



Radiocommunication Bureau (BR)

Circular Letter
5/LCCE/69

29 June 2017

**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 Academia**

Subject: **Meeting of Task Group 5/1*: WRC-19 agenda item 1.13**

1 Introduction

By means of this Circular Letter, I wish to announce that, at the kind invitation of the Administration of the United Arab Emirates, the meeting of ITU-R Task Group 5/1 will take place in Abu Dhabi from 19 to 28 September 2017 (see the table below).

Groups	Meeting dates	Deadline for contributions 16:00 hours UTC	Opening session
Task Group 5/1	19-28 September 2017	Tuesday, 12 September 2017	Tuesday, 19 September 2017 at 0930 hours

2 Programme of the meeting of the Task Group

A draft agenda for the meeting is contained in Annex 1.

Please note that as per local customs, the working week is from Sunday to Thursday and the weekend is on Friday and Saturday.

The Task Group will conduct their work in English.

* See Annex 9 to Administrative Circular CA/226.

3 Venue

The venue of the meeting is:

Yas Marina Circuit - Event Centre
Yas Island,
Abu Dhabi, United Arab Emirates

For further information see Annex 2.

4 Contributions

Contributions in response to the work of Task Group 5/1 are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-7.

The deadline for reception of contributions not requiring translation* (including Revisions, Addenda and Corrigena to 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 1-7 provides that contributions which are not available to participants at the opening of the meeting cannot be considered.

Participants are requested to submit contributions by electronic mail to: rsg5@itu.int. A copy of each contribution should also be sent to the Chairman of the Task Group and to the Chairman and Vice-Chairmen of Study Group 5. The pertinent addresses can be found on:

<http://www.itu.int/go/rtg5-1/ch>

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

5 Documents

Contributions will be posted "as received" within one working day on the Task Group webpage established for this purpose. The official versions will be posted on <http://www.itu.int/md/R15-TG5.1-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 the 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 Task Group 5/1 and remote participation will not be available for this meeting.

* Where translation is required, contributions should be received at least three months prior to the meeting.

7 Participation/Visa requirements

Advance registration for 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 the on-line registration process. Individuals wishing to be registered for 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.



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 Study Group 5
- ITU 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 meeting of Task Group 5/1

(Abu Dhabi, United Arab Emirates, 0930 hours, 19-28 September 2017)

- 1** Opening remarks
- 2** Approval of the draft agenda
- 3** Report on the 2nd meeting of Task Group 5/1 (Document [5-1/92](#))
- 4** Working structure and documents assignment
- 5** Schedule of future meetings
- 6** Any other business

Cindy-Lee COOK
Chairman, Task Group 5/1



ANNEX 2

ITU-R Meeting of Task Group 5/1,

Abu Dhabi, 19 September 2017

Information for participants

VENUE

The Task Group meeting will be held starting from 19 September 2017 in Abu Dhabi at the following address:

Yas Marina Circuit - Event Centre
Yas Island,
Abu Dhabi, United Arab Emirates

COORDINATORS

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REGISTRATION

Early registration of the participants will take place at the venue starting on 18 September 2017 from 14:00 to 18:00. On 19 September, registration will commence at 08:00.

HOTEL RESERVATION

Kindly be advised that the hotel immediately adjacent to the venue is the Yas Viceroy Hotel. Approximately 0.5 kilometers away are four additional hotels (Crowne Plaza, Rotana, Centro, and Radisson). Preferential rates for this event have been set with the Yas Viceroy and the Crowne Plaza hotels. Details on how to obtain these preferential rates will be provided on the [TG 5/1 website](#) and [sharepoint site](#). Delegates should contact either hotel directly to make reservations.

Yas Viceroy Hotel
Tel: +971 2 656 0000
m.viceroyhotelsandresorts.com

Crown Plaza Yas Island
Tel: +971 2 656 3000
m.ihg.com

VISA PROCEDURE

A valid passport is required to enter United Arab Emirates. In this case, participants are strongly advised to seek information on requirements applicable in their case from the United Arab Emirates Embassy / Consulate in their home countries **at least 15 days prior to the trip**.

COMMUNICATIONS

The telephone network is operated by the national telecommunication organizations ETISALAT and DU. The international dial code for UAE is +971. Discounts rates for international direct calls apply from 9 p.m. to 7 a.m. and all day on Fridays and public holidays. There is a complete list of rates at the back of each telephone directory.

Here are some useful contacts to have at your fingertips while you are in UAE.

Police: 999

Ambulance: 998

Fire: 997

Telephone Directory Enquiries: 181

MOBILE PHONES IN UAE

If you wish to use your own telephone in UAE with a local SIM card, it will work provided that your telephone is NOT SIM locked.

CURRENCY

The official currency of the UAE is the Arab Emirates Dirham (AED or Dhs). Each Dirham is divided into 100 fils and is held constant against the US Dollar at an average of 3.67. All banks operate from 8.00am to 1.00pm, Saturday through Wednesday and 8.00am to 12.00pm on Thursdays. Currency exchange houses are open until late in the evening. All international credit and debit cards are widely accepted.

CLIMATE

The UAE enjoys extremely pleasant weather during its winter months, from October to April. In September, the temperature can be variable, with daily highs typically in the mid to upper 30's Celsius. Lightweight summer clothing is recommended and use of hats and sunscreen when outside is recommended. Delegates may wish to have light sweaters or cardigans available for use in air conditioned areas.

SECURITY

Abu Dhabi is a venue for major conferences and presents a low risk to business travelers. However, as with travel to any major city, it is important to take responsibility for your personal safety and exercise common sense security precautions at all times.

For any security incident, visitors should contact the police on 999.

ELECTRICITY

Domestic supply is 220 volts. Sockets suitable for three-pin 13 amp plugs of British standard design are the norm, however it is a good idea to bring an adaptor with you just in case.

Internet Access

Internet Access will be available at the event meeting rooms.

ABOUT UAE

The United Arab Emirates is a constitutional federation of seven emirates; Abu Dhabi, Dubai, Sharjah, Ajman, Umm al- Qaiwain, Ras al-Khaimah and Fujairah. The federation was formally established on 2 December 1971.

The United Arab Emirates (UAE) occupies an area of 83,600 sq. km along the south-eastern tip of the Arabian Peninsula. Qatar lies to the west, Saudi Arabia to the south and west, and Oman to the north and east. The capital and the largest city of the federation, Abu Dhabi, is located in the emirate of the same name. Four-fifths of the UAE is desert, yet it is a country of contrasting landscapes, from awe-inspiring dunes to rich oases, precipitous Rocky Mountains to fertile plains. The United Arab Emirates, one of the world's fastest growing tourist destinations, has all the right ingredients for an unforgettable holiday, sun, sand, sea, sports, unbeatable shopping, top-class hotels and restaurants, an intriguing traditional culture, and a safe and welcoming environment.

The work week in the UAE is from Sunday to Thursday.

GENERAL INFORMATION

General Information about UAE:

Government	Federal Government
President	H.H Sheik Khalifa bin Zayed bin Sultan Al Nahyan
Prime Minister	H.H Sheik Mohammed Bin Rashid Al Maktoum
Area	83,600 km²
Population	8,264,000
Capital	Abu Dhabi
Official Language	Arabic
Country Code	+971 / .ae
Time Zone	GMT+4
