

**Radiocommunication Bureau (BR)**Circular Letter
5/LCCE/68

9 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: **Twenty-eighth meeting of Working Party 5D on IMT systems****1 Introduction**

By means of this Circular Letter, I wish to announce that, at the kind invitation of the Administration of the Federal Republic of Germany, the 28th meeting of ITU-R Working Party 5D will take place in Munich, from 3 - 11 October 2017. The opening session will commence on 3 October 2017 at 0930 hours (see table below).

Group	Meeting date	Deadline for contributions 1600 hours UTC	Opening session
Working Party 5D	3-11 October 2017	26 September 2017	Tuesday, 3 October 2017 at 0930 hours

2 Programme of the meeting

A draft agenda for the meeting is contained in Annex 1. The status of texts assigned to the Working Party can be found on: <https://www.itu.int/md/R15-SG05-C-0001/en>.

The Working Party will conduct its work in English.

3 Venue

The meeting will take place at:

Leonardo Royal Hotel Munich
Moosacher Strasse 90,
80809 Munich

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 1-7.

The deadline for reception of contributions not requiring translation* (including Revisions, Addenda and Corrigenda 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 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. The official versions will be posted on <http://www.itu.int/md/R15-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 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 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 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

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

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.

8 Related event

The ITU-R will host a “Workshop on IMT-2020” to be held on Wednesday, 4 October 2017 at 0900 hours, in parallel to the Working Party 5D meeting schedule and at the same venue. Background information on this workshop is available in [Circular Letter 5/LCCE/59 Addendum 2 Section 4](#). In order to ease the logistical organization for this workshop, a separate registration will be necessary for those who participate in the workshop only. Further detailed information about the workshop title, programme and registration will be published, as soon as they become available, on the Working Party 5D website:

<http://www.itu.int/en/ITU-R/study-groups/rsg5/rwp5d/imt-2020/Pages/submission-eval.aspx>

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 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 28th meeting of Working Party 5D

(Munich, Germany, 3-11 October 2017)

- 1** Opening remarks
- 2** Adoption of the draft agenda
- 3** Report of the 27th 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 28th meeting of Working Party 5D

1 Introduction

The Federal Ministry of Transport and Digital Infrastructure (Bundesministerium für Verkehr und digitale Infrastruktur, BMVI) on behalf of the Administration of Germany is pleased to welcome the participants to the 28th meeting of ITU-R Working Party 5D on IMT Systems (3-11 October 2017). This Annex provides both information on the meeting and guidance to the delegates for their stay in Munich, Germany.

2 Meeting venue

The meeting will be held at:

Leonardo Royal Hotel Munich

Moosacher Strasse 90

80809 München

Germany

Phone: +49 (0)89 288 53 80

E-mail: info.royalmunich@leonardo-hotels.com

<https://www.leonardo-hotels.com/leonardo-royal-hotel-munich>

3 On-site Registration / Badges

Badges will be issued only to individuals who have successfully undergone the ITU-R registration procedure and have been accredited. Participants will not be admitted to the venue without the badge.

Pre-Registration (badges): Monday, 2 October 2017, Main Lobby / 1500-1800 hours

Registration (badges): Tuesday, 3 October 2017, Main Lobby/ 0830-1800 hours

Registration service will resume at the Secretariat from 4 October 0800 hours onward.

4 Access to the meeting venue

4.1 Flights to Munich Airport (airport code: MUC)

The Franz Josef Strauss Airport (Munich Airport) is one of the seven busiest airports in Europe and located 32 km (20 miles) northeast of Munich near the city of Freising. For more detailed information about Munich Airport, please see the following website: <https://www.munich-airport.com/>

4.2 Transportation from Munich Airport

There are a number of transportation services available at Munich Airport that will lead you to the city of Munich. **Note** that some transport services require advanced booking (see links below).

Public transport (S-Bahn):

Munich Airport S1 (direction Ostbahnhof) → Moosach → U3 (direction Fürstenried West) → Oberwiesenfeld → 241 m Leonardo Royal Hotel/ Moosacher Str. 90), total duration approx. 56 min, for time table see <http://www.mvv-muenchen.de/en/homepage/index.html> (from Flughafen München to Moosacher Strasse 90)

	Validity Time/Area	Cost	Purchase
Airport-City-Day-Ticket	<ul style="list-style-type: none"> • Moment of purchase until 6 a.m. the following day • Entire network 	12,80€	<ul style="list-style-type: none"> • All ticket machines at the airport, most S-Bahn Stations • Online Ticket • Mobile Ticket • Payment: cash, German bank card, credit card (only at service center Munich Airport, Munich Main Station, Marienplatz or touch field ticket machines)
Airport-City-Ticket	<ul style="list-style-type: none"> • Single trip • Munich Airport to Station Oberwiesenfeld 	11,20€	<ul style="list-style-type: none"> • All ticket machines at the airport, most S-Bahn Stations • Online Ticket • Mobile Ticket • Payment: cash, German bank card, credit card (only at service center Munich Airport, Munich Main Station, Marienplatz or touch field ticket machines)

Airport Bus Shuttle (Lufthansa Express Bus):

(Munich Airport → Munich Hauptbahnhof/Main Station), approx. 45 min

<https://www.airportbus-muenchen.de/en/>

	Cost	Purchase
Single Ticket	10,50 € (per adult)	<ul style="list-style-type: none"> • From bus driver • Payment: cash/ credit card • Online
Return Ticket	17,00 € (per adult)	<ul style="list-style-type: none"> • From bus driver • Payment: cash/ credit card • Online

Taxi/Shuttles Service:**(Munich Airport → Leonardo Royal Hotel/ Moosacher Str. 90), ca. 40 min**

Transportation	Cost
Taxi	~ 61 €
Shuttle Service https://www.business-taxi-munich.de/index.php/en	64 € (car fare) 70 € (taxi bus fare for up to 7 persons)

5 Hotel Accomodation

Guest rooms have been blocked at a discounted rate at the meeting venue, Leonardo Royal Hotel Munich, as well as the Leonardo Hotel Munich City Olympiapark and the Leonardo Hotel Munich South.

Delegates are encouraged to make their reservations at the designated hotels. Further information on the rates can be found below. The negotiated group rates are based on availability. Other major conferences and conventions are taking place in Munich during the same week as the WP 5D meeting and good hotels may be fully booked quite early; other hotels may have higher rates than usual. You are reminded that it is favourable to make your reservation as early as possible, in order to ensure availability in the recommended hotels, and preferably **no later than 31 August 2017**.

Please use the following links to make your reservation, select a hotel (conditions see below) and go to “book direct”. Select the dates of your stay, you will get access to the exclusive WP 5D room rate when pressing the + field next to the data field “Rooms/Guests” and entering the corporate/agent code: **ITUR5D**.

<https://www.leonardo-hotels.com/leonardo-royal-hotel-munich>

<https://www.leonardo-hotels.com/leonardo-hotel-munich-city-olympiapark>

<https://www.leonardo-hotels.com/leonardo-hotel-munich-city-south>

5.1 Leonardo Royal Hotel Munich

Leonardo Royal Hotel Munich

Moosacher Strasse 90

80809 München

Phone: +49 (0)89 288 53 80

info.royalmunich@leonardo-hotels.com

Room Type	Price
Single Comfort	199,00 €*
Double Comfort	202,00 €**

*Prices per room per night, Breakfast included, a city tax may be added to the above rates.

Check in – 3 pm, Check out – 12 pm; for a later checkout in the evening of the final meeting day an additional night will be charged. Parking garage is available and costs 17 €/day.

Cancellation: 1800 hours, 14 days before arrival. Beyond that time, the full stay will be charged.

5.2 Leonardo Hotel Munich City Olympiapark (3,3 km to Meeting Venue)

Leonardo Hotel Munich City Olympiapark

Dachauer Strasse 199

80637 München

Phone: +49 (0)89 620 397 79

info.cityolympiapark@leonardo-hotels.com

Room Type	Price
Single Comfort	179,00 €*
Double Comfort	189,00 €*

*Prices per room per night, Breakfast included, a city tax may be added to the above rates.

Check in – 3 pm, Check out – 12 pm; for a later checkout in the evening of the final meeting day an additional night will be charged. Parking garage is available and costs 15 €/day.

Cancellation: 1800 hours, 14 days before arrival. Beyond that time, the full stay will be charged.

Public Transportation from this hotel to the meeting venue takes approx. 30-40 minutes, depending on route.

Leonrodplatz Tram 12 (direction Scheidplatz)→Hohenzollernplatz→U2 (direction Feldmoching)→Scheidplatz→U3 (direction Moosach)→Oberwiesenfeld→ 241 m Leonardo Royal Hotel/Moosacher Str. 90, costs one way Single ticket 2,80 €

5.3 Leonardo Hotel Munich South (11,3 km to Meeting Venue)

Leonardo Hotel Munich South

Hofmannstrasse 1

81279 München

Phone: +49 (0)89 201 801 0

info.munichcitysouth@leonardo-hotels.com

Room Type	Price
Single Comfort	159,00 €*
Double Comfort	169,00 €*

*Prices per room per night, Breakfast included, a city tax may be added to the above rates.

Check in – 3 pm, Check out – 12 pm; for a later checkout in the evening of the final meeting day an additional night will be charged. Parking garage is available and costs 15 €/day.

Cancellation: 1800 hours, 14 days before arrival. Beyond that time, the full stay will be charged.

Public Transportation from this hotel to the meeting venue takes approx. 40 minutes.

Zielstattstraße Metro Bus 53 (direction Aidenbachstraße) →Aidenbachstraße→ U3 (direction Moosach)→Oberwiesenfeld→ 241 m Leonardo Royal Hotel/Moosacher Str. 90, costs one way Single ticket 2,80 €

6 Visa and Immigration Information

Participants who require a visa should apply for a visa at the missions of the Federal Republic of Germany, i.e. its embassies and consulates-general 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 their application. An overview of visa requirements/exemptions for entry into the Federal Republic of Germany can be found at http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/StaatenlisteVisumpflicht_node.html.

Participants who should require a personal Letter of Invitation for obtaining a visa are requested to contact Mr. Walter GUGGI (BMVI) via e-Mail at WP5D@bmvi.bund.de as soon as possible after registration with ITU. Your e-mail must include the following information in order to be processed:

- First name
- Last name
- Company
- Postal address
- Date and place of birth
- Passport number
- Passport issuance and expiry dates
- Passport country of issuance
- Hotel for stay during the meeting

For more information, please visit the website of the Federal Foreign Office at http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html#doc480844bodyText2

7 Network

WLAN service will be provided in the meeting rooms. Internet is available free of charge in guest rooms and common areas of the Leonardo Royal Hotel Munich.

8 Practical Information

8.1 Munich

Munich is the capital and largest city of the German state of Bavaria and the third-most populous city in Germany. It's being famous for its beautiful historic architecture, fine culture, museums and "Oktoberfest", the annual beer celebration. Further information at Munich Tourist Information: <http://www.muenchen.de/int/en.html>

8.2 Banks and Currency

Currency in Germany is the Euro (€).

You can find currency exchange desks at any airport you arrive to, most train stations in larger cities, all banks or you can use your ATM card at most ATM's in Germany.

Note that notes over 100 Euro may not be readily accepted in some smaller restaurants or shops.

Be aware that CREDIT CARDS are not widely accepted in Germany. Especially smaller shops, such as bakeries, butchers, news agents, etc. and also some restaurants only accept CASH.

8.3 Climate

The month of October is characterized by *rapidly falling* daily high temperatures.

Daily average temperature for October, Munich Bavaria: 17-10°C / 62-50°F.

8.4 Electricity

If you are visiting Germany from another country ensure your device can accept a 230 volt/50 Hz supply.

If charging a device which was purchased in a country which uses a lower voltage such as 110 volts check that your device is dual-voltage (*marked with a 100-240 volt notation*) else you may need to use an additional international travel voltage converter to avoid the device from damage.

There are two types of power supply used in Germany:

“Europlug” (2 circular adjacent holes next to each other for live and neutral pins)



“Round Plug” (two 4.8mm round holes 19 mm adjacent to each other where the live and neutral pins slide into and a pair of metal grounding clips above and below).



8.5 Language

German is the official language in Germany but English is widely spoken throughout the country.

8.6 Local Time

The time zone in Germany is European time (GMT +1), daylight saving time is used.

8.7 Nationwide Emergency Phone Numbers:

Police	Fire/Ambulance
110	112

8.8 Public Transport

Munich has a well-developed public transport system. If you want to use public transport during your stay check the following link and use the journey planner to find your individual routes: <http://www.mvv-muenchen.de/en/homepage/index.html>

You can also use the calculation tool on the following link to find the best ticket rates during your stay: <http://www.mvv-muenchen.de/en/tickets-fares/mvv-ticket-information/index.html>

8.9 Taxi-Call Munich

Phone: +49 (0)89 21 61 0

Order online: <https://portal.taxi-muenchen.de/norder/order.php>

8.10 Tipping

It is typical to "round up" the amount to some more-or-less round figure. A rule of thumb is to add 5-10%, generally ending with a full Euro amount.

9 Local Contact

If you have any questions about the meeting arrangements, please contact Walter GUGGI, Federal Ministry of Transport and Digital Infrastructure (BMVI)
phone: +49 (0)228 300 6142
e-Mail: Walter.Guggi@bmvi.bund.de

Please direct any questions concerning logistical arrangements to any of the Meeting Coordinators:

Event Consult GmbH

phone: +49 (0)30 325 52 74

e-Mail: info@event-consult-berlin.de

Mr. Michael WOLF
mobile: +49 (0)162 242 60 88
e-Mail: m.wolf@event-consult-berlin.de

Ms. Alena SOKOLOVA
mobile: +49 (0)172 326 70 22
e-Mail: a.sokolova@event-consult-berlin.de

Ms. Angelika LIEB
mobile: +49(0)152 545 618 34
e-Mail: a.lieb@event-consult-berlin.de
