



## Radiocommunication Bureau (BR)

Circular Letter  
**5/LCCE/77**

10 July 2018

**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: Thirty-first 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 Japan, the 31<sup>st</sup> meeting of ITU-R Working Party 5D will take place in Fukuoka, Japan, from 9 to 16 October 2018. The opening session will commence on 9 October 2018 at 0930 hours (see table below).

Group	Meeting date	Deadline for contributions 1600 hours UTC	Opening session
Working Party 5D	9-16 October 2018	Tuesday, 2 October 2018	Tuesday, 9 October 2018 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:

**Place:** ACROS Fukuoka

**Address:** 1-1-1 Tenjin, Chuo-ku, Fukuoka City 810-0001, Japan

**Phone:** +81-92-725-9113

**URL:** <https://www.acros.or.jp/english/>

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](mailto: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://www.itu.int/go/rsg5/ch>

<http://www.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. 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, etc. can be found at:

[www.itu.int/en/ITU-R/information/events](http://www.itu.int/en/ITU-R/information/events)

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\* 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.



François Rancy  
Director

**Annexes: 3**

**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 31<sup>st</sup> meeting of Working Party 5D**

(Fukuoka, Japan, 9-16 October 2018)

- 1** Opening remarks
- 2** Adoption of the draft agenda
- 3** Report of the 30<sup>th</sup> meeting of Working Party 5D (Doc. [5D/1011](#))
- 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 31<sup>st</sup> meeting of Working Party 5D

#### 1 Introduction

This Annex provides both information on the meeting and guidance to the delegates for their stay in Fukuoka, Japan.

#### 2 Meeting Venue

The meeting will be held at:

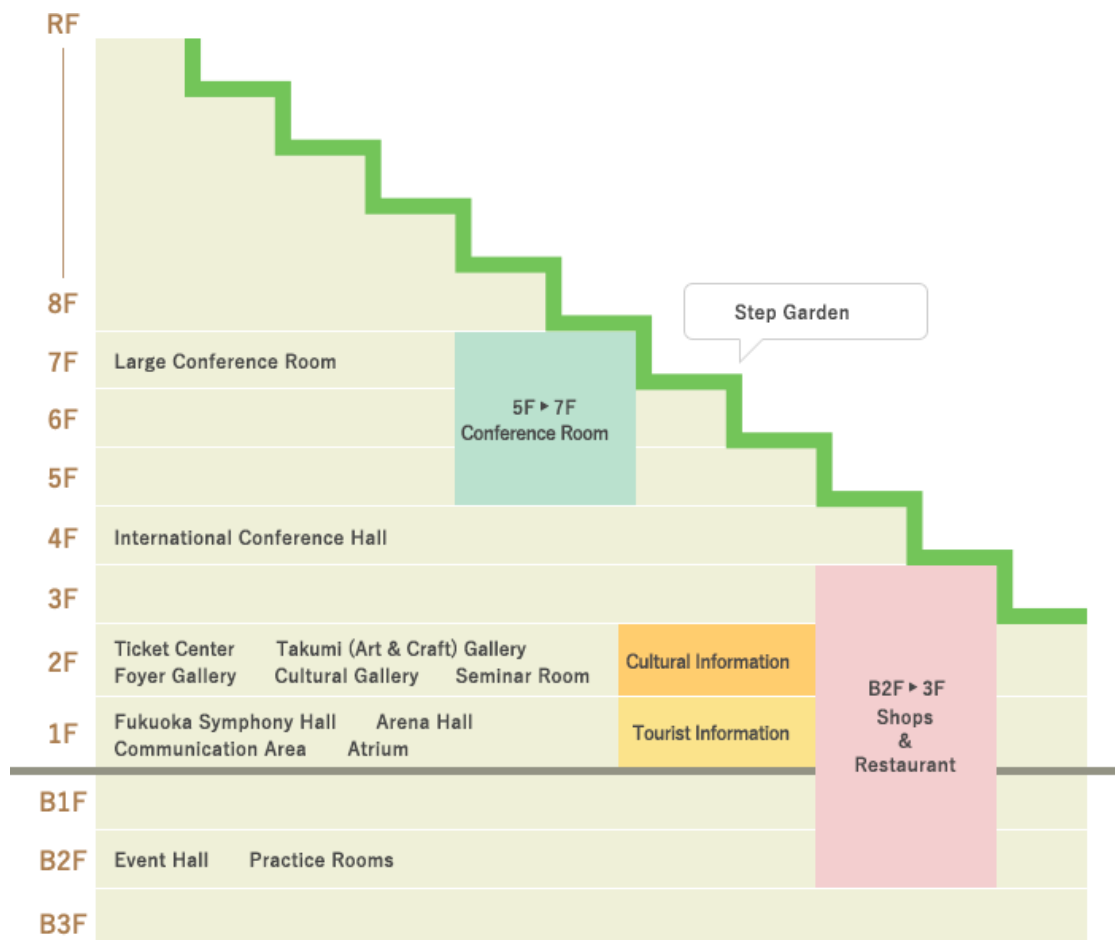
**Place:** ACROS Fukuoka

**Address:** 1-1-1 Tenjin, Chuo-ku, Fukuoka City 810-0001, Japan

**Phone:** +81-92-725-9113

**URL:** <https://www.acros.or.jp/english/>

#### 3 Floor Plan



The general layout of ACROS Fukuoka is also available at:

<https://www.acros.or.jp/english/floor/>

- 5D Meeting Rooms

Plenary meetings will be held in Event Hall on B2F. Working Groups (WG) and Sub-Working Groups (SWG) will use Event Hall (B2F), International Conference Hall (4F), and Large Conference Hall (7F). Smaller rooms on 6F and 7F will be used for other meetings and secretariats.

#### **4 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, 8 October 2018, 1500-1800 hours

Registration (badges): Tuesday, 9 October 2018, 0800-1800 hours

Registration service will resume at the ITU Secretariat from 10 October.

#### **5 Access to the meeting venue**

##### **5.1 Flights to Fukuoka International Airport (FUK)**

Fukuoka International Airport is located approximately 5 kilometers (3 miles) from the city center.

Telephone: +81-92-621-0303

For more information, please see the following website: <http://www.fuk-ab.co.jp/english/>.

- Taxi

You can taxis at all times in front of International Terminal building. It takes about 20 minutes and 2,000 Japanese Yen (20 USD) from the airport to ACROS Fukuoka.

Some taxis will NOT accept the credit card. Therefore, you are recommended to get Japanese Yen before getting on a taxi.

- By subway

Subway is a convenient transportation in Fukuoka City. The subway station of the Fukuoka Airport is located inside the Domestic Terminal building, which is about 15 minutes by free shuttle bus from the International Terminal building.

The meeting site, ACROS Fukuoka, is directly connected to Tenjin Station, fifth station (11 minutes) from Fukuoka Airport.

- By bus

Buses operate between International Terminal and Tenjin every 30 minutes. Travelling time is about 35 minutes and the fare is around three (3) USD each way.

- By car

Reservations for rental car can be made at the Information Desks located on the 1st floor of domestic terminal building.

#### **6 Accommodation**

Limited number of rooms at several hotels near to the meeting site are reserved for the participants. The detailed information with the URL for booking will be announced in late July. A list of nearby hotels will be also available soon.

## 7 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 (more than 1 month in some cases) 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/index.html](http://www.mofa.go.jp/j_info/visit/visa/index.html).

**Please ensure to fill out all items in the Application Form for VISA as this information will be used for issuing the Visa Support Documents.**

**Delegates are kindly requested to submit the VISA application form and a PHOTOCOPY of the Photograph page of the participant's PASSPORT by e-mail with the subject of "WP 5D in Fukuoka VISA application" to the VISA support team of 31st ITU-R SG 5 WP 5D in Japan by Thursday, 6 September 2018.**

Contact: Visa Support Team of 31st ITU-R SG 5 WP 5D

E-mail: [landmobile@ml.soumu.go.jp](mailto:landmobile@ml.soumu.go.jp)

Application form: See **ANNEX 3**

A PHOTOCOPY of the photograph page of the participant's PASSPORT:

Please send a **PHOTOCOPY of the photograph page of the participants' PASSPORT** together with the Application form.

Subject of E-mail: **"WP5D in Fukuoka VISA application"**

Deadline: **Thursday, 6 September 2018**

Please make sure that your e-mail for the visa application has the subject above: "WP 5D in Fukuoka VISA application". If the e-mail does not have the correct subject, process of Visa application could fail or may take a long time.

**NOTE:** As for the flight information for VISA support documents, planned flight information is acceptable at first. If your flight information is tentative, please send **the accurate** flight information later to **WP 5D in Fukuoka local secretariat** by e-mail or fax **no later than 18 September 2018**.

## 8 Network

### 8.1 Internet Access

Internet access is available at the venue. Participants will be provided with an internet access code at the reception desk.

Major hotels have internet access service for the guests.

### 8.2 Internet Lounge (Cybercafé)

There will be a PC room where participants can be assisted in the internet access and printing documents.

## 9 Practical Information

### 9.1 Useful Consulates addresses

Country	Address	Telephone
Albania	c/o Fukuoka Institute of Technology, 3-30-1 Wajiro-Higashi, Higashi-ku, Fukuoka City	+81 (92) 606 4974
Australia	Tenjin Twin Bldg., 7F., 1-6-8 Tenjin, Chuo-ku, Fukuoka City	+81 (92) 734 5055
Belgium	c/o Fukuoka Bank, Fukuoka Financial Group Honsha Bldg., 1-8-3 Otemon, Chuo-ku, Fukuoka City	+81 (92) 723 2131
Bulgaria	c/o Sanix Inc., 2-1-23 Hakataekimae Higashi, Hakata-ku, Fukuoka City	+81 (92) 436 8842
Cambodia	Nishinippon Simbun Bldg., 15F, 1-4-1 Tenjin, Chuo-ku, Fukuoka City	+81 (92) 717 1255
Canada	c/o Kyushu Electric Power Co., Ltd., 2-1-82 Watanabedori Chuo-ku Fukuoka City	+81 (92) 726 6348
China	1-3-3 Jigyohama, Chuo-ku, Fukuoka City	+81 (92) 713 1121
Colombia	2-4-22 Daimyo, Chuo-ku, Fukuoka City	+81(92) 781 7181
Denmark	c/o LAFARGE ASO CEMENT Co., Ltd., AI Bldg., 11F, 2-4-27 Momochihama, Sawara-ku, Fukuoka City	+81 (92) 833 5101
Finland	c/o TOTO Co.,Ltd., 2-1-1 Nakashima, Kokurakita-ku KITAKYUSHU-SHI, FUKUOKA	+81 (93) 952 3496
France	c/o Kyushu Electric Power Co., Ltd General Affairs Dept., 1-82 Watanabe-dori, 2cho-me, Chuo-ku, Fukuoka City	+81 (92) 732 4658
Germany	c/o Saibu Gas Co. Ltd., 1-17-1 Chiyo, Hakata-ku, Fukuoka City	+81 (92) 633 2239
Ghana	c/o Total Stuff.Co Ltd., Hakata Kindai Bldg., 2F, 1-1-33 Hakataeki-higashi, Hakata-ku, Fukuoka City	+81 (92) 412 9102
Indonesia	c/o Kyudenko Corp., 23-35 Nanokawa 1-chome, Minami-ku, Fukuoka City	+81 (92) 523 1691
Kazakhstan	1-82 Watanabe-dori, 2-chome, Chuo-ku, Fukuoka City	+81 (92) 761 0026
Korea (Rep. of)	1-1-3 Jigyohama, Chuo-ku, Fukuoka City	+81 (92) 771 0461
Lao P .D .R	NK Bldg., 8F, 3-12-21 Hakata-ekimae, Hakata-ku, Fukuoka City	+81 (92) 409 5678
Malaysia	1-10-13-401 Noma, Minami-ku, Fukuoka City	+81 (92) 554 3620
Micronesia	c/o Fukuoka Airport Building .Co Ltd. Fukuoka Airport NO.3 terminal Bldg 3F , 778-1 Shimousui Hakata-ku Fukuoka City	+81 (92) 623 0520
Mongolia	c/o Kyudenko Corp., 1-23-35 Nanokawa, Minami-ku, Fukuoka City	+81 (92) 523 0140
Nepal (Republic of)	Akasaka S Bldg., 6F, 1-12-6 Akasaka, Chuo-ku, Fukuoka City	+81 (92) 726 1946
New Zealand	c/o Kyushu Railway Company, 3-25-21 Hakata-ekimae, Hakata-ku, Fukuoka City	+81 (92) 734 1554
Norway	c/o Fukuya Co., Ltd., 2-6-10 Nakasu, Hakata-ku, Fukuoka City	+81 (92) 291 3578
Russian Federation	1-2-12 Oki Onojo City FUKUOKA	+81 (92) 586 6880
Senegal	Katsuyama Bldg, 2F, 12-21 Konnyamachi Kokurakita-ku Kitakyushu-shi FUKUOKA	+81 (93) 531 1111
Spain	c/o Sogo Medical Co. Ltd., Fukuoka Tenjin Center Bldg., 16F, 2-14-8 Tenjin, Chuo-ku, Fukuoka City	+81 (92) 712 2211
Sri Lanka	c/o ASA SYSTEMS Co. Ltd., 3-3 Nakabarushinnmachi Tobata-ku Kitakyushu-shi FUKUOKA	+81 (93) 882 0100
Sweden	c/o Seibu Giken Co. Ltd., 3108-3 Aoyagi Koga-shi FUKUOKA	+81 (92) 942 0511
Turkey	c/o Kyushu Railway Company, 3-25-21 Hakata-ekimae, Hakata-ku, Fukuoka City	+81 (92) 474 7260
United Kingdom	c/o Lawrence English school, J-Field Bldg, 5F, 1-7-17 Bashaku Kokurakita-ku Kitakyushu-shi FUKUOKA	+81 (93) 541 5605
United States of America	2-5-26 Ohori, Chuo-ku, Fukuoka City	+81 (92) 751 9331
Viet Nam	4F, AQUA Hakata, 5-3-8 Nakasu, Hakata-ku, Fukuoka City	+81 (92) 263 7668



## 9.2 Climate

October in Fukuoka is mid-autumn. Low temperature of the day is about 15 degrees Celsius and high is about 25 degrees Celsius.

Average rainfall during October is about 80 mm in Fukuoka. A folding umbrella is very convenient for rainy weather.

## 9.3 Electricity and Voltage

The standard power supply in Japan is 100 volts. The frequency is 60 Hz in western Japan including Fukuoka. The type of power outlet/connector used in Japan is “A type” which is a two-parallel-pronged type. For your convenience, please bring a multi-voltage travel adapter.



*Type A plug*

## 9.4 Language

Japanese is the official language and generally used. English is rarely used in civilian life, however, occasionally used in tourism and commerce in major cities including Fukuoka.

## 9.5 Time Zone

UTC+9 hours. (There is NO daylight saving time in Japan.)

## 9.6 Banks and 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 banks at International Airports on presentation of your passport.

Japanese banks are usually open Monday to Friday from 9:00 to 15:00. The exchange rate as of 6 July 2018 is about 110 Japanese Yen to 1 US Dollar. Major credit cards are accepted by most hotels, restaurants, department stores, but not local small shops.

## 9.7 Sim Card Purchase (Japanese Roaming SIM Card)

You can purchase a prepaid SIM Card that can be used in Japan and most foreign countries inconvenient stores in Fukuoka International Airport.

## 9.8 Helpful Numbers

**Area Code:** 998

**Emergency call for Police:** 110

**Emergency call for Fire Department and Ambulance:** 119

## 9.10 Tipping

Tipping is not customary in Japan.

### ANNEX 3

**To the attention of: VISA support team of 31st ITU-R SG 5 WP 5D in Japan**  
(e-mail: [landmobile@ml.soumu.go.jp](mailto:landmobile@ml.soumu.go.jp))

Request Form for VISA support documents for 31st ITU-R SG 5 WP 5D in Japan

In case you need VISA support documents, please fill out and send the following form to the "VISA support team of 31st ITU-R SG 5 WP 5D in Japan" above by e-mail **no later than 6 September 2018**.

VISA support team of 31st ITU-R SG 5 WP 5D in Japan will make necessary documents and send them to you by courier service for your VISA application to Japan Embassy in your country upon receipt of this form from you before deadline above.

Note: 1) Please complete this form in block letters.  
2) Regarding "9. Flight Information", **planned flight schedule** could be acceptable tentatively for drafting visa support documents. Immediately after its completion, please inform us your exact flight schedule.

1. Name/Honorific/Gender: ☐ Dr. / ☐ Mr. / ☐ Ms. ☐ Male / ☐ Female  

(Given Name)(Middle Name)(Family Name)
2. Nationality: \_\_\_\_\_ Age: \_\_\_\_\_ (as of today)
3. Country: \_\_\_\_\_ (Where you live)
4. Job Title: \_\_\_\_\_
5. Department: \_\_\_\_\_
6. Organization: \_\_\_\_\_
7. Office Address(\*1) \_\_\_\_\_ Zip Code: \_\_\_\_\_ (required)  
(\*1) Delivery address for your visa support documents by courier service.
8. Office TEL: \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_
9. Flight Information
  - 1) Arrival Airport ☐ Fukuoka airport ☐ Other (airport name): \_\_\_\_\_
  - 2) Arrival Flight No./Date/Time:
    - 1) Flight No.: \_\_\_\_\_ 2) Date: \_\_\_\_\_ 3) Time: \_\_\_\_\_  
(Day/Month/Year)
  - 3) Departure Airport ☐ Fukuoka airport ☐ Other (airport name): \_\_\_\_\_
  - 4) Departure Flight No./Date/Time:
    - 1) Flight No.: \_\_\_\_\_ 2) Date: \_\_\_\_\_ 3) Time: \_\_\_\_\_  
(Day/Month/Year)
10. PASSPORT DETAILS  

Date of Birth: \_\_\_\_\_  
(Day/Month/Year)

Passport No.: \_\_\_\_\_  
(Day/Month/Year)

Date of Issue: \_\_\_\_\_  
(Day/Month/Year)

Date of Expire: \_\_\_\_\_  
(Day/Month/Year)
11. Accommodation (Hotel) \*2  
Hotel Name: \_\_\_\_\_  
Hotel address: \_\_\_\_\_  
Phone No. \_\_\_\_\_  
(\*2) This information is **NOT for hotel reservation**, but NECESSARY for schedule of stay in VISA support documents.  
If making your own accommodation arrangement other than hotels, please indicate your contact address and phone number below:  
Name of contact person: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Address: \_\_\_\_\_

*Thank you for your cooperation!*

\_\_\_\_\_