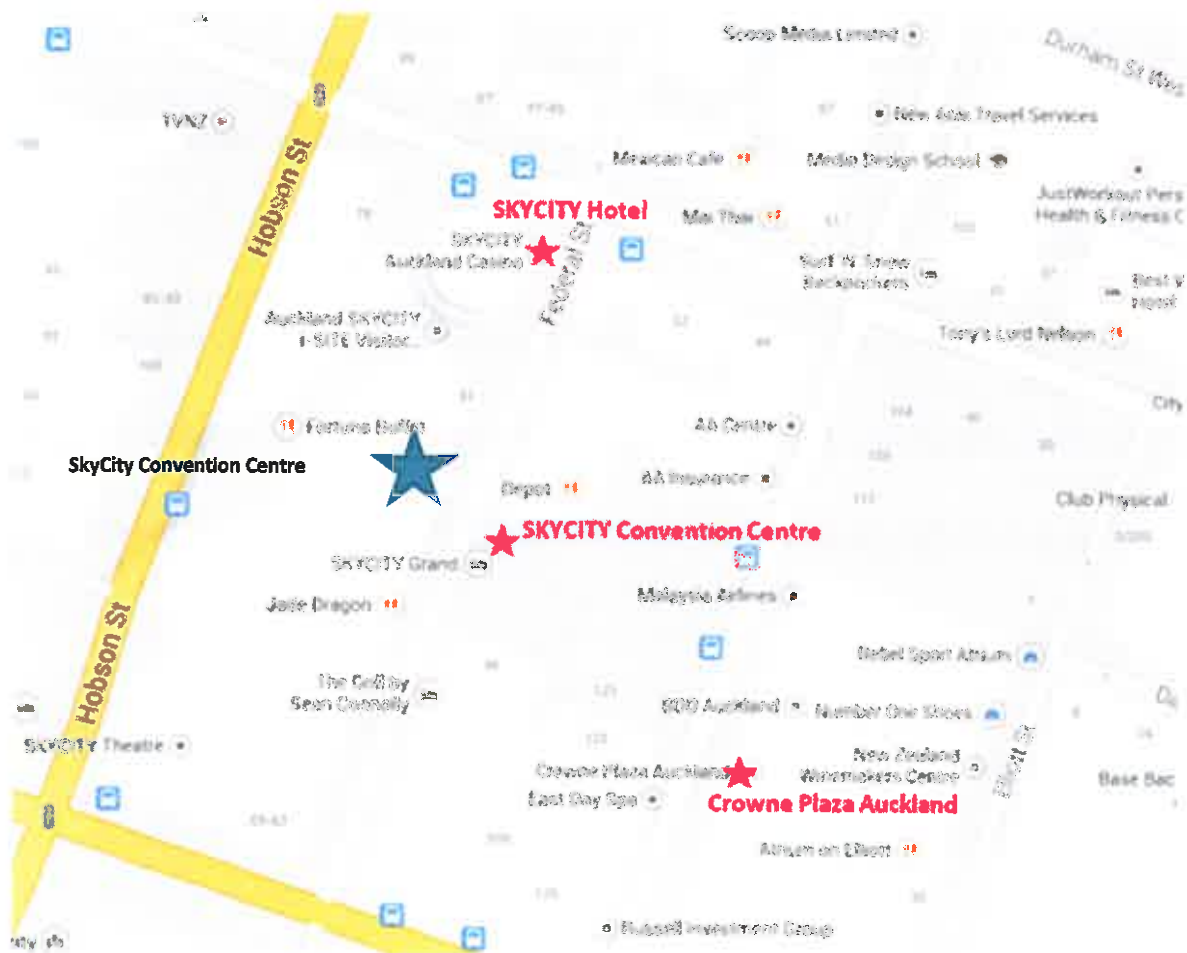
The Ministry of Business, Innovation and Employment on behalf of the New Zealand Administration is pleased to welcome the participants to the 21st meeting of ITU-R Working Party 5D on IMT Systems (27 January – 4 February 2015). This Annex provides both information on the meeting and guidance to the delegates for their stay in Auckland, New Zealand. Auckland is located in the upper half of the North Island of New Zealand.

2 Meeting venue

SkyCity Convention Centre
88 Federal Street
Auckland 1010
New Zealand

The location map of the SkyCity Convention Centre is referred to **Figure 1**.

FIGURE 1



3 Registration

Registration will commence at 0830 hours on Tuesday, 27 January 2015 in the foyer of the Sky City Convention Centre Level 4 outside the Auckland 1 and 2 rooms. The plenary meeting will open at 0930 hours in the Auckland 1 and 2 rooms on Level 4. For participants wishing to register before the opening of the meeting, registration services are available on 26 January from 1600-1800 hours outside the Auckland 1 and 2 rooms.

4 Access to the meeting venue

4.1 Flights to Auckland International Airport (airport code: AKL)

Auckland International Airport is situated approximately 20 km from downtown Auckland. There are numerous direct international connections to/from countries including; Australia, Korea, the United States, Canada, China, Singapore, the UAE, Argentina, Thailand and Hong Kong. European delegates will typically transit via South East Asia or the United States to reach Auckland. Auckland Airport also has regular domestic flights across New Zealand, from Kaitia in the far north down to Queenstown in the South Island.

For more detailed information about Auckland airport, please see the Auckland airport website:

<http://www.aucklandairport.co.nz/>

4.2 Transportation from Auckland airport to the Auckland CBD

Taxi

It takes about 45 minutes by taxi from Auckland airport to the SkyCity Convention Centre and hotels in the Auckland CBD. In New Zealand you can choose which taxi to take (not just the first in line) and price per km can vary significantly between operators. Taxi fares range from approximately \$70 to \$90 NZD.

Airport shared shuttle

Shared shuttle services are available from Auckland airport to the Auckland CBD. Reservations can be made online or you can simply access one at the front of the airport terminal. Approximate fare one way is \$25 NZD.

For more detailed information about airport shared shuttle, please see the following website for further information:

<http://www.aucklandairport.co.nz/en/ToAndFromTheAirport/PublicTransport/TaxisAndShuttles.aspx>

Airport express bus

The airport express bus is available from outside the front of the terminal. One way fare is \$16 NZD and payment can be made either online, at the Airbus ticket kiosk at Auckland Airport or on board the bus. Please see the following website for further information:

<http://www.aucklandairport.co.nz/ToAndFromTheAirport/PublicTransport/Buses.aspx>

5 Accommodation

5.1 Hotel accommodation

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

DATE	CROWNE PLAZA	SKYCITY HOTEL
26 January	NZD\$ 200	NZD\$ 272
27 January	NZD\$ 200	NZD\$ 272
28 January	NZD\$ 200	NZD\$ 272
29 January	NZD\$ 200	NZD\$ 272
30 January	NZD\$ 300 (surcharge applied)	NZD\$ 272
31 January	NZD\$ 300 (surcharge applied)	NZD\$ 372 (surcharge included)
1 February	NZD\$ 300 (surcharge applied)	NZD\$ 272
2 February	NZD\$ 200	NZD\$ 272
3 February	NZD\$ 200	NZD\$ 272
4 February	NZD\$ 200	NZD\$ 272
<i>All rates include 1 breakfast and include GST</i>		

As the meeting is held in between two public holidays (26 January 2015 and 6 February 2015), while a major sporting event is also held in Auckland during the weekend between 31 January and 1 February 2015, delegates are recommended to make their booking for accommodation as early as practicable.

Please visit the dedicated booking service website at <http://bit.ly/ITUWP5DNZ> for your reservation.

Reservation requests must be made via this website no later than 1 November 2014 to be eligible for special rates at SkyCity Hotel or Crowne Plaza Hotel.

Should you have any accommodation queries, please contact the official event organisers by email at:

[ITU R Working Party 5D@cievents.co.nz](mailto:ITU_R_Working_Party_5D@cievents.co.nz)

5.2 Further New Zealand travel

Though the New Zealand Administration are not offering an official spouse program, the official event organisers are pleased to offer advice and booking service for flights, car hire and accommodation to extend your stay in New Zealand.

Should you require any assistance in travel arrangements for your stay in New Zealand, please do not hesitate to contact the official event organisers by email at:

[ITU R Working Party 5D@cievents.co.nz](mailto:ITU_R_Working_Party_5D@cievents.co.nz)

6 Visa and immigration information

Participants from countries who can enter New Zealand via the visa waiver scheme will not require a visa before traveling to New Zealand for the duration of the meeting. A list of countries that come under the visa waiver scheme is available at:

<http://glossary.immigration.govt.nz/VisaFreeCountries.htm>

Participants who require a visa should apply for a visa at a New Zealand consulate or diplomatic mission in their respective country and should do so well in advance of their departure. For more accurate processing times, applicants should consult the website for the visa office responsible for processing your application.

For further information, please visit the website of New Zealand Immigration at:

<http://www.immigration.govt.nz/>

6.1 Visa supporting document

Should you require a personal letter of invitation for a visa application, please send your request **no later than 30 November 2014** by email to radio.spectrum@mbie.govt.nz with a subject heading *"Request for Visa Supporting Document for WP5D"*.

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. Organisation:
9. Job title/position:
10. Mailing address:
11. Postal Code:
12. Country:
13. Telephone number:
14. Fax number:
15. Duration of stay in New Zealand:

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

7 Network

WLAN service will be provided in the meeting room for the duration of the meeting. 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 Auckland

Auckland is the commercial capital of New Zealand and known as the city of sails. The influence of the sea is not surprising as Auckland is surrounded by sea on both sides of the city. The narrow isthmus has the Waitemata harbor on the eastern side leading out to the Pacific Ocean, along with Manukau harbor on the western side leading out to the Tasman Sea. The population of Auckland is 1.3 Million, and is the largest population centre in New Zealand.

8.2 Language

English, New Zealand Sign Language and Te Reo Māori are the official languages of New Zealand. English is spoken in all hotels, restaurants, shops and other organisations and tourist locations.

8.3 Climate

In January and February, temperature daily lows can range from 12°C at night and highs up to 24°C during the day. Rainfall is usually low in Auckland around this time, however humidity can be high during the summer months due to the large bodies of water surrounding the city.

New Zealand experiences relatively little air pollution compared to many other countries, which makes the UV rays in our sunlight very strong during the summer months. In order to avoid sunburn, it is highly recommended that you wear appropriate sunscreen, sunglasses and hats when in direct summer sunlight, especially in the middle of the day (10 am - 4 pm).

8.4 Local time

GMT + 13 hours with daylight saving in operation (New Zealand Summer time).

8.5 Public holidays

The Auckland region celebrates the anniversary of its founding on January 26 and New Zealand celebrates the signing of the treaty of Waitangi on February 6, both by public holidays. Surcharges may apply at some hospitality venues and some services such as public transport and shop opening hours may be reduced on those days. Please bear this in mind when planning your stay in Auckland.

8.6 Banks & currency

The New Zealand currency unit is the New Zealand Dollar (NZD). There are five kinds of notes (\$5, \$10, \$20, \$50 and \$100) and 5 types of coins (10 cent, 20 cent, 50 cent, 1 dollar & 2 dollar). Major foreign currencies may be exchanged to New Zealand dollars at foreign exchange counters at the airport and banks in the CBD. New Zealand banks are usually open Monday to Friday from 0930 to 1630. Major credit cards are accepted in most hotels, restaurants and department stores.

For current exchange rates please consult the following website: <http://www.xe.com/>

8.7 Tipping

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

8.8 Electricity

The standard power supply in New Zealand is 230 volts. The type of power outlet/connector used in New Zealand is either a two pronged or three-pronged plug, which is also used in Australia.



9 Emergency phones

The nationwide emergency phone numbers are:

Police / Ambulance / Fire: 111

10 Local contact point

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

Mr Peter Gent
Ministry of Business, Innovation and Employment
15 Stout Street, Wellington 6011
New Zealand
Telephone: +64 (0) 4 462 4279
radio.spectrum@mbie.govt.nz

Please direct any questions regarding the logistical or accommodation arrangements to the official event organisers: [ITU R Working Party 5D@cievents.co.nz](mailto:ITU_R_Working_Party_5D@cievents.co.nz)
