



Radiocommunication Bureau
(Direct Fax N°. +41 22 730 57 85)

Administrative Circular
CACE/325

23 July 2004

**To Administrations of Member States of the ITU and
Radiocommunication Sector Members participating in the
work of the Radiocommunication Study Groups and the Special Committee on
Regulatory/Procedural Matters**

Subject: Meeting of Radiocommunication Study Group 3 (Radiowave propagation)

1 Introduction

By means of this Administrative Circular, we wish to announce that a meeting of ITU-R Study Group 3 will take place in Geneva from 28 to 29 October 2004, immediately after the meetings of Working Parties 3J, 3K, 3L and 3M (18-27 October 2004, see Circular Letter 3/LCCE/23 dated 22 July 2004).

The meeting will be held in the ITU Headquarters, Geneva. 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 session will take place at 09:30 hours and registration of delegates will start at 08:30 hours on 28 October 2004.

2 Programme of meeting

The draft agenda for the meeting of Study Group 3 is contained in Annex 1. Contributions from participants will be processed in accordance with Resolution ITU-R 1-4.

The Questions assigned to Study Group 3 can be found in Document 3/1 on:
<http://www.itu.int/ITU-R/publications/download.asp?product=que03&lang=e> or on:
<http://www.itu.int/md/meetingdoc.asp?type=sitems&lang=e&parent=R03-SG03-C-0001>.

2.1 Adoption of draft Recommendations at the Study Group meeting (§ 10.2.2 of Resolution ITU-R 1-4)

No draft Recommendations are proposed for adoption by the Study Group at its meeting in accordance with § 10.2.2 of Resolution ITU-R 1-4.

2.2 Adoption of draft Recommendations by a Study Group by correspondence (§ 10.2.3 of Resolution ITU-R 1-4)

The procedure described in § 10.2.3 of Resolution ITU-R 1-4 concerns draft new or revised Recommendations which are not specifically included in the agenda of a Study Group meeting or for which there was insufficient time for their preparation in the working languages prior to the meeting.

In accordance with this procedure, draft new and revised Recommendations prepared during the meetings of Working Parties 3J, 3K, 3L and 3M held immediately before the Study Group meeting will be submitted to the Study Group. After due consideration, the Study Group may decide to seek adoption of these draft Recommendations by correspondence. In such cases, the Study Group may also decide to apply the procedure for simultaneous adoption and approval (PSAA) of a draft Recommendation as described in § 10.3 of Resolution ITU-R 1-4; (see also § 2.3 below).

In accordance with § 2.25 of Resolution ITU-R 1-4, Annex 2 to this Circular contains a list of topics to be addressed at the Working Party meetings just prior to the Study Group meeting, and for which draft Recommendations may be developed.

2.3 Decision on approval procedure

At the meeting, the Study Group shall decide on the eventual procedure to be followed for seeking approval for each draft Recommendation in accordance with § 10.4.3 of Resolution ITU-R 1-4. Approval may be sought by submitting the draft Recommendation to the next Radiocommunication Assembly, or by consultation of the Member States; alternatively, the Study Group may decide to use the PSAA procedure described in §10.3 of Resolution ITU-R 1-4.

3 Visa requirements

We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Switzerland. The visa must be requested and obtained from the office (embassy or consulate) representing Switzerland in your country or, if there is no such office in your country, from the one that is closest to the country of departure. If problems are encountered, the Union can, at the official request of the administration or company you represent, approach the competent Swiss authorities in order to facilitate delivery of the visa. Any such request must specify the name and functions of the individual(s) for whom the visa(s) is/are requested and be accompanied by a copy of the approved registration form approved for the ITU conference or meeting in question.

4 Participation

In order to make the necessary arrangements, it is requested that the intended participation of your representative(s) be advised not later than one month before the opening of the meeting, by means of the annexed form (Annex 3). For hotel accommodation see: <http://www.itu.int/travel>.

Valery Timofeev
Director, Radiocommunication Bureau

Annexes: 3

Distribution:

- Administrations of Member States and Radiocommunication Sector Members
- ITU-R Associates participating in the work of Radiocommunication Study Group 3
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups and Special Committee on Regulatory/Procedural Matters
- Chairman and Vice-Chairmen of the Conference Preparatory Meeting
- Members of the Radio Regulations Board
- 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 Radiocommunication Study Group 3

(Geneva, 28-29 October 2004)

- 1** Opening of the meeting
- 2** Approval of the agenda
- 3** Appointment of Rapporteur
- 4** Appointment of Editorial Group
- 5** Chairman's Report
- 6** Executive Reports from Working Parties
 - WP 3J
 - WP 3K
 - WP 3L
 - WP 3M
- 7** Consideration of new and revised Recommendations
 - 7.1** Recommendations where notice of intention to seek adoption was not given (see Resolution ITU-R 1-4, §§ 10.2.3, 10.3 and 10.4)
 - Decision to seek adoption
 - Decision on eventual approval procedure to be followed
 - Compliance with Annex 1 of Resolution ITU-R 1-4, if required
 - 7.2** Update of Recommendations under Resolution ITU-R 44-1
- 8** Consideration of new and revised Questions and Questions for maintenance
- 9** Resolutions and Opinions relevant to Study Group 3
- 10** Maintenance of other Recommendations and Reports
- 11** Progress in the development of Handbooks
- 12** Consideration of work relevant to the ITU Development Sector
- 13** Liaison with other groups
- 14** Main results of the first session of Regional Radiocommunication Conference (RRC-04) and preparation for the second session of Regional Radiocommunication Conference (RRC-06)
- 15** Preparation for the CPM-07 and the WRC-07
- 16** Consideration of future work programmes and discussion on a tentative meeting schedule
- 17** Any other business

D.G. COLE
Chairman, Study Group 3

Annex 2

Topics to be addressed at meetings of Working Parties 3J, 3K, 3L and 3M held immediately prior to the meeting of Study Group 3 and for which draft Recommendations may be developed

Working Party 3J

Propagation data required for the design of Earth-space systems operating between 20 THz and 375 THz (possible revision of Recommendation ITU-R P.1621)

Prediction method of fade dynamics on Earth-space paths (possible revision of Recommendation ITU-R P.1623)

Effects of building materials and structures on propagation above about 100 MHz (possible draft new Recommendation)

Characteristics of precipitation for propagation modelling for use in prediction methods(possible revision of Recommendation ITU-R P.837-4)

Specific attenuation model for rain (possible revision of Recommendation ITU-R P.838-2)

Conversion of annual statistics to worst-month statistics (possible revision of Recommendation ITU-R P.841-3)

Propagation by diffraction (possible revision of Recommendation ITU-R P.526-8)

Effects of tropospheric refraction on radiowave propagation (possible revision of Recommendation ITU-R P.834-4)

Attenuation in vegetation (possible revision of Recommendation ITU-R P.833-4)

Attenuation by atmospheric gases (possible revision of Recommendation ITU-R P.676-5)

Reference standard atmospheres (possible revision of Recommendation ITU-R P.835-3)

Radio noise (possible revision of Recommendation ITU-R P.372-8)

Working Party 3K

Method for point-to-area predictions for terrestrial services in the frequency range 30 to 3 000 MHz (possible revision of Recommendation ITU-R P.1546-1)

Propagation data and prediction methods for the planning of short-range outdoor radiocommunication systems and radio local area networks in the frequency range 300 MHz to 100 GHz (possible revision of Recommendation ITU-R P.1411-2)

Propagation data and prediction methods for the planning of indoor radiocommunication systems and radio local area networks in the frequency range 900 MHz to 100 GHz (possible revision of Recommendation ITU-R P.1238-3)

Propagation data and prediction methods required for the design of terrestrial broadband millimetric radio access systems operating in a frequency range of about 20-50 GHz (possible revision of Recommendation ITU-R P.1410-2)

Propagation curves for aeronautical mobile and radionavigation services using the VHF, UHF and SHF bands (possible revision of Recommendation ITU-R P.528-2)

Working Party 3L

Radiowave propagation method for digital HF systems (possible draft of new Recommendation)

Prediction of field strength at frequencies below about 150 kHz (possible revision of Recommendation ITU-R P.684-3)

Ionospheric propagation data and prediction methods required for the design of satellite services and system (possible revision of Recommendation ITU-R P.531-7)

Working Party 3M

Prediction procedure for the evaluation of microwave interference between stations on the surface of the Earth at frequencies above about 0.7 GHz (possible revision to Recommendation ITU-R P.452-11)

Propagation data required for the evaluation of coordination distances in the frequency range 100 MHz to 105 GHz (possible revision of Recommendation ITU-R P.620-5)

Propagation data and prediction methods required for the design of terrestrial line-of-sight systems (possible revision of Recommendation ITU-R P.530-10)

Propagation data and prediction methods required for the design of Earth-space telecommunication systems (possible revision of Recommendation ITU-R P.618-8)

Prediction methods required for the design of Earth-space systems operating between 20 THz and 375 THz (possible revision of Recommendation ITU-R P.1622)

Annex 3



Registration Form ITU-R Meetings Geneva, Switzerland, 4 October – 5 November 2004

Radiocommunication Bureau

I wish to participate in

WP 4-9S 4-11/10	WP 4B 4-11/10	WP 1A 11-15/10	WP 1B 11-15/10	WP 1C 11-15/10	SGs 4 & 9 12/10			WP 4A 13-21/10	SG 1 18-19/10		
					E	F	S		E	F	S
WP 3J 19-27/10	WP 3K 19-27/10	WP 3M 18-27/10	SG 4 22/10			WP 3L 25-27/10	WP 6Q 25-27/10	WP 6M 25-28/10	TG 6/9 26-29/10		
			E	F	S						
WP 6E 26/10-3/11	SG 3 28-29/10		WP 6P 28/10-2/11	WP 6S 28/10-2/11		WP 6A 1-3/11	WP 6R 1-3/11	SG 6 4-5/11			
	E	F	S					E	F	S	

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:

- | | |
|---|--|
| <input type="checkbox"/> Recognized Operating Agencies | <input type="checkbox"/> Regional Telecommunication Organizations |
| <input type="checkbox"/> Scientific or Industrial Organizations | <input type="checkbox"/> Intergovernmental Organizations operating Satellite Systems |
| <input type="checkbox"/> UN, Specialized Agencies and the IAEA | <input type="checkbox"/> Other Entities dealing with Telecommunication matters |
| <input type="checkbox"/> Regional and other International Organizations | <input type="checkbox"/> 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
 English
 French
 Spanish

Date: Signature:

For BR Secretariat use only

Approved (if applicable)	Personal Section	Meeting Section	Pigeonhole
<div style="border: 1px solid black; width: 100%; height: 30px;"></div>	<div style="border: 1px solid black; width: 100%; height: 30px;"></div>	<div style="border: 1px solid black; width: 100%; height: 30px;"></div>	<div style="border: 1px solid black; width: 100%; height: 30px;"></div>

To be returned duly completed to the Radiocommunication Bureau

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