

Ofcom  
Riverside House  
2a Southwark Bridge Road  
London. SE1 9HA

Delegates  
CEPT Project Team FM54

03 October 2018

**Subject: Invitation to 21st Meeting of CEPT/ECC/WGFM/FM54 – 6<sup>th</sup> / 7<sup>th</sup> December 2018**

Ofcom has the pleasure of inviting you to the 21st CEPT/ECC/WGFM/FM54 meeting taking place in London on 6<sup>th</sup> and 7<sup>th</sup> December 2018. A map and directions to Riverside House are shown on page 2. Information regarding timings for the meeting and entrance to Riverside House are shown on page 3.

Please note that the meeting will start on 6th December at **13.00**. If you would like to attend the meeting you are kindly requested to register via the FM54 webpage. The deadline for registration is 03 December 2018.  
<https://www.cept.org/ecc/groups/ecc/wg-fm/fm-54/client/meeting-calendar/event-registration/?meetingid=2251>

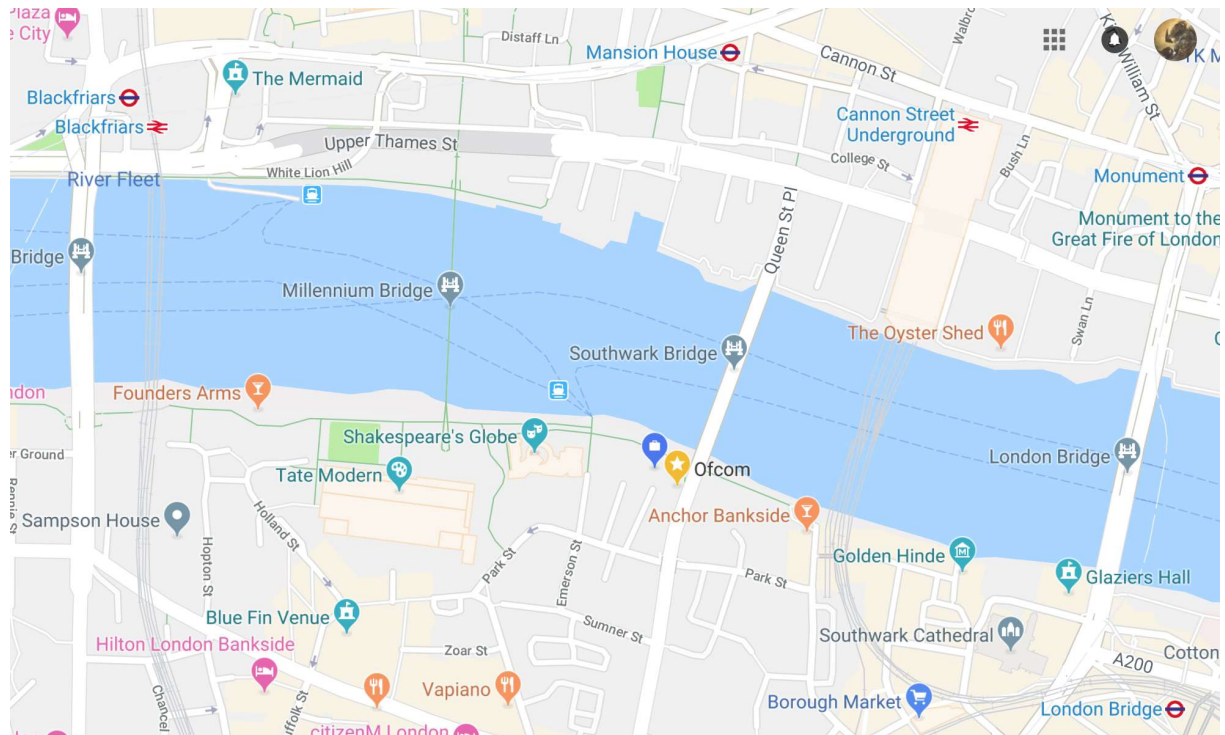
Kind Regards

Kevin Delaney  
Spectrum Group  
Ofcom

Tel: +44 20 7981 3143  
Email: [kevin.delaney@ofcom.org.uk](mailto:kevin.delaney@ofcom.org.uk)

## Map of Riverside House and surrounding area

<https://goo.gl/maps/nAw7BudWbX72>



Located in Zone 1, Riverside House is within walking distance of several train and tube stations and has excellent bus connections and taxi links.

### **By tube:**

Less than ten minutes' walk away are the following underground tube stations: Bank (Circle, District, Central and Northern lines), Blackfriars (Circle and District), Cannon Street (Circle and District), London Bridge (Northern Bank branch and Jubilee, Southwark (Jubilee) and Mansion House (Circle and District).

Slightly further (15 minutes or so) are Waterloo (Bakerloo, Jubilee and Northern Charing Cross branch), St Pauls (Central), Temple (Central and District lines) and Moorgate (Hammersmith & City, Circle, Metropolitan and Northern bank branch).

Check your London Underground connections. See <http://www.tfl.gov.uk/>

### **By train:**

London Bridge, Cannon Street and Blackfriars are the nearest mainline stations, all are within a ten minute walk of Riverside House. Waterloo and Liverpool Street stations are a 20-minute walk or a short taxi journey. See <http://www.nationalrail.co.uk/>

### **Eurostar**

If you are travelling by Eurostar. By tube using the Northern Line from St Pancras/Kings Cross to London Bridge. Alternatively, you can use the Thameslink rail line from St Pancras to Blackfriars.

### **By bus:**

Buses that stop locally include the RV1, 45, 344, and 381. See <http://www.tfl.gov.uk/buses/>

### **By air:**

London Heathrow, London Gatwick and City Airport are accessible by train/tube connections to Riverside House.

### **Background Information and Meeting Details**

Meeting will be held in meeting room G.11 on day one and meeting room G.06 on day two on the ground floor of Riverside House. Guests should report to Ofcom reception to receive a visitor's pass and directions to the meeting room. Reception will notify Kevin Delaney that you have arrived. The meeting room will be available on both days before and after the meeting.

As well as provided refreshments there is a tea and coffee machine close to the meeting room and signage for toilets is clearly visible. Lunch will be provided in the Ofcom restaurant which is located on the ground floor, there will be a choice of soups, salads, sandwiches and hot meals

Wi-Fi network and password will be shown in the meeting room (password changes daily). Skype will be available to allow users to message attendees or the Chair and Secretary.

You are free to walk around the ground floor and outside if you wish to stretch your legs as you are unable to enter any Ofcom internal rooms or floors. Your pass will let you back into the building without need for escort.

### **Contact Details**

Name: Kevin Delaney  
Tel: +44 7834 432087  
Email: [kevin.delaney@ofcom.org.uk](mailto:kevin.delaney@ofcom.org.uk)

Name: Kuha Sithamparanathan  
Tel: +44 7753 243521  
Email: [kuha.sithamparanathan@ofcom.org.uk](mailto:kuha.sithamparanathan@ofcom.org.uk)

Ofcom switchboard – +44 20 7981 3000

### **Timing – Day 1**

10.00	Meeting room available
12.00	Lunch
13.00	Meeting start
15.00	Coffee break
17.00	Meetings ends
18.00	Meeting room no longer available

### **Timing – Day 2**

08.00	Meeting room available
09.00	Meeting start
10.30	Coffee break
13.00	Meeting ends with lunch
18.00	Meeting room no longer available