



Radiocommunication Bureau (BR)

Circular Letter
7/LCCE/77

22 January 2020

To Administrations of Member States of the ITU, Radiocommunication Sector Members, ITU-R Associates participating in the work of Radiocommunication Study Group 7 and ITU Academia

Subject: **Meeting of Working Party 7A (Sèvres, Paris, France, 27-30 April 2020)**

1 Introduction

By means of this Circular Letter, I wish to announce that, at the kind invitation of the Bureau International des Poids et Mesures (BIPM), the meeting of ITU-R Working Party 7A will take place in Sèvres, Paris, France, from 27 to 30 April 2020. The opening session will commence on 27 April 2020 at 0930 hours (see table below).

Group	Meeting date	Deadline for contributions 1600 hours UTC	Opening session
Working Party 7A	27 - 30 April 2020	20 April 2020	27 April 2020 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/R19-SG07-C-0001/en>.

The Working Party will conduct its work in English.

3 Venue

The meeting will take place at:

BIPM

Address: 12 bis Grande Rue, Sèvres, Paris, France

URL: <https://www.bipm.org/en/conference-centre/directions.html>

For further information see Annex 2.

4 Contributions

Contributions in response to the work of Working Party 7A are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-8.

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 1-8 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: rsg7@itu.int. A copy of each contribution should also be sent to the Chairman of Working Party 7A and to the Chairman and Vice-Chairmen of Study Group 7. The pertinent addresses can be found on:

<http://www.itu.int/go/rsg7/ch>

<http://www.itu.int/go/rwp7a/ch>

5 Documents

Contributions will be posted "as received" within one working day on the Working Party 7A webpage established for this purpose. The official versions will be posted on <http://www.itu.int/md/R19-WP7A-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.

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 7A and remote participation will not be available for this meeting.

7 Participation/Visa requirement

Registration to this event is mandatory and will be carried out exclusively on-line via Designated Focal Points (DFPs) for ITU-R event registration. **The Radiocommunication Bureau has deployed, since May 2019, a new event registration platform where participants must first complete an online registration form and submit their registration request for approval by the corresponding focal point.** An ITU/TIES account is required from participants to submit a registration request and obtain registration approval from the corresponding focal point.

The list of ITU-R DFPS (TIES protected) as well as detailed information on this new event registration system 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.

A handwritten signature in blue ink that reads "Mario Maniewicz". The signature is fluid and cursive, with a long horizontal stroke at the end.

Mario Maniewicz
Director

Annexes: 2

Distribution:

- Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of Radiocommunication Study Group 7
- ITU-R Associates participating in the work of Radiocommunication Group 7
- ITU Academia
- Chairman and Vice-Chairmen of Radiocommunication Groups
- 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 Working Party 7A

(Sèvres, 27-30 April 2020)

- 1** Introduction by the Chairman
- 2** Approval of the agenda
- 3** Status of Questions assigned to the Working Party and related work
- 4** Results of RA-19, WRC-19 and CPM23-1
- 5** Work programme for the meeting
- 6** Introduction of input documents
- 7** Establishment of working groups and assignment of documents
- 8** Preparation of output documents
- 9** Discussion of the future work plan
- 10** Next meetings
- 11** Any other business

Chairman, Working Party 7A

ANNEX 2

Additional information for the meeting of Working Party 7A

1 Introduction

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

2 Meeting Venue

The meeting will be held at:

BIPM

Address: 12 bis Grande Rue, Sèvres, Paris, France

URL: <https://www.bipm.org/en/conference-centre/directions.html>

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.

Registration (badges): 27 April 2020 from 0900 onwards.

4 Access to the meeting venue

4.1 How to get to the BIPM



How to get to the BIPM

The BIPM is situated in the Parc de Saint-Cloud, at Sèvres, on the top of the hill when you enter in the Parc de Saint-Cloud at the 12 bis Grande rue.

After arriving at the station Pont de Sèvres, on the subway (M) 9, you can access the BIPM:

- **on foot**: by crossing the bridge Pont de Sèvres and then walk along Grande rue in Sèvres until you reach the 12 bis Grande Rue.

- **by bus**: by walking along to the Pont de Sèvres bus station, and board one of the following buses:



Get off at Parc de Saint-Cloud (2 stops).

In both cases, enter in the Parc de Saint-Cloud at 12 bis Grande Rue. A few metres after the domain's entry and the warden, you will find a door on your right, it's the pedestrian gate to access the BIPM, the code is **8391**. When you arrive at the BIPM, the reception will be on your left.



Keypad
Code 8391

More information available at:

<http://www.bipm.org/en/conference-centre/directions.html>



4.2 BIPM Site map



5 Accommodation

Hotels in the vicinity

Hotel Novotel****

11-13, Grande rue

92310 Sèvres

Tel: + 33 1 46 23 20 00

Fax: + 33 1 46 23 02 32

email: H1979@accor.com

Website: <http://www.novotel.com/gb/hotel-1979-novotel-paris-pont-de-sevres/index.shtml>

-15% of the daily price on room and breakfast if you indicate that you are a making a reservation to attend a meeting at the BIPM

Aprt'hotel Paris/Boulogne

Résidence Lagrange City Boulogne

16, Cours de l'île Seguin 92200 Boulogne-Billancourt

Tel: + 33 1 46 10 01 58

Fax: + 33 1 46 21 34 55

email: boulogne@groupe-lagrange.com

Website: <http://www.lagrange-city-paris-boulogne.com/>

Hôtel Radisson Blu****

33, avenue Edouard Vaillant

92660 Boulogne Billancourt Cedex

Tel: + 33 1 46 08 85 00

Fax: + 33 1 46 08 87 29

email: reservations.boulogne@radissonblu.com

Website: <https://www.radissonblu.com/en/hotel-parisboulogne>

Ibis Styles Paris Boulogne Marcel Sembat***

92, boulevard de la République

92100 Boulogne

Tel: + 33 1 46 08 08 02

Fax: + 33 1 46 08 27 16

email: HA039@accor.com

Website: <http://www.ibis.com/gb/hotel-A039-ibis-styles-paris-boulogne-marcel-sembat/index.shtml>

Hotel Villa Sorel**

20, rue Georges Sorel 92100 Boulogne Billancourt

Tel: + 33 1 46 04 91 58

Fax: + 33 1 46 04 08 37

email : info@villasorel.com

Website: <http://www.villasorel.com/en/index.php>

Wifi unlimited internet: free of charge

Hotel de France**

112, av. du Général Leclerc 92100 Boulogne Billancourt

Tel: + 33 1 46 04 65 65

Fax: + 33 1 46 04 03 16

email : resa.hoteldefrance@gmail.com

Website: <https://www.hoteldefranceboulogne.fr/>

Wifi unlimited internet: free of charge

Best Western Select Hotel***

66, avenue du Général-Leclerc

92100 Boulogne Billancourt

Tel: + 33 1 46 04 70 47

Fax: + 33 1 46 04 07 77

email: reception@select-hotel.fr

website: <http://www.bestwestern.fr/en/hotel-Boulogne-billancourt,Best-Western-Select-Hotel,93602>

Hôtel Alpha***

26, rue Emile Landrin
92100 Boulogne Billancourt
Tel: + 33 1 46 05 80 51
Fax: + 33 1 46 05 17 33
email: hotel@alpha-paris-hotel.com
Website: <http://www.alpha-paris-hotel.com/English.phtml>
Wifi unlimited internet: free of charge

Hôtel Ibis**

12, rue de la Ferme
92100 Boulogne Billancourt
email: h6245@accor.com
Website: <http://www.ibis.com/gb/hotel-6245-ibis-paris-boulogne-billancourt/index.shtml>

Hôtel Campanile

885, avenue Roger Salengro
92370 Chaville
Tel: +33 1 47 50 63 00
Fax: +33 1 47 50 69 42
email: chaville@campanile.fr
Website: <http://www.campanile.com/en/hotels/campanile-paris-ouest-chaville>

Please note that the BIPM is in no case liable for hotel reservation.

The BIPM cannot offer discounted rates, except for the few hotels for which special rates are mentioned above.

In case of "no show" the visitor will be charged for it.

For visitors who would like to stay in Paris, please note that the BIPM is 15 minute walk from the line 9 of the metro (Pont de Sèvres) and 10 minute walk from the tram line T2 (Musée de Sèvres). More information is available at: <http://www.bipm.org/en/conference-centre/directions/>

6 VISA and immigration information

A visa may be necessary for participants from some countries to enter France. To check the visa requirements please contact the French Embassy in your country. Please see the link for more information regarding visas for France https://france-visas.gouv.fr/en_US/web/france-visas.

Participants who should require a personal Letter of Invitation for obtaining a visa are requested to contact BIPM via e-mail at meetings@bipm.org as soon as possible after registration with ITU.

7 Network

7.1 Internet Access

Local Secretariat will give you the Access SSID information on site.

8 Practical Information

8.1 Sévres, Paris, France

Paris, France's capital, is a major European city and a global center for art, fashion, gastronomy and culture. Its 19th-century cityscape is crisscrossed by wide boulevards and the River Seine. Beyond such landmarks as the Eiffel Tower and the 12th-century, Gothic Notre-Dame cathedral, the city is known for its cafe culture and designer boutiques along the Rue du Faubourg Saint-Honoré.

8.2 Climate

Paris in France has a temperate, oceanic climate with warm summers and cold winters. There is a marked difference between the seasons but extreme hot or cold temperatures are rare.

Rainfall is moderate and steady year-round. The city is known for its sudden showers, although its annual average rainfall is low compared with other regions in France.

Monthly average values of the temperature and precipitation in Paris are given in the table below:

	April
Average Max Temperature	16°C / 60°F
Average Minimum Temperature	7°C / 45°F
Sunshine hours	5 hours
Average Precipitation	25 mm

<https://www.holiday-weather.com/paris>

8.3 Electricity and Voltage

France uses power outlets and plugs of types C & E. All power sockets in France provide a standard voltage of 230V with a standard frequency of 50Hz.



8.4 Language

French

8.5 Time Zone

UTC/GMT +1 hour.

9. Local Contact

If you have any questions about the meeting arrangements, please contact Ms Céline Fellag Ariouet cfellag@bipm.org.
