#### International Telecommunication Union



#### Radiocommunication Bureau

(Direct Fax N°. +41 22 730 57 85)

Circular Letter 4/LCCE/86

18 February 2005

To Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of Working Party 4A and Working Party 4B of Radiocommunication Study Group 4

**Subject:** Meetings of Working Parties 4A and 4B

Working Party 4A: Efficient orbit/spectrum utilization

Working Party 4B: Systems, performance, availability and maintenance of FSS,

satellite newsgathering and outside broadcast via satellite

#### Introduction

By means of this Circular Letter, we wish to announce that, at the kind invitation of the Brazilian Administration, the 13<sup>th</sup> meeting of ITU-R Working Party 4A and Working Party 4B will take place in Fortaleza, Federative Republic of Brazil from 30 May to 14 June 2005.

#### Place of the meetings

The meetings will take place at the:

CAESAR PARK Hotel Av. Beira Mar, 3980 Praia de Mucuripe Fortaleza, Ceará, Brazil Tel.: + (55) 85 4006 5000

Fax: + (55) 85 4006 5257

e-mail: gruposeventos@caesarpark-for.com.br

Internet: www.caesarpark-for.com.br

For further information see Annex 2.

Place des Nations CH-1211 Geneva 20 Switzerland Telephone +41 22 730 51 11 Telefax Gr3: +41 22 733 72 56 Telex 421 000 uit ch Telegram ITU GENEVE E-mail: itumail@itu.int http://www.itu.int/

Switzerland Gr4: +41 22 730 65 00 Y:\APP\PDF SERVER\BR\IN\086E.DOC

#### **Programme of the meeting**

In accordance with Resolution ITU-R 1-4, § 2, the meeting agenda (see Annex 1) will comprise the examination of the Questions assigned to the Working Party.

Services directly connected with meeting activities, such as delegate registration, document distribution, etc., will be located at the meeting place. Registration will commence at 08:30 hours on the opening day. The opening session will commence at 10:00 hours.

Working Party 4A	30 May to 8 June 2005	Opening at 10:00 hours on 30 May
Working Party 4B	7 to 14 June 2005	Opening at 10:00 hours on 7 June

The draft agenda for the meetings is contained in Annex 1. The Questions assigned may be found on: <a href="http://www.itu.int/ITU-R/publications/download.asp?product=que04&lang=e">http://www.itu.int/ITU-R/publications/download.asp?product=que04&lang=e</a>. Working Parties 4A and 4B will conduct their work in English.

#### **Contributions**

Contributions in response to the work of Working Parties 4A and 4B are invited. Contributions will be processed in accordance with Resolution ITU-R 1-4 and posted on the web.

Copies of each contribution should be sent to the Study Group Department, Radiocommunication Bureau, for processing, to the Chairman of the Working Party and to the Chairman and Vice-Chairmen of Radiocommunication Study Group 4. The pertinent addresses can be found on:

http://www.itu.int/ITU-R/study-groups/index.asp (see Chairmen and Vice-Chairmen)

Participants are encouraged to submit contributions by electronic mail to:

#### beatriz.martinez-ronquillo@itu.int

The Secretariat cannot guarantee that documents received after the 7-day limit can be made available for the opening meeting. Submissions received later than 17:00 hours (Geneva time) on 25 May 2005 for WP 4A and on 2 June for WP 4B cannot be accepted. Resolution ITU R 1-4 provides that contributions which are not available to participants at the opening of the meeting shall not be considered.

Contributions to these meetings are stored on the ITU web site at:

http://www.itu.int/md/meetingdoc.asp?lang=e&type=sfolders&parent=r03-wp4a-c for WP 4A and http://www.itu.int/md/meetingdoc.asp?lang=e&type=sfolders&parent=r03-wp4b-c for WP 4B.

A CD-ROM containing all of the contributions will be provided to each participant at the opening day of each meeting respectively.

Wireless LAN facilities will be provided in the main meeting rooms and a cyber cafe facility will also be provided.

Participants are encouraged to use electronic working methods and to bring their laptops (equipped with a CD-ROM drive and a WLAN-card) with them to the meeting. Please note that a limited number of paper copies of the input contributions will be available at the meeting for delegates requesting paper copies.

#### **Participation**

In order to make the necessary arrangements, it is requested that the intended participation of your representative(s) be advised no later than one month before the opening of the meeting by means of the annexed form (Annex 3) (to be photocopied as required).

Valery Timofeev Director, Radiocommunication Bureau

#### Annexes: 3

#### Distribution:

- Administrations of Member States and Radiocommunication Sector Members participating in the work of Working Party 4A and 4B of Radiocommunication Study Group 4
- Chairman and Vice-Chairmen of Radiocommunication Study Group 4
- ITU-R Associates participating in the work of Radiocommunication Study Group 4
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

#### Annex 1

#### DRAFT AGENDAS

### Draft agenda for the opening plenary session of the meeting of Working Party 4A

(Fortaleza, Brazil 30 May – 8 June 2005)

1	Opening remarks
2	Approval of the agenda
3	Review of liaison with other Working Parties and Task Groups
4	Review of possibilities for development of draft Recommendations
5	Adoption of work programme for the meeting
6	Establishment of Drafting Groups and attribution of documents
7	Appointment of Drafting Group Chairmen
8	Any other business

A.G. REED Chairman, Working Party 4A

#### Draft agenda for the meeting of Working Party 4B

(Fortaleza, Brazil 7 – 14 June 2005)

1	Opening remarks
2	Approval of the agenda
3	Report from the Rapporteur Group Meeting
4	Establishment of Drafting Groups
5	Introduction of documents
6	Drafting Group meetings

- 7 Approval of output documents
- **8** Any other business

D. WEINREICH Chairman, Working Party 4B

#### Annex 2

#### Additional information on the meeting of Working Parties 4A and 4B

(Fortaleza, 30 May – 14 June 2005)

#### **1** Meeting information

#### Meeting venue

CAESAR PARK FORTALEZA Avenida Beira Mar, 3980 - Praia de Mucuripe Fortaleza - Ceara Brazil

Tel: + (55) 85 4006 5000 Fax: + (55) 85 4006 5257

Internet: www.caesarpark-for.com.br

#### **Computer facilities**

Wireless LAN facilities will be provided in all meeting rooms and Internet cafe facilities will be freely accessible.

#### **Hotel reservation**

CAESAR PARK FORTALEZA

Key-word: Event Anatel Fax: + (55) 85 4006 5257

mailto: reservas@caesarpark-for.com.br

80 rooms are blocked at this hotel, as specified in the following categories.

NOTE: Hotel rooms should be reserved as soon as possible, but not later than **30 April 2005** in order to get special rates. Please use the hotel reservation form attached.

Room Type	WP 4A 6	& WP 4B Rate	Breakfast	
	Superior	De luxe	De luxe	
Single	R\$ 192.00	R\$ 250.00	Included	
Double	R\$ 222.00	R\$ 280.00	Included	

At the above rates must added 10% of Service Tax, 5% of ISS and R\$ 1.50 per day, of Tourism Charge.

Lunch is not included in the price; however, you may purchase lunch at the Caesar Park Hotel or in several restaurants in the surrounding area (information of places to eat will be supplied at the WP 4A and WP 4B information desk).

#### The valid dates for the above rates are 28 May to 16 June 2005.

There are many rooms available in other hotels in the neighbourhood of meeting venue. Hereafter are listed some of them:

#### **FLAT IRACEMA**

Avenida Beira Mar, 4050 – Praia de Mucuripe Fortaleza – Ceara Brazil

Key-word: Anatel

Tel: +55 85 3486 8714 (Ms. Valeska) Mailto: <u>iracema@redeprovence.com.br</u> Internet: <u>www.redeprovence.com.br</u>

Room Type	WP 4A & WP 4B Rate	Breakfast
Single	R\$ 76.00	Included
Double	R\$ 84.00	Included

At the above rates must added 10% of Service Tax and 5% of ISS.

Lunch is not included in the price; however, you may purchase lunch at the Caesar Park Hotel or in several restaurants in the surrounding area (information of places to eat will be supplied at the WP 4A and WP 4B information desk).

The valid dates for the above rates are 28 May to 16 June 2005.

#### VELA E MAR HOTEL

Avenida Beira Mar, 4520 – Praia de Mucuripe Fortaleza – Ceara Brazil

Key-word: Anatel

Tel: +55 85 4008 9292 (Ms. Paula) Mailto: <u>reservas@velaemarhotel.com.br</u> Internet: <u>www.velaemarhotel.com.br</u>

Room Type	WP 4A & WP 4B Rate	Breakfast
Single	R\$ 60.00	Included
Double	R\$ 70.00	Included
Triple	R\$ 80.00	

At the above rates must added 10% of Service Tax and 5% of ISS.

Lunch is not included in the price; however, you may purchase lunch at the Caesar Park Hotel or in several restaurants in the surrounding area (information of places to eat will be supplied at the WP 4A and WP 4B information desk).

The valid dates for the above rates are 28 May to 16 June 2005.

#### 2 Transportation

In order to facilitate arrival proceedings comfortable transportation from **Fortaleza Airport** to **hotels** listed here will be available **free of charge**. All delegates interested on that must inform their flight schedule in advance to Mr. Nascimento (<u>WP4AB@anatel.gov.br</u>). Those delegates that are not interested on free transportation, taxi is recommended as the most convenient transportation between airport and the meeting venue or other hotels.

Airport	Duration	Prize
Fortaleza	20 Minutes	R\$ 30.00

#### 3 Flight arrangements

There are many flights available between Brazil and Europe, North America, Latin America, Asia or African Continent. Most of them may terminate at Sao Paulo or Rio de Janeiro. There are daily direct flights between Fortaleza and Sao Paulo or Rio de Janeiro. Delegates from Europe have an option to flight directly from Lisbon (Portugal) to Fortaleza. In each case it might be appropriate to delegates to make their flight arrangements as soon as possible.

We would like to suggest the following homepage as a reference for possible flights that may be suitable:

http://www.timetable.com.br

#### 4 Electricity

Electric supply voltage is 220 Volt (Most Countries and Central European will need sockets adapter).

#### 5 Language

Portuguese is spoken but English is also applicable in the hotels and restaurants, shops and other major organizations and touring places.

#### 6 Tipping

For restaurants and hotels a tip of 10% is recommended, but not obligatory.

#### **7** Social events

A welcome reception will be held on the evening of Wednesday 1<sup>st</sup> June 2005. Additional events will be advised during the meeting.

#### 8 Contact point

For any further information you may require or if you need a personal invitation letter from the Brazilian Administration for your travel authorisation, please contact:

Mr. Sebastiao Nascimento Anatel

Brasilia - DF

**Brazil** 

Tel: + (55) 61 2312 2512 Fax: + (55) 61 2312 2670 WP4AB@anatel.gov.br

#### General information

Fortaleza is a very pleasant city with a lot of beautiful beaches around. We hope you enjoy our city, and we look forward to seeing you in Fortaleza-CE. In the following link you can obtain more information about Fortaleza:

http://www.ceara.com.br/Fotos Fortaleza/fortaleza fotos.htm

#### 9 Passport and visa regulations

A **visa is required for foreign citizens** (including United States citizens) wishing to visit Brazil. The usual requirements to apply for a visa are: two passport-size photographs, proof of roundtrip airfare and the duly completed application form in duplicate. Visas are generally processed within two working days.

Delegates are advised to check with the Brazilian Embassy or Consulate in their own country if a visa is required for the purposes of their visit to Brazil. Please mention the purpose of the trip, as 'meeting attendance' might have a different visa status in different countries. Delegates are also urged to process their visa requests at the earliest date possible, preferably at least three weeks before their scheduled travel date.

They must also bring a valid passport.

Delegates should also be aware that, according to Brazilian health regulations, participants arriving from the following countries MUST carry an international health/vaccination card (issued by the World Health Organization), which states that a Yellow Fever vaccination has been taken no less than 10 days prior to departure:

South America: Bolivia, Colombia, Ecuador, Peru, Venezuela and French Guiana; Africa: Angola, Benin, Burkina Faso, Cameroon, Congo, Gabon, Gambia, Ghana, Guinea, Liberia, Nigeria, Sierra Leone and Sudan.

Please be aware that some Delegates in order to obtain a visa at the Brazilian Consulate/Embassy, in his/her country of origin, must get a Letter of Invitation from the host Administration. It can be done by providing, through the email below, your full name, address, position in company, e-mail, phone and fax number:

WP4AB@anatel.gov.br

#### 10 Currency

The **Real** (R\$) is the official currency: 1 US \$ is around R\$ 2.72 (09 February 2005). Major credit cards are welcomed at most business places.

#### 11 Business hours

Banks are open from 11:00 to 16:00, Monday to Friday.

Most department stores are open from 10:00 to 22:00, with the exception of Sunday.

Opening hours of retail stores are similar to that of department stores, but they may differ, depending on the store.

#### **Hotel reservation form**

Please type or print clearly. Retain a copy for your records. Please send this form to:

CAESAR PARK FORTALEZA

Key: Event Anatel

Fax: + (55) 85 4006 5257

mailto: reservas@caesarpark-for.com.br

Hotel reservation should be booked a.s.a.p. but not later than 30 April 2005

Last Name: First				First Na	ame:			
Organization	/ Con	npany:						
Nationality:				]	Passpo	Passport No.:		
Address:								
Tel:			Fax:			E-mail:		
Accompanie	d by:	Name:	Name:		Pass	Passport No.:		
		Name:	Name:		Pass	sport No.:		
Hotel Please choose type o		se type of	room		Remarks			
		☐ Single superior (R\$ 192.00)				Breakfast included		
	2 1	□ Do	☐ Double superior (R\$ 222.00)				Breakfast included	
Caesar I	Park	☐ Sir	☐ Single De luxe (R\$ 250.00)				Breakfast included	
		☐ Double De luxe (R\$ 280.00)			Breakfast included			
Arrival	Date:		Time:				Flight:	
Departure	Date:		Time:				Flight:	
Which way do you prefer to pay for your hotel fare? Please choose one.   Cash  Credit card  Please fill in the following information to guarantee your hotel reservation:								
Type of Card:			Num	ıber:				
Name on Card:			Expiry Date:					

# ITU

## Annex 3 Registration Form ITU-R Working Parties 4A and 4B Meetings Fortaleza, Brazil, 30 May - 14 June 2005

#### Radiocommunication Bureau

I wish to participate in

		WP 4A 30/05-08/06	WP 4B 07-14/06	
Mr. Mrs.	Ms. Miss:	(family name)		(first name)
Accompa member(s	nied by family	(family name)		(first name)
1. RE	PRESENTATION			
Name o	of Member State:			
	Head of Delegation		Deputy	Delegate
		be completed by represen	tatives of Member States o	nly)
Name o	of Sector Member:		_	
	Recognized Operating Agencies		Regional Tele	ecommunication Organizations
	Scientific or Industrial Organization	ons	Intergovernm	ental Organizations operating Satellite Systems
	UN, Specialized Agencies and the	IAEA	Other Entities	dealing with Telecommunication matters
	Regional and other International C	Organizations	Associates	
2. OF	FICIAL ADDRESS			
Name of	the Company:			
Street Ad	dress:			
City/State	e/Code/Country:			
Business	tel.:		Fax:	
E-mail:			In case of emergency	y:
3. DO	CUMENTS			
I wish to	receive paper copies during the meeting	ng:	Yes	No
Date :			Signature:	
			etariat use only	
Арр	roved (if applicable) Pe	ersonal Section	Meeting Section	Pigeonhole
To be ret	urned duly completed to the Radiocommur		es Nations 1 Geneva 20	Telephone: +41 22 730 5802 Telefax: +41 22 730 6600

Switzerland

Email: linda.kocher@itu.int