



Radiocommunication Bureau

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Circular Letter
3/LCCE/30

23 February 2009

**To Member States of the ITU and Radiocommunication Sector Members
participating in the work of Working Parties 3J, 3K, 3L and 3M
of Radiocommunication Study Group 3**

Subject: Meetings of Working Parties 3J, 3K, 3L and 3M

Working Party 3J: Propagation fundamentals

Working Party 3K: Point-to-area propagation

Working Party 3L: Ionospheric propagation and radio noise

Working Party 3M: Point-to-point and Earth-space propagation

Introduction

By means of this Circular Letter, we wish to announce that meetings of ITU-R Working Parties 3J, 3K, 3L and 3M will take place in the ITU Headquarters in Geneva from 1 to 10 June 2009 (see the table below). A meeting of Study Group 3 will take place in the ITU Headquarters in Geneva from 11 to 12 June 2009.

Groups	Meeting dates	Opening session	Deadline for contributions 16:00 hours UTC
Working Party 3J	1-10 June 2009	Opening at 10:45 hours on 1 June	Monday, 25 May 2009
Working Party 3K	1-10 June 2009	Opening at 14:00 hours on 1 June	Monday, 25 May 2009
Working Party 3L	3-10 June 2009	Opening at 14:00 hours on 3 June	Wednesday, 27 May 2009
Working Party 3M	1-10 June 2009	Opening at 15:45 hours on 1 June	Monday, 25 May 2009

Programme of the meetings

Draft agendas for the meetings are contained in Annex 1. The Working Parties will conduct their work in English.

Contributions

Contributions in response to the work of Working Parties 3J, 3K, 3L and 3M are invited. These will be processed according to the provisions laid down in Resolution ITU-R 1-5 and posted on <http://www.itu.int/ITU-R/go/rsg3/en> (see “contributions” of the relevant Working Party). **The deadlines for submission of contributions are specified in the table above.** Submissions received later than these deadlines cannot be accepted. Resolution ITU-R 1-5 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:

rsg3@itu.int

A copy should also be sent to the Chairmen of the relevant Working Parties and to the Chairman and Vice-Chairmen of Study Group 3. The pertinent addresses can be found on:

http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=3 (Study Group Chairmen)

http://www-br/cgi-bin/htsh/compass/cvc_wptg_list.sh (Working Party Chairmen)

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 the focal point designated for all Study Group activities for his/her entity directly. 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>.

The Delegate Registration desk will open at 08:30 hours on the first day of the meeting **at the entrance of the Montbrillant building**. Please note that, at this time, the confirmation of registration sent to each delegate/participant by e-mail must be presented, together with photo identification, in order to receive a badge.

Information regarding hotel accommodation for meetings held in Geneva is available at <http://www.itu.int/travel/index.html>.

Visa requirements

We would like to remind delegates and participants that citizens of some countries are required to obtain a visa in order to enter and spend time in Switzerland. **The visa must be requested at least three (3) weeks prior to the opening of the meeting** and obtained from the office (embassy or consulate) representing Switzerland in the respective country of origin. In cases where there is no such office in the country, the visa should be obtained from the office that is closest to the country of departure. If problems are encountered, the Union can, at the official request of the administration or entity being represented, approach the competent Swiss authorities in order to facilitate the delivery of the visa, however, this procedure will require three weeks as mentioned above. Any such request must be accompanied by the approved registration form related to the ITU conference or meeting in question.

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

Visa requests

For Delegates/Participants who have made their registration request on-line via their respective Member State/Sector Member/Associate DFP, the process for requesting visa support has been simplified. *If ITU Headquarters assistance is required*, the request for support in obtaining a visa may be made by the DFP at the time of completion of the registration request for the individual concerned. On the bottom of the registration form, the DFP will find several questions which must be completed fully and accurately. The required information is as follows:

- Date of birth
- Passport number
- Passport issuance and expiry dates

The request must be sent by fax to the ITU-R Document and Meetings Unit, Office V.434, Attention: Mrs. L. Kocher. The fax number is +41 22 730 6600.

The visa support procedure will subsequently follow automatically. The Delegate/Participant will be notified via the Confirmation of Registration form sent to his/her e-mail address that the visa support request has been received and is being processed.

V. Timofeev
Director, Radiocommunication Bureau

Annexes: 1

Distribution:

- Administrations of Member States and Radiocommunication Sector Members participating in the work of Radiocommunication Working Parties 3J, 3K, 3L and 3M of Radiocommunication Study Group 3
- ITU-R Associates participating in the work of Radiocommunication Study Group 3
- Chairman and Vice-Chairmen of Radiocommunication Study Group 3
- 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 3J

(Geneva, 1-10 June 2009)
(Opening at 10:45 hours on 1 June 2009)

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Report of the 1st meeting of Working Party 3J (Chairman's Report)
- 4 Issues concerning Chairmen and Vice-Chairmen Meeting (CVC) and Radiocommunication Advisory Group (RAG-16)
- 5 Working structure and document assignment
- 6 Any other business

M. PONTES
Chairman, Working Party 3J

Documentation relevant to the meeting of Working Party 3J

Questions assigned to the Working Party:

http://www.itu.int/publications/publications.aspx?lang=en&parent=R-QUE-SG03&r_que_group=WP3J

Working Party 3J Chairman's Report, Document 3J/55 (<http://www.itu.int/md/R07-WP3J-C-0055/en>)

Contributions to Agenda items, received in accordance with Resolution ITU-R 1-5.

Draft agenda for the meeting of Working Party 3K

(Geneva, 1-10 June 2009)
(Opening at 14:00 hours on 1 June 2009)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the 1st meeting of Working Party 3K (Chairman's Report)
- 4** Issues concerning Chairmen and Vice-Chairmen Meeting (CVC) and Radiocommunication Advisory Group (RAG-16)
- 5** Working structure and document assignment
- 6** Any other business

R. GROSSKOPF
Chairman, Working Party 3K

Documentation relevant to the meeting of Working Party 3K

Questions assigned to the Working Party:

http://www.itu.int/publications/publications.aspx?lang=en&parent=R-QUE-SG03&r_que_group=WP3K

Working Party 3K Chairman's Report, Document 3K/46 (<http://www.itu.int/md/R07-WP3K-C-0046/en>)

Contributions to Agenda items, received in accordance with Resolution ITU-R 1-5.

Draft agenda for the meeting of Working Party 3L

(Geneva, 3-10 June 2009)
(Opening at 14:00 hours on 3 June 2009)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the 1st meeting of Working Party 3L (Chairman's Report)
- 4** Issues concerning Chairmen and Vice-Chairmen Meeting (CVC) and Radiocommunication Advisory Group (RAG-16)
- 5** Working structure and document assignment
- 6** Any other business

J. WANG
Chairman, Working Party 3L

Documentation relevant to the meeting of Working Party 3L

Questions assigned to the Working Party:

http://www.itu.int/publications/publications.aspx?lang=en&parent=R-QUE-SG03&r_que_group=WP3L

Working Party 3L Chairman's Report, Document 3L/26 (<http://www.itu.int/md/R07-WP3L-C-0026/en>)

Contributions to Agenda items, received in accordance with Resolution ITU-R 1-5.

Draft agenda for the meeting of Working Party 3M

(Geneva, 1-10 June 2009)
(Opening at 15:45 hours on 1 June 2009)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the 1st meeting of Working Party 3M (Chairman's Report)
- 4** Issues concerning Chairmen and Vice-Chairmen Meeting (CVC) and Radiocommunication Advisory Group (RAG-16)
- 5** Working structure and document assignment
- 6** Any other business

C.D. WILSON
Chairman, Working Party 3M

Documentation relevant to the meeting of Working Party 3M

Questions assigned to the Working Party:

http://www.itu.int/publications/publications.aspx?lang=en&parent=R-QUE-SG03&r_que_group=WP3M

Working Party 3M Chairman's Report, Document 3M/52 (<http://www.itu.int/md/R07-WP3M-C-0052/en>)

Contributions to Agenda items, received in accordance with Resolution ITU-R 1-5.