



Radiocommunication Bureau

(Direct Fax N°. +41 22 730 57 85)

**Circular letter
5/LCCE/16**

25 November 2009

**To Administrations of Member States of the ITU,
Radiocommunication Sector Members and ITU-R Associates participating
in the work of Radiocommunication Study Group 5**

Subject: Seventh meeting of Working Party 5D on IMT systems

Introduction

At the kind invitation of the Administration of Italy, this letter is to announce that the seventh meeting of ITU-R Working Party 5D will take place in Turin, Italy, from 17 to 24 February 2010.

The meeting will take place at the:

Centro Congressi Lingotto

Via Nizza 280

10126 Torino, Italy

Tel.: +39 011 6311702

Fax: +39 011 6311789

<http://www.centrocongressilingotto.it/eng/>

For further information see Annex 1.

Programme of the meetings

A draft agenda for the meeting is contained in Annex 2. The Questions assigned may be found on:

<http://www.itu.int/publ/R-QUE-SG05/en>

Working Party 5D will conduct its work in English.

Contributions

Contributions in response to the work of Working Party 5D are invited. Contributions will be processed according to the provisions laid down in Resolution ITU-R 1-5 and posted on the web.

The deadline for submission of contributions is Wednesday, 10 February 2010, 16:00 hours UTC.

According to the ITU-R patent policy (Annex 1 to Resolution ITU-R 1-5), contributions containing a proposal for a Recommendation should draw the attention to any known patent or to any known pending patent application relating to systems or technologies considered in the proposal.

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 5. The pertinent addresses can be found on:

http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=wp5D
http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=sg5

Participants are requested to submit contributions by electronic mail to:

rsg5@itu.int

Documentation

Contributions to this meeting are stored on the ITU web site at:

<http://www.itu.int/md/R07-WP5D-C/en>

Wireless LAN facilities will be provided in all meeting rooms and a cyber 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** (no paper copies of documents will be distributed).

Participation

Delegate/participant registration for the meeting will be carried out online via the ITU-R website. Each Member State/Sector Member/Associate was requested to designate a focal point to be responsible for the handling of all registration requests for his/her administration/organization. Individuals wishing to attend should contact directly the focal point designated for all Study Group activities for his/her entity. The list of designated focal points (DFPs) is available on the **ITU-R Delegate Registration and Information** webpage at:

<http://www.itu.int/ITU-R/go/delegate-reg-info/en>

Valery Timofeev
Director, Radiocommunication Bureau

Annexes: 2

Distribution:

- Administrations of Member States of the ITU Radiocommunication Sector Members participating in the work of Radiocommunication Study Group 5
- ITU-R Associates participating in the work of Radiocommunication Study Group 5
- 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

Additional information for the seventh meeting of Working Party 5D

1 Introduction

The Italian Administration is pleased to welcome in Torino the participants to the 7th meeting of ITU-R Working Party 5D on IMT Systems (17-24 February 2010). This Annex provides both information on the meeting and guidance to the delegates for their stay while in Torino.

2 Meeting venue

The meeting will be held at:

Centro Congressi Lingotto

Via Nizza 280

10126 Torino, Italy

Tel.: +39 011 6311702

Fax: +39 011 6311789

<http://www.centrocongressilingotto.it/eng/>

3 Hotel accommodation

Pre-booking has been made in the following hotels. Bookings should be made directly to the hotels using the forms available in Attachments 1-5 (where further information such as cancellation policies, additional services, and booking deadlines can be found).

3.1 Hotels nearby Centro Congressi Lingotto

Hotel AC Torino (Category: 5 star hotel)

Via Bisalta, 11

10126, Torino

Tel.: 0039 011 6395091

Fax: 0039 011 6677822

http://www.ac-hotels.com/1110-AC_TORINO.html

Hotel AC Torino is located at walking distance (about 5-10 minutes) from the Centro Congressi Lingotto. The rate for ITU-R WP 5D participants is 140 €/night (including buffet breakfast). The reservation form for the Hotel AC Torino can be found in Attachment 1.

Hotel Le Meridien Lingotto (Category: 4 star hotel)

Via Nizza 262

0126 Torino

Tel.: +39 011 664 2770-2771

Fax: +39 011 664 2001

<http://www.lemeridien.com/turin>

Hotel Le Meridien Lingotto is located inside the facilities of Centro Congressi Lingotto. The rate for ITU-R WP 5D participants is 124 €/night (including buffet breakfast). The reservation form for the Hotel Le Meridien Lingotto can be found in Attachment 2.

3.2 Hotels in the city center

Hotel Golden Palace (Category: 5 star hotel)

Via dell' Arcivescovado 18
10121 Torino
Tel.: +390115512111
Fax: +390115512800
<http://www.goldenpalace.thi.it>

The Hotel Golden Palace is located in the city centre, at about 5 minutes on foot and 10 minutes on foot from piazza San Carlo and from Torino Porta Nuova Railway station respectively. In front of the station bus numbers 1 or 35 can be used to reach the Centro Congressi Lingotto in about 20 minutes (bus stop "Lingotto Expo"). The rate for ITU-R WP 5D participants is 150 €night (including buffet breakfast). The reservation form for the Hotel Golden Palace can be found in Attachment 3.

Grand Hotel Sitea (Category: 4 star hotel)

Via Carlo Alberto 35
10123 Torino
Tel.: + 39 011 51 70 171
Fax: + 39 011 54 80 90
<http://www.sitea.thi.it>

The Grand Hotel Sitea is located in the city centre, close to Piazza San Carlo and 10 minutes on foot from Porta Nuova Railway station. In front of the station bus numbers 1 or 35 can be used to reach the Centro Congressi Lingotto in about 20 minutes (bus stop "Lingotto Expo"). The rate for ITU-R WP 5D participants is 135 €night (including buffet breakfast). The reservation form for the Grand Hotel Sitea can be found in Attachment 4.

Best Western Hotel Genova (Category: 3 star hotel)

Via Sacchi 14/b
10128 Torino
Tel.: 011 5629400
Fax: 011 5629896
<http://www.albergogenova.it>

The Hotel Genova is located in the city centre, very close to the Torino Porta Nuova Railway station. The Centro Congressi Lingotto can be easily reached by taxi or taking bus numbers 1 or 35 in front of the station and getting off at the bus stop "Lingotto Expo" (the journey lasts about 20 minutes). The rate for ITU-R WP 5D participants is 75 €night (including buffet breakfast). The reservation form for the Hotel Genova can be found in Attachment 5.

3.3 Baby Sitting

A baby sitting service is provided on request by some hotels; please check the reservation forms in Attachment 1-5 for further details. Alternative solutions for the entire working day could be available; for further information please get in touch with the Contact Person (see § 14).

4 Transportation & access

4.1 How to reach Torino

4.1.1 By plane

Torino Caselle Airport

Torino Caselle airport is located at about 15 km north of the city centre. Scheduled flights connect directly Torino Caselle international airport to many European destinations and to the most important Italian cities. Torino can be reached through the main European hub airports.

Connections between Torino Caselle and the city centre:

Bus

The *Sadem* bus (<http://www.Sadem.it>) connects the airport to the city centre in about 40 minutes. The busses depart every 30 minutes during the rush hours and every 45 minutes at the other times of the day. You can buy the ticket at the arrival hall or directly on the bus, but, in the latter case, the charge is higher (6 € instead of 5.50 €). The air terminal is located at Corso Vittorio Emanuele 57/A, close to Porta Nuova railway station. The first and last departures from the airport to the city centre are at 6.05 and 00.05 respectively. The first and last departures from the city centre to the airport are at 5.15 and 23.15 respectively.

Taxi

A journey between the airport and the very centre costs 30 € and, depending on time and traffic conditions, it takes about 30 minutes; the cost of a journey between the airport and the Centro Congressi Lingotto, that is about 5 km south of the city centre is around 45 € and it lasts about 40 minutes.

Train

There is a train service between the airport and Torino Dora railway station (travel time 19 minutes and departures every 30 minutes) but we do not recommend it because Torino Dora railway station is far away from both the Centro Congressi Lingotto and the city centre (you should get the bus named “Dorafly” or a taxi to reach the city centre).

For further information:

<http://www.aeroportoditorino.it/EN/voli/default.php>

Milano Malpensa Airport

Malpensa Airport is an intercontinental airport located at about 130 km NE of Turin. Scheduled flights connect directly Milano Malpensa airport to several worldwide destinations.

Connections between Milano Malpensa and Torino:

Bus

The *Sadem* bus connects 9 times per day Malpensa Airport with Torino (Bus Station, Corso Vittorio Emanuele II 131/H) and vice versa in about 2 hours. The cost is 18 € and reservation is mandatory (see <http://www.Sadem.it> for time schedule and details).

Train

Milano Malpensa airport is not connected to Torino by rail. If you want to reach Torino by rail the most convenient way is to go to Milan Central Station with the Malpensa Shuttle Pullman (one every 20 minutes, journey duration 50 minutes) and then to take a train to Torino.

For further information:

<http://www.sea-aeroportmilano.it/en/malpensa/index.phtml>

4.1.2 By train

The main railway station is Torino Porta Nuova; Torino Porta Susa and Torino Lingotto are the other two important stations in the city. Torino is well connected with the most important Italian cities (Milan and Rome also through high speed trains that takes 50 minutes and 4h 10' respectively to reach the destination). For international travellers there are direct connections only with Lyon-Paris and Barcelona.

For further information:

http://www.ferroviedellostato.it/homepage_en.html

4.2 Public transport in Torino

Turin urban area is well served from early in the morning (about 5AM) until late in the night (about 00:30) by bus and tram networks. There is also an underground line connecting Porta Nuova Station and the western part of the city. Tickets are not sold on board but are available at newspaper stands or tobacconists (single ticket costs 1 € and can be used for 70 minutes after having time-stamped it on board).

More information can be obtained from:

<http://www.comune.torino.it/gtt/en/>

5 Passports & visas

At the following web page of the Minister of Foreign Affairs:

http://www.esteri.it/visti/index_eng.asp

you can find out whether you need a visa to enter in Italy and in the Schengen States for up to 90 days.

If you need an individual invitation letter please contact:

Mauro Fazio
Ministero dello Sviluppo Economico
Dipartimento per le Comunicazioni
Viale America, 201
00144 Roma
Fax: +390654221004
E-mail: mauro.fazio@sviluppoeconomico.gov.it

Delegates are urged to process their visa requests at their earliest convenience.

6 Currency & banking

The official currency in Italy is the Euro (EUR).

Exchange rate (as of 16 November 2009):

| | |
|-------------------|----------------------|
| 1 US Dollar (USD) | 0.67 €(EUR) |
| 1 €(EUR) | 1.49 US Dollar (USD) |

Further and updated information: <http://www.xe.com>

Banking hours

Banks in Italy are open Monday through Friday and closed all day on Saturday and Sunday and on national holidays. The opening times change slightly depending on the bank, but typically it is 9-13 and 15-16 hours.

Credit cards

Internationally-recognized credit cards such as VISA, MasterCard, American Express are typically accepted at most hotels and restaurants.

7 Computer facilities

A wireless network, using IEEE802.11a/b/g/n, will be available.

Please have your passport ready when registering to the meeting for the credentials to access the Internet/WLAN.

8 Language

The official language is Italian, but English is spoken in most hotels and restaurants.

9 Local time

Italy utilises the CET (Central European Time), that during Winter, is GMT+1 h.

10 Tax & tipping

A value-added tax (VAT) is usually included in the retail price on most goods and services at a standard rate of 20%. The VAT is automatically added to the bill.

Tipping is not usual in Italy since the restaurant prices cover charge and service; therefore it remains at the customer's discretion.

11 Climate

As the 7th Meeting of WP 5D takes place in Winter the weather conditions in Turin will be hard to predict. Both sunny and relatively warm days or very cold with rain and snow days are possible.

Average weather in Torino in February:

| Month | Average High | Average Low | Mean |
|--------------|---------------------|--------------------|-------------|
| February | 46°F/8°C | 30°F/-1°C | 39°F/4°C |

Further information:

<http://www.eurometeo.com>

12 Electricity



The common electrical current in Italy is AC (220 Volt/50 Hz cycle). In the above picture the two kinds of socket and plug used in Italy are shown. An adapter plug may be needed. Always check the power supply before using equipment.

13 Web links

More information about Torino is available from:

<http://www.comune.torino.it/en/> or <http://www.turismotorino.org/index.aspx>

14 Contact person

For any additional information, requests, etc., please contact:

Mauro Fazio
Ministero dello Sviluppo Economico
Dipartimento per le Comunicazioni
Viale America, 201
00144 Roma
Fax: +390654221004
E-mail: mauro.fazio@sviluppoeconomico.gov.it

Attachment 1



HOTEL AC TORINO – BOOKING FORM

REFERENCE "ITU-R WP5D"

INTRODUCTION

A former factory from 1908, AC Torino is a 5-star hotel in front of the Lingotto Trade Centre, in the main business area of Turin, near the Eataly food store.

There is a bus stop 300 metres from the hotel, providing connection to the railway station. On weekends, the hotel offers a free shuttle service to the city centre.

The design hotel AC Torino offers a spa with Turkish bath, a fitness centre and a Jacuzzi. You can also relax on the terrace or in the gardens.

The modern I Cavalieri Restaurant serves traditional and international menus.

Rate for ITU-R WP5D participants is 140 €/night (including tax and buffet breakfast).

HOTEL POLICY

Check-in: From 12:00 hours

Check-out: Until 12:00 hours

Cancellation: If cancelled up to 18:00 on 2 days before arrival date, no fee will be charged. If cancelled later or in case of no-show, the first night amount will be charged.

BOOKING DETAILS

| | | | |
|----------------------|--|--------------------------|---------------------------|
| NAME | | | |
| SURNAME | | | |
| TEL. | FAX. | | |
| E.MAIL | | | |
| ARRIVAL DATE | | | N. NIGHTS |
| DEPARTURE DATE | | | |
| ROOM TYPE | DOUBLE USE FOR SINGLE USE STANDARD | <input type="checkbox"/> | RATE: EURO 140.00 / NIGHT |
| | DOUBLE USE FOR SINGLE USE SUPERIOR | <input type="checkbox"/> | RATE: EURO 160.00 / NIGHT |
| | JUNIOR SUITE | <input type="checkbox"/> | RATE: EURO 195.00 / NIGHT |
| CREDIT CARD DETAILS: | NUMBER | | |
| | EXPIRATION DATE: ____/____/____ | | |
| | CVC SECURITY CODE (3 NUMBERS ON THE BACK OF YOUR CREDIT CARD): _____ | | |
| SPECIAL REQUEST: | | | |

IN ORDER TO CONFIRM YOUR RESERVATION, PLEASE SEND THE PRESENT FORM BY FAX O E-MAIL DIRECTLY TO HOTEL AC TORINO

HOTEL AC TORINO
VIA BISALTA, 11
10126 TORINO
TEL. +39 (0)11 6395091
FAX. +39 (0)11 6677822
E-MAIL ACTORINO@AC-HOTELS.COM
WEB WWW.AC-HOTELS.COM

Attachment 2

**Reservation form for Hotel Le Meridien Lingotto 4* - Torino
ITU-R WP5D – TURIN 17-24 February 2010**

To be sent by fax or email, by January 25th 2010 to:
EDVIGE LOMBARDO tel 011/6642143 fax 011/6642002
e-mail : edvige.lombardo@lemeridien.com

PERSONAL DATA

Surname Name _____
Address _____
Zip Code and City _____
Telephone – Fax- E-mail address _____

BILLING ADDRESS

Name of the Company _____
Address _____
Zip Code and City _____
Telephone – Fax- E-mail address _____
Vat N° _____

HOTEL RESERVATION

Please book the following: n.____ double room for single use or; n.____ twin/ double room
Arrival _____ Departure _____ Total room nights _____

PAYMENT CONDITIONS

Please find below my credit card details as booking guarantee. Be authorized to use the credit card here below to balance the cost of the first night. The account is supposed to be settled upon departure and upon receipt of a regular receipt/ invoice.

VISA Diners Club American Express

Number i _ i _ i _ i _ i _ i _ i _ i _ i _ i _ i _ i _ i _ i Expiry date i _ i _ i _ i _ i

Card Owner (capital letters) _____

Date _____ Authorization Signature _____

PRIVACY

Accordingly to the current privacy regulations dated 31/12/96 n. 675 and successive amendments, I authorize to use my personal data as per the relevant booking purpose. Moreover I give my consent to the enclosed booking procedures as well as the payment terms and cancellation policies.

Date _____ Signature _____

BOOKING CONDITIONS

RATES

Euro 124.00 double room for single use/ double room
Rates are per room, per night; American buffet breakfast and Vat included.

RESERVATION

In order to reserve a room is strictly necessary to fill in and send this reservation form to EDVIGE LOMBARDO no later than January 25th 2010. After this term every reservation will be handled on request. Please forward credit card details as guarantee of the reservation. The hotel is authorized to use the credit card to balance the cost of the first night. The hotel will not accept any reservation without a credit card details.

CANCELLATION POLICY

Every cancellation must be forwarded only by fax or email - to EDVIGE LOMBARDO and will be submit to the following penalties:

- By the 10th of February 2010 no penalty;
- After the 11th of February 2010 the hotel will charge the cost of the first night.

NO SHOW

In case of no show, the reservation will be cancelled automatically.
In consequence of it the hotel will charge the cost of the first night as penalty.

BABY SITTING (third vendor service)

Available on request. The cost is 14.00 euro per hour, vat included. It would be preferable to advise in advance

CONTACTS

Edvige Lombardo 011/6642143 – Nadia Girardi 011/6642144

Attachment 3

GOLDEN PALACE

via dell'Arcivescovado, 18 · 10121 Torino · Italia · tel. (+39) 011 5512111 · fax (+39) 011 5512800 · goldenpalace@thi.it · www.goldenpalace.thi.it

RESERVATION FORM

To: Antonino Pace – Reservations Manager
Direct line: +39 011 55 12 723
Fax no: +39 011 55 12 800
e-mail: reservations-goldenpalace@thi.it

DATE: _____

EVENT REFERENCE: ITU-R WP5D

Guest name: _____

Check-in: _____ **Nights:** _____

Accommodation: Superior room (free up grade upon availability)

Number of guests: 1 or 2

Rate: € 150.00 per room per night including taxes & buffet breakfast

Credit Card details: _____

Payment: upon departure

Please kindly note **that check-in time** is 14.00 on the day of arrival and **check-out time** 12:00 on the day of departure.

Your **reservation is guaranteed** and may be cancelled 24 hours before the day of arrival. Cancellation after that time or non-arrival will result in a charge equivalent to the room rate for 1 night.

A small **meeting room** will be available in the hotel for ITU-R WP5D delegates throughout the meeting duration.

Don't forget to plan some time to enjoy our **GoldenSPA**. All guests have free access to the state-of-the-art fitness and relax area. Should you wish to book a massage or special treatment, please refer to www.goldenpalace.thi.it or contact us via e-mail at goldenspa@thi.it (child age restrictions apply).

Airport transfer in private luxury cars is available 24 hours a day and may be booked with our reception at reception-goldenpalace@thi.it stating arrival airport, arrival time, arrival flight number, number of passengers and any excessive luggage if applicable.

Baby sitting is available upon request. The cost is approx 15euro per hour, tax included

Thank you for choosing Golden Palace and we very much look forward to **welcoming you** to our hotel and the city of Turin.



Attachment 4



GRAND HOTEL SITEA

Ref.: “ITU-R WP5D”

- For your Meeting some rooms have been reserved on option from 16th to 25th February 2010

Special Room Rate:

- **Room for single use with full bed (large cm 120)**, buffet breakfast and tax included, Euro 135.00 per night

The Room reservations should be confirmed by 12th December 2009, you should fill in and send the following reservation form to Grand Hotel Sitea's fax (+39.011.548090) or email sitea@thi.it.

The Grand Hotel Sitea will send you a confirmation

| | |
|--------------------------------|-----------------------------------|
| SURNAME: | FIRST NAME: |
| ARRIVAL DATE: | DEPARTURE DATE: |
| TYPE OF ROOM: | SMOKING/NO SMOKING: |
| N°, CREDIT CARD NUMBER: | CREDIT CARD EXPIRING DATE: |

Cancellation Policy: no penalty charge by 12:00 of arrival day, for cancellation after 12:00 and for no-show, the Hotel management will charge the cost of one overnight staying on the credit card mentioned in your reservation and the remaining of the reservation will be automatically cancelled. **Baby sitting** is available upon request.

Hotel address: GRAND HOTEL SITEA – Via Carlo Alberto 35 – TORINO
Telefono, Telephone: +39.011.5170171 – e.mail: sitea@thi.it

Attachment 5

| | |
|---|--|
|  | <p>Best Western Hotel Genova Via Sacchi 14/b - 10128 Torino (TO), Italy Tel. 011.562.94.00 - Fax: 011.562.98.96 info@albergogenoa.it - www.albergogenoa.it</p> |
|---|--|

ACCOMODATION FORM

From 16 February 2010 to 25 February 2010

“ITU-R WP5D”

Name: _____ Phone: _____

Surname: _____ E-mail: _____

Arrival date: _____ Departure date: _____ N. nights : _____

| | | |
|--------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Single room | <input type="checkbox"/> Double use single | <input type="checkbox"/> Double room |
| Euro 75,00 | Euro 85,00 | Euro 100,00 |

The room rate is per day, per room and includes:

- Tax, Vat included
- Buffet breakfast included
- Complimentary Wi-Fi/cable internet connection in the whole hotel
- Tea and coffee pot in all the rooms
- 1 free bottle of mineral water per day in the room
- Complimentary internet point
- Sky Decoder in all rooms (Sky Gold Vision Package)
- Sky channels free of charge and Pay TV

Credit card type: _____ C/C Number: _____

Expiration date: _____ Name of Cardholder: _____

Signature of Cardholder: _____

Deposit Policy: Guaranteed to your credit card.

Cancellation Policy: Cancel 48h before arrival to avoid a charge

Penalty: In case of no-show or not cancel before 48h we will charge the first night

| |
|--|
| <p>Send by fax or by e-mail to: Best Western Hotel Genova Fax 0039 011 5629896 - info@albergogenoa.it</p> |
|--|

Annex 2

Draft agenda for the 7th meeting of Working Party 5D

(Turin, 17-24 February 2010)

- 1** Opening of the meeting
- 2** Approval of the agenda
- 3** Report of the 6th meeting of Working Party 5D ([Doc. 5D/597](#))
- 4** Reports from Rapporteurs and Correspondence Groups
- 5** Working structure and document assignment
- 6** Any other business

S. BLUST
Chairman, Working Party 5D