



Radiocommunication Bureau

(Direct Fax N°. +41 22 730 57 85)

Circular Letter
9/LCCE/92

13 March 2006

**To Administrations of Members of the ITU and other members of the
Radiocommunication Sector participating in the work of Working Parties 9A, 9B, 9C and 9D
of Radiocommunication Study Group 9**

Subject: Meetings of Working Parties 9A, 9B, 9C and 9D

- Working Party 9A: Performance and availability, interference objectives and analysis, effects of propagation and terminology
- Working Party 9B: Radio-frequency channel arrangements, radio system characteristics, interconnection, maintenance and various applications
- Working Party 9C: Systems below 30 MHz (HF and others)
- Working Party 9D: Sharing with other services (except for the fixed-satellite service)

Introduction

By means of this Circular Letter, we wish to announce that meetings of ITU-R Working Parties 9A, 9B, 9C and 9D will take place in Kobe, Japan at the kind invitation of the Japanese Administration, from 27 June to 5 July 2006, (see the table below).

Groups	Meeting dates	Deadline for contributions	Opening session
Working Party 9A	28 June - 4 July 2006	21 June, 16:00 UTC	14:00 hours on 28 th June
Working Party 9B	27 June - 5 July 2006	20 June, 16:00 UTC	09:30 hours on 27 th June
Working Party 9C	28 June - 4 July 2006	21 June, 16:00 UTC	09:30 hours on 28 th June
Working Party 9D	27 June - 5 July 2006	20 June, 16:00 UTC	14:00 hours on 27 th June

Services directly connected with meeting activities, such as delegate registration, document distribution, etc. will be located in the vicinity of the meeting rooms. The opening sessions will take place as indicated above and the registration of delegates will start at 08:30 hours on the opening days.

Place of the meetings

The meetings will take place at:

The Kobe Fashion Mart (KFM)
9, Koyocho-naka 6-chome, Higashinada-Ku,
Kobe 658-0032, Japan
Tel: +81 78 857 8000
Fax: +81 78 857 8010
Homepage: <http://www.kfm.or.jp/en/index.html>

For further information see Annex 2.

Programme of the meetings

Draft agendas for these meetings are contained in Annex 1. The Questions assigned may be found on: <http://www.itu.int/ITU-R/publications/download.asp?product=que09&lang=e>.

The Working Parties will conduct their work in English.

Contributions

Contributions in response to the work of Working Parties 9A, 9B, 9C and 9D are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-4 and posted on <http://www.itu.int/ITU-R/study-groups/index.asp?link=rsg9&lang=en> (see “contributions” of the relevant Working Party).

The deadline for submission of documents to these meetings is shown in the table above. Contributions received after the deadline will be forwarded to the next meeting of the Working Party concerned. Resolution ITU-R 1-4 provides that contributions which are not available to participants at the opening of the meeting shall not be considered.

Participants are requested to submit contributions by electronic mail to:

rsg9@itu.int

A copy should also be sent to the Chairmen of the relevant Working Party and to the Chairmen and Vice-Chairmen of Study Group 9. The pertinent addresses can be found on:

<http://www.itu.int/ITU-R/study-groups/index.asp>

A CD-ROM containing all input contributions and the Chairman’s Report will be provided to each delegate. Participants are expected to bring with them to the meeting paper copies of all input documents of interest to them (if necessary).

Participants are encouraged to use electronic working methods and to bring their laptops (equipped with a CD-ROM drive, a WLAN-card and a USB socket) with them to the meeting. Please note that paper copies of documents produced during the meeting (temporary, administrative and information documents) will be available only to participants who have requested them on the registration form.

Participation

The intended participation of your representative(s) should be advised not 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 Radiocommunication Working Parties 9A, 9B, 9C and 9D of Radiocommunication Study Group 9
- ITU-R Associates participating in the work of Radiocommunication Study Group 9
- Chairman and Vice-Chairmen of Radiocommunication Study Group 9
- 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 9A

(Kobe, 28 June – 4 July 2006)

- 1 Opening remarks
- 2 Approval of the draft agenda
- 3 Chairman's Report of the November 2005 meeting ([Doc. 9A/52](#))
- 4 Review of Questions assigned and their categorization
- 5 Introduction of other input documents
- 6 Establishment of Sub-Working Parties and assignment of documents
- 7 Any other business

L. SOUSSI
Chairman, Working Party 9A

Draft agenda for the meeting of Working Party 9B

(Kobe, 27 June – 5 July 2006)

- 1** Opening remarks
- 2** Approval of the draft agenda
- 3** Chairman's Report of the November 2005 meeting ([Doc. 9B/167](#))
- 4** Report of Correspondence Groups (CG)
 - 4.1** CG on high altitude platform stations (HAPS) (Resolutions 122, 145 and 734)
- 5** Review of Questions assigned and their categorization
- 6** Liaison with other fora
- 7** Introduction of other input documents
- 8** Establishment of Sub-Working Parties and assignment of documents
- 9** Any other business

A. HASHIMOTO
Chairman, Working Party 9B

Draft agenda for the meeting of Working Party 9C

(Kobe, 28 June – 4 July 2006)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Chairman's report of the November 2005 meeting ([Doc. 9C/107](#))
- 4** Report of Correspondence Groups (CG)
 - 4.1** CG on development of an HF tutorial supplement for the adaptive HF Handbook
- 5** Report on CPM preparation on Agenda item 1.13
- 6** Review of Questions assigned and their categorization
- 7** Liaison with other fora
- 8** Presentation of other input documents
- 9** Establishment of Sub-Working Parties and assignment of documents
- 10** Any other business

N. M. SERINKEN
Chairman, Working Party 9C

Draft agenda for the meeting of Working Party 9D

(Kobe, 27 June – 5 July 2006)

- 1** Opening remarks
- 2** Approval of the draft agenda
- 3** Chairman's Report of the April 2005 meeting ([Doc. 9D/171](#))
- 4** Report of Correspondence Groups (CG)
 - 4.1** CG on revision of Recommendation ITU-R F.1336
 - 4.2** CG on improvements to Recommendation ITU-R F.758
- 5** Review of Questions assigned and their categorization
- 6** Introduction of other input documents
- 7** Working structure and attribution of documents
- 8** Any other business

K. MEDLEY
Chairman, Working Party 9D

ANNEX 2

Information for participants

1 Meeting Venue

The Kobe Fashion Mart (KFM)
9, Koyocho-naka 6-chome, Higashinada-Ku,
Kobe 658-0032, Japan
Tel: +81 78 857 8000
Fax: +81 78 857 8010

For detailed information about the Kobe Fashion Mart (KFM), please see:
<http://www.kfm.or.jp/en/index.html>

2 Transportation to the meeting venue

It is recommended to arrive at Kansai International Airport (Kanku), which is close to the meeting venue. From Kansai International Airport, the most convenient transportation is a limousine at #6 bus stop for Kobe Rokko Island and Sannomiya Station. The bus costs 1,650 Yen and takes about 55 minutes to Kobe Bay Sheraton Hotel & Towers, which is within 1-minute walk from KFM (meeting venue). Please note that, at #6 bus stop there are limousine buses that do not stop at Kobe Bay Sheraton Hotel & Towers but directly go to Sannomiya station, (see: <http://www.kate.co.jp/pc/english/english.html>). For details see Attachment 1 to this Annex. Taxi is also available from Kansai International Airport at a cost of about 19,000 Yen and the trip is 45 minutes. Maps of KFM and the hotel are given in Attachment 2 to this Annex.

From Narita/Tokyo Airport you need to take more than one domestic transportation to the meeting venue in Kobe. For details see also Attachment 1 to this Annex.

3 Hotel accommodation

Kobe Bay Sheraton Hotel & Towers which is adjacent to KFM is recommended. Conference rates will be applied for accommodation between 25 June 2006 and 5 July 2006. Participants wishing to make reservations should contact the hotel directly by fax (+81-78-857-7001) using the reservation form in Attachment 3 to this Annex.

In order to guarantee the conference rates for ITU-R Working Party participants, room reservations must be received by 10th June 2006.

Any cancellation must be notified to the hotel in writing (fax or e-mail) and 10 days prior to the arrival date. For later cancellations the following fee may be levied:

- 20% of one night deposit for the notification 9 to 2 days before the arrival date;
- 80% of one night deposit for the notification one day before the arrival date.

4 Passports and Visas

All foreign visitors entering Japan must have a valid passport. Participants who require a visa should, well in advance, apply for a visa at a Japanese consulate or diplomatic mission in their respective country prior to departure. Participants are also advised to contact their local travel agents or carriers. For more information please visit the web site of the Ministry of Foreign Affairs of Japan at: http://www.mofa.go.jp/j_info/visit/visa/index.html.

Participants who need an invitation letter and/or a visa supporting letter for entering Japan are strongly advised to contact the coordinator as indicated below by **17 May 2006**.

Coordinator

Dr. Norimasa Sugiura
Fixed Radio Communication Division
Telecommunications Bureau
Ministry of Internal Affairs and Communications
2-1-2 Kasumigaseki, Chiyoda-ku,
Tokyo, 100-8926,
JAPAN
Tel: +81 3 5253 5887
Fax: +81 3 5253 5889
E-mail: n-sugiura@soumu.go.jp

5 Computer facilities

A wireless network using WiFi will be available within the conference rooms. Cyber café facilities will also be provided.

6 Social events

A welcome reception will be held on the evening of Wednesday, 28 June 2006. Additional events will be advised during the meeting.

7 Contact persons

If you have any questions on general information apart for passport/visa issues, please contact:

Ms. Hideyo Banishky/Mr. Katsuro Ohmi
Technical Department,
ITU Association of Japan, Inc.
3rd floor Kanda KS Building,
1-8-6 Kaji-cho, Chiyoda-ku,
Tokyo 101-0032,
JAPAN
Tel: +81 3 5207 5722
Fax: +81 3 5207 5731
E-mail: tec@ituaj.jp

8 General information

8.1 Currency exchange

Only Japanese Yen (JPY) is accepted at stores and restaurants. Major foreign currencies may be exchanged to JPY at foreign exchange banks at the International Airports on presentation of your passport. US dollar and Euro currencies can be exchanged at the Mitsui-Sumitomo banks' branch at KFM (open Monday through Friday from 9:00 to 15:00 hours and closed on Saturdays and Sundays). Major credit cards are accepted by most hotels, restaurants, department stores, but not local small shops.

Online spot exchange rates are shown at:

http://www.bk.mufg.jp/gdocs/kinri/list_j/kinri/kawase.html

Exchange rate on 23 February 2006:

		JPY(¥)
1 USD	\$	117.13
1 EUR	€	139.49

8.2 Language

Japanese is spoken in most cases outside the meeting venue but English is also applicable in most hotels, big restaurants, shops and other major organizations and touring places.

8.3 Tipping

Tipping is not necessary in Japan.

8.4 Climate

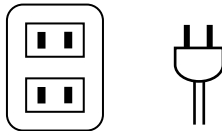
In June and July, it is the rainy season in Japan. Average temperature during the season is:

May	June	July	August
20.3°C(68.6°F)	23°C (73.4°F)	28°C (82.4°F)	29.1°C (84.4°F)

8.5 Electrical appliances

Japan operates on 100 volts for electrical appliances. The frequency is 60 Hz in western Japan including Kobe and Osaka (50 Hz in eastern Japan including Tokyo). The type of power outlet/connector used in Japan is A type which is two parallel pronged type.

If your appliances operate on a different voltage, please bring your own transformers.



Type A

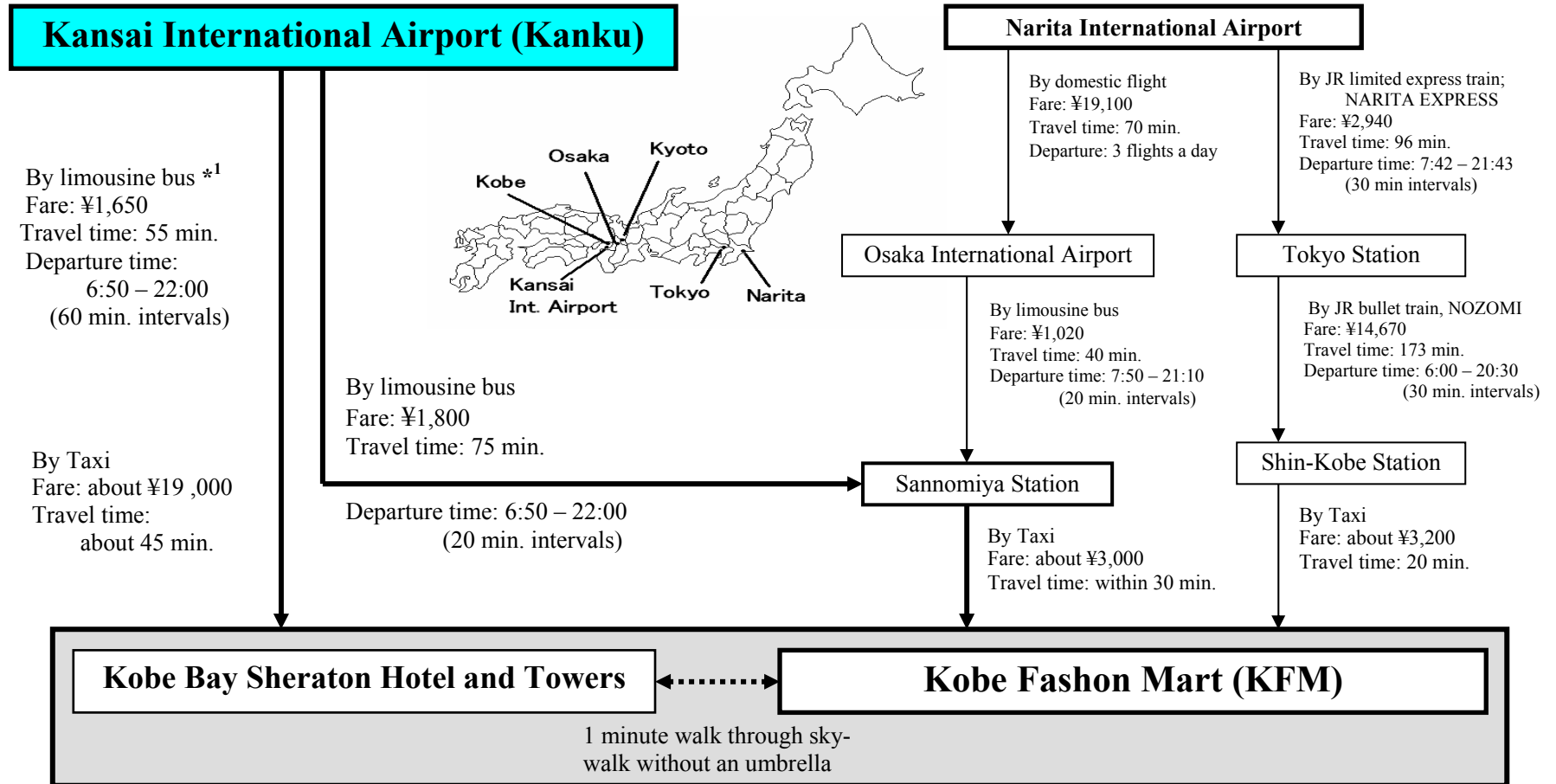
8.6 City of Kobe

Kobe is a port city with a history of 1, 300 years and is now one of the biggest international port cities in Japan, which attracts many people from both home and abroad. The blessing in Kobe is its beautiful mountains and seaside. In downtown, you will see a unique combination of modern and classic, Japanese and exotic cultures. Kobe is the leading city of top mode, fashion and trend. Kobe is also known for its excellent cuisine, especially the Kobe Beef, confectionery, and people's hospitality. For more information, please visit the following website:

<http://feel-kobe.jp/english/index.html>

ATTACHMENT 1 TO ANNEX 2

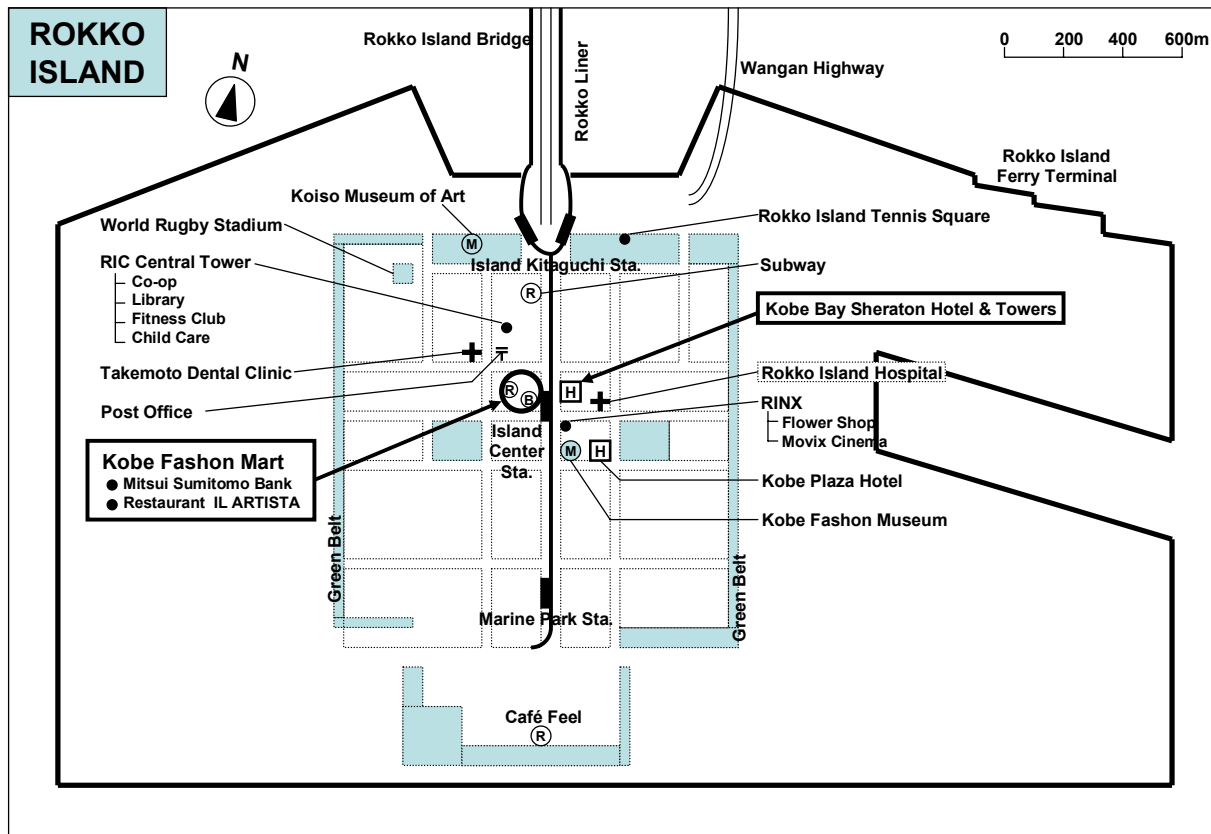
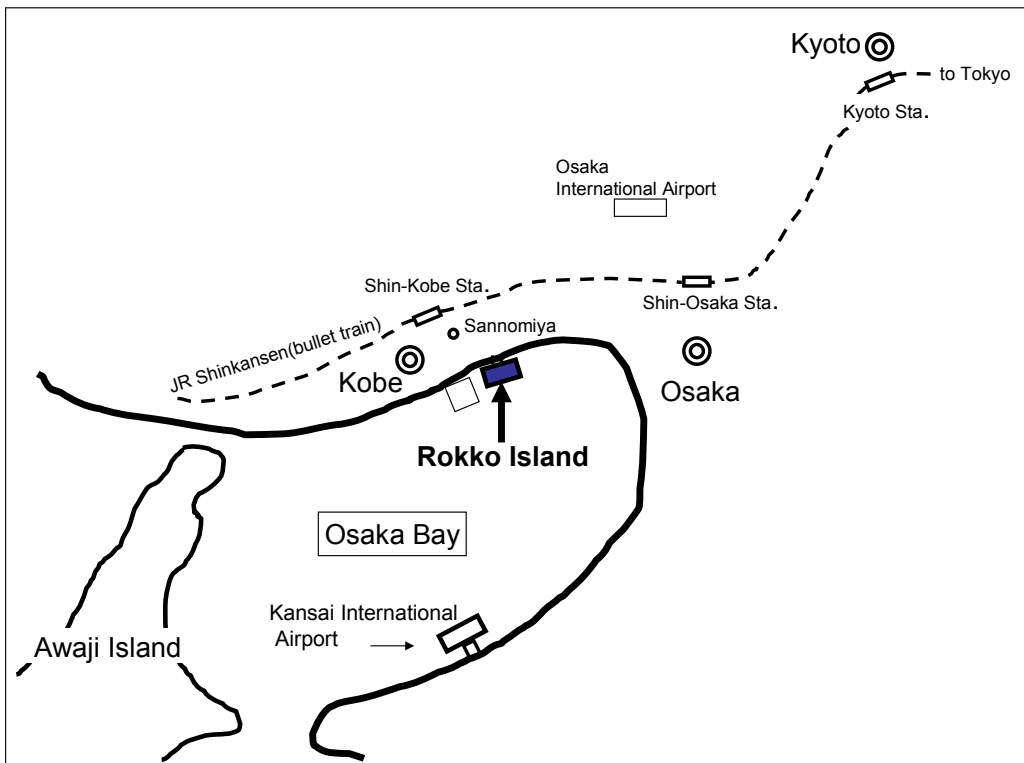
Access to the Kobe Fashion Mart (KFM)



*1 Limousine Bus from Kansai International Airport <http://www.kate.co.jp/pc/english/english.html>

ATTACHMENT 2 TO ANNEX 2

Map of the KFM and Hotels in Kobe



ATTACHMENT 3 TO ANNEX 2

**Reservation Form of Kobe Bay Sheraton Hotel & Towers
for the meetings of Working Parties 9A, 9B, 9C and 9D (27 June - 5 July 2006, Kobe)**

Address : 2-13 Koyocho-naka, Higashinada-ku, Kobe, Hyogo, 658-0032, Japan
Tel : +81-78-857-7000 / Fax : +81-78-857-7001, E-mail : info2@sheraton-kobe.co.jp
URL: http://www.starwoodhotels.com/sheraton/search/hotel_detail.html?propertyID=772&language=en_EN

NAME: Dr. Mr. Ms.

Last name _____ First name _____

ORGANIZATION: _____

ADDRESS: Office Home _____

_____ Postal code _____ Country _____

Phone: _____ Fax: _____

Name of Accompanying Person(s), if any:

Mr. Ms. Last name _____ First name _____

ACCOMMODATION (The room reservations need to be received by 10 June 2006)

Hotel Name	Room Type	Rate (✓ check the box) *1
Kobe Bay Sheraton Hotel & Towers	Single (1 person)	<input type="checkbox"/> ¥ 14,175
	Double (2 persons)	<input type="checkbox"/> ¥ 18,900
	Twin (2 persons)	<input type="checkbox"/> ¥ 18,900
Date and time of arrival		
Date and time of departure		
Number of nights		

Notes: *1 Room rates are the preferential ones for the meetings of ITU-R Working Parties in Kobe including service charge, tax and breakfast. An early reservation is desirable to book a convenient room.

PAYMENT Cash Credit card: VISA MasterCard Diners Club AMEX
 Other ()

Card number:

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Name of card holder: _____ Expiration date (mm/yy): _____ / _____

SIGNATURE Date: _____ Signature : _____

ANNEX 3

Registration Form ITU-R Working Parties 9B, 9D, 9A and 9C Kobe, Japan, 27 June – 5 July 2006



Radiocommunication Bureau

I wish to participate in

WP 9B 27/6 – 5/7	WP 9D 27/6 – 5/7	WP 9A 28/6 – 4/7	WP 9C 28/6 – 4/7

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)

Personal Section

Meeting Section

Pigeonhole

To be returned duly completed to the Radiocommunication Bureau

Place des Nations
CH-1211 Geneva 20
Switzerland

Telephone: +41 22 730 5802
Telefax: +41 22 730 6600
Email: linda.kocher@itu.int