

INTERNATIONAL TELECOMMUNICATION UNION



Radiocommunication Bureau

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Circular Letter
8/LCCE/150

10 October 2006

To Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of Working Party 8F of Radiocommunication Study Group 8

Subject: Twenty-first meeting of Working Party 8F on IMT-2000 and systems beyond
IMT-2000

Introduction

At the kind invitation of the Administration of Cameroon, this letter is to announce that the 21st meeting of ITU-R Working Party 8F will take place in Yaoundé, Cameroon, 17-25 January 2007.

Place of the meeting

The meeting will take place at the:

Yaoundé Hilton Hotel
Boulevard du 20 mai
P.O. Box: 11852
Yaoundé – Cameroon

Tel.: +237 223 36 46
Fax: +237 222 32 10
e-mail: emmanuel.ndong@hilton.com

<http://www.hilton.com/>

For further information see Annex 2.

Program of the meeting

The draft agenda for the meeting is contained in Annex 1. The Questions assigned may be found on: <http://www.itu.int/pub/R-QUE-SG08/en>

Working Party 8F will conduct its work in English.

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.

Contributions

Contributions in response to the work of Working Party 8F are invited*. Contributions will be processed and dispatched in accordance with Resolution ITU-R 1-4 and posted on the web.

The deadline for submitting contributions is Wednesday 10 January 2007, 16:00 hours UTC.

According to the ITU-R patent policy (Annex 1 to Resolution ITU-R 1-4), 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 8. The pertinent addresses can be found on:

<http://www.itu.int/ITU-R/index.asp?category=study-groups&link=rwp8f&lang=en>
(See Chairmen and Vice-Chairmen)

Participants are encouraged to submit contributions by electronic mail to:

rsg8@itu.int

Documentation

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

<http://www.itu.int/md/R03-WP8F-C/en>

A number of CD-ROMs containing all of the contributions will be available for participants at the start of the meeting. A CD-ROM containing all of the contributions and temporary documents will also be provided to each participant before the final plenary session.

Wireless LAN facilities will be provided in all 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 only a limited number of paper copies of the documents will be available at the meeting.

* Contributors are urged to reduce the length of their contributions as much as possible. The recommended maximum length of an input document is 10 pages. Long documents should be structured as a small number of cover pages (preferably one) summarizing the document and an attachment containing the detailed information. The attachments of such long documents, when submitted as delayed contributions, would only be distributed on paper to the participants at the meeting, on request.

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). **It is very important that participants requiring entry visas for Cameroon submit their applications at the earliest possible opportunity (See also §9 and 10 of Annex 2).**

Valery Timofeev
Director, Radiocommunication Bureau

Annexes: 3

Distribution:

- Administrations of Member States and Radiocommunication Sector Members participating in the work of Working Party 8F of Radiocommunication Study Group 8
- Chairman and Vice-Chairmen of Radiocommunication Study Group 8
- ITU-R Associates participating in the work of Radiocommunication Study Group 8
- Secretary General of the ITU, Director of the Telecommunication Standardization Bureau, Director of the Telecommunication Development Bureau

ANNEX 1

Draft agenda for the 21st meeting of Working Party 8F

(Yaoundé, Cameroon, 17-25 January 2007)

- 1 Opening of the meeting
- 2 Approval of the agenda
- 3 Report on the 20th meeting of Working Party 8F
- 4 Reports from Liaison and Special Rapporteurs
- 5 Proposed method of work
- 6 Assignment of contributions
- 7 Consideration of documents
- 8 Future work
- 9 Other business

S. BLUST
Chairman, Working Party 8F

ANNEX 2

Additional information on the 21st meeting of Working Party 8F

(Yaoundé, Cameroon, 17-25 January 2007)

1 Introduction

The Cameroon Administration is happy to welcome the participants to the 21st meeting of the Working Party 8F.

As it is often said, Cameroon, the land of the indomitable lions is Africa in miniature: Everything you would expect from the African continent seems to be consolidated in Cameroon. With an amazing diversity of landscapes and nature, ranging from mountains and volcanoes, to rain forests and beaches. Its nature reserves protect some rare and endangered species of primates. The culture and history of Cameroon is also very interesting. With its wild nature and basic tourism infrastructure, Cameroon is ideally suited to the adventure traveler.

Enclosed is some information to assist you in planning your trip in Yaoundé.

Further information will be available on: www.minpostel.gov.cm/wp8fyaounde, to be consulted from September 15, 2006.

2 Meeting venue

Yaoundé Hilton Hotel
Boulevard du 20 mai
P.O. Box: 11852
Yaoundé – Cameroon

Tel.: +237 223 36 46
Fax: +237 222 32 10
e-mail: emmanuel.ndong@hilton.com

For more information about the Yaoundé Hilton Hotel, please visit the following website:

<http://www.hilton.com/>

The opening session will be held in the BOUMA Ballroom located on the Second floor. **Wireless LAN facilities will be provided in all meeting rooms and Internet cafe facilities will be freely accessible.**

3 List of proposed hotels

Name & address of hotel	Tel. / Fax / E-mail	Rates (per night)
HILTON HOTEL (****) Venue of the Seminar P.O. Box: 11852 Yaoundé 30 minutes from the International Airport	Tel.: +237 223 36 46 Fax: +237 222 32 10 E-mail: reservations.yaounde@hilton.com	Single: 115 Euros Double: 130 Euros including 19.25% government tax, 0% service charge Please note that the hotel rate does not include breakfast
FRANCO HOTEL (****) P.O. Box: 3336 Yaoundé 35 minutes from the International Airport and 5 minutes from the city centre <u>Walking distance:</u> 15 minutes to Hilton Hotel	Tel.: +237 220 13 07 Fax: +237 220 13 13	Single: 99 Euros Double: 114 Euros including 19.25% government tax and 0% service charge including breakfast and Internet connection in rooms
MERCURE HOTEL (***) P.O. Box: 14304 Yaoundé 30 minutes from the International Airport and 2 minutes from the city centre <u>Walking distance:</u> 5 minutes to Hilton Hotel	Tel.: +237 222 21 31 Fax: +237 222 21 61 E-Mail: H3268@accor-hotels.com	Single/double: 60 Euros including 19.25% government tax and 0% service charge Breakfast: 7.60 Euros Lunch: 12.20 Euros
CENTRAL HOTEL (**) P.O. Box: 06 Yaoundé 25 minutes from the International Airport and 1 minute from the city centre	Tel.: +237 222 65 98 Fax: +237 222 64 98	Single: 49 Euros Double: 60 Euros including 19.25% government tax and 0% service charge
PRESTIGE HOTEL (**) PO Box 2697 Yaoundé 25 minutes from the International Airport and 1 minute from the city centre	Tel.: +237 222 60 39 Fax: +237 222 60 40	Single: 32 Euros Double: 47 Euros including 19.25% government tax and 0% service charge

In order to facilitate transportation, participants are encouraged to stay at the Hilton Hotel.

4 Reservation of Hotel rooms

The reservation of hotel rooms proposed above should be done through Denis NGAE, Organisation Committee, Ministry of Posts and Telecommunications, Yaoundé/Cameroon, Tel: +237 780 91 06, Fax: +237 223 15 10, e-mail: denis.ngae@ties.itu.int, **not later than 5 January 2007** to ensure hotel rooms are available.

5 Transportation

Upon your arrival at the airport, please look for the panel **WP 8F Meeting**, where you will find the welcome committee of the host administration. Block reservations have been arranged, consequently, transportation to and from the airport will be ensured by the host administration **for the above mentioned hotels ONLY**.

6 Electricity and socket design

The standard power supply in Cameroon is 220 volts - 50 Hz. Please be sure you have the correct adapter. Adapters and voltage converters will **not** be provided at the meeting.



7 Languages

The official languages in Cameroon are French and English.

8 Social events

A welcome reception will be held on the evening of Wednesday, 17th of January 2007. Additional events will be advised during the meeting.

9 Passport and visa

A valid passport is required to enter Cameroon.

Visas are required by all except the following:

- a) nationals of Central African Republic, Chad, Congo (Rep), Mali and Nigeria for stays not exceeding 90 days;
- b) those in transit continuing their journey on the first or same aircraft within 24 hours provided holding onward tickets and not leaving the airport.

Delegates from countries without Cameroon consular representation can obtain their visas upon arrival at Yaoundé International Airport. They must have a valid passport and 100 Euros for the visa fees.

10 Contact point

For any further information you may require or if you need a personal invitation letter or official document for your visa application, please contact:

Denis NGAE
Ministry of Posts and Telecommunications
Yaoundé – Cameroon
Tel.: +237 780 91 06
Fax: +237 223 15 10
E-mail: denis.ngae@ties.itu.int

In order to send the above noted personal invitation letter, the following information is required and should be faxed to the Ministry of Posts and Telecommunications:

Full Name
Company name & address
Telephone Number
Fax Number

Visa applicants are encouraged to apply for invitation letters as soon as possible.

11 Vaccinations

A yellow fever vaccination certificate must be presented on arrival by all participants. Inoculation regulations can change at short notice. Please take medical advice in the case of doubt.

Vaccines are also sometimes advised for hepatitis B, meningococcal meningitis, rabies and tuberculosis. Malaria risk exists all year throughout the country.

12 Advised flights to Yaoundé

Cameroon Airlines: From Paris and UK

Air France: From Paris

SN Brussels: From Brussels

Swiss International: From Zurich

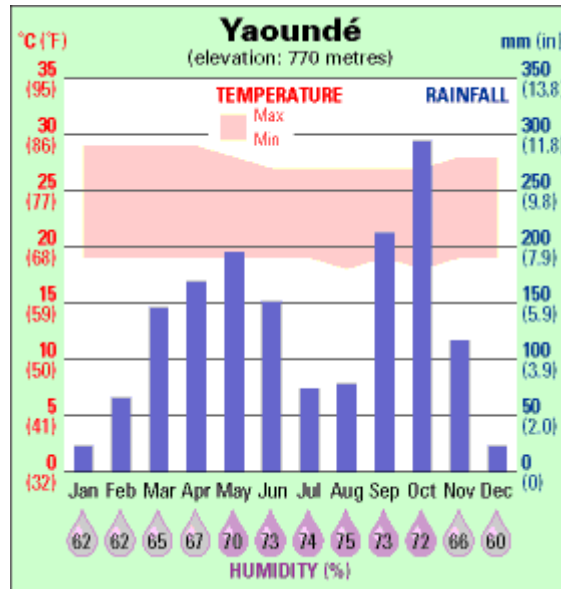
Kenya Airways: From Nairobi

13 Time zone

GMT + 1 hour

14 Weather

It is the dry season at that period in Cameroon, temperature between 20 and 30°C.



15 Foreign exchange rate

The official currency is Franc CFA. The exchange rate as of June 2006 is roughly 1 US\$ = 520 FCFA and 1 Euro = 659 FCFA. Credit cards, including VISA, American Express, Diners Club, Master Card, are accepted at major hotels, department stores and larger restaurants. Banking hours are from 9:30 a.m. to 4:30 p.m. on a weekday. Foreign currency and traveller's checks can be converted into Local Currency at foreign exchange banks and other authorized change booths.

16 Business hours

Regular banking hours are Monday to Friday, 8 am – 3 pm.

ANNEX 3



Registration Form ITU-R Working Party 8F Meeting Cameroon, 17-25 January 2007

Radiocommunication Bureau

I wish to participate in

Working Party 8F
✓

Mr. Mrs. Ms. Miss:
(family name) (first name)

Accompanied by family member(s):
(family name) (first name)

1. REPRESENTATION

Name of Member State:

☐ Head of Delegation

☐ Deputy

☐ Delegate

(to be completed by representatives of Member States only)

Name of Sector Member:

☐ Recognized Operating Agencies

☐ Regional Telecommunication Organizations

☐ Scientific or Industrial Organizations

☐ Intergovernmental Organizations operating Satellite Systems

☐ UN, Specialized Agencies and the IAEA

☐ Other Entities dealing with Telecommunication matters

☐ Regional and other International Organizations

☐ Associates

2. OFFICIAL ADDRESS

Name of the Company:

Street Address:

City/State/Code/Country:

Business tel.: Fax:

E-mail: In case of emergency:

3. DOCUMENTS

I wish to receive paper copies during the meeting: ☐ Yes ☐ No

Date : Signature:

For BR Secretariat use only

Approved (if applicable)

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Personal Section

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Meeting Section

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Pigeonhole

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To be returned duly completed to the Radiocommunication Bureau

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CH-1211 Geneva 20
Switzerland

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Email: linda.kocher@itu.int