



Radiocommunication Bureau (BR)

Circular Letter
3/LCCE/35

9 May 2014

**To Administrations of Member States of the ITU, Radiocommunication Sector Members,
ITU-R Associates participating in the work of Radiocommunication Study Group 3
and ITU-R Academia**

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

1 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 2-10 September 2014 (see the table below).

Groups	Meeting dates	Opening session	Deadline for contributions 1600 hours UTC
Working Party 3J	2-10 September 2014	Opening at 0930 hours on 2 September 2014	Tuesday, 26 August 2014
Working Party 3K	2-10 September 2014	Opening at 1100 hours on 2 September 2014	Tuesday, 26 August 2014
Working Party 3L	4-10 September 2014	Opening at 0930 hours on 4 September 2014	Thursday, 28 August 2014
Working Party 3M	2-10 September 2014	Opening at 1400 hours on 2 September 2014	Tuesday, 26 August 2014

2 Programme of the meetings

Draft agendas for the meetings are contained in the Annex. The Questions assigned may be found on <http://www.itu.int/pub/R-QUE-SG03/en>. The Working Parties will conduct their work in English.

3 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 1-6.

The membership is encouraged to submit contributions (including revisions, addenda and corrigenda to contributions) in order for them to be received 12 calendar days prior to the start of the meeting. The deadline for reception of contributions is seven calendar days (1600 hours UTC) prior to the start of the meeting. **The deadlines for reception of contributions for these meetings are specified in the table above.** Submissions received later than these deadlines cannot be accepted. Resolution ITU-R 1-6 stipulates 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 of each contribution should also be sent to the Chairman of the relevant Working Party and to the Chairman and Vice-Chairmen of Study Group 3. The pertinent addresses can be found on:

<http://www.itu.int/go/rsg3/ch>
<http://www.itu.int/go/rwp3j/ch>
<http://www.itu.int/go/rwp3k/ch>
<http://www.itu.int/go/rwp3l/ch>
<http://www.itu.int/go/rwp3m/ch>

4 Documents

Contributions will be posted "as received" within one working day on the Working Party webpages established for this purpose:

<http://www.itu.int/md/R12-WP3J.AR-C/en>
<http://www.itu.int/md/R12-WP3K.AR-C/en>
<http://www.itu.int/md/R12-WP3L.AR-C/en>
<http://www.itu.int/md/R12-WP3M.AR-C/en>

The official versions will be posted within three working days on:

<http://www.itu.int/md/R12-WP3J-C/en>
<http://www.itu.int/md/R12-WP3K-C/en>
<http://www.itu.int/md/R12-WP3L-C/en>
<http://www.itu.int/md/R12-WP3M-C/en>

In agreement with the Chairmen of Working Parties 3J, 3K, 3L and 3M, **the Working Party meetings will be completely paperless.** Wireless LAN facilities will be available for use by delegates in the meeting rooms. Printers are available in the cyber café of the 2nd basement of the Tower building and on the ground and first floors of the Montbrillant building for delegates who wish to print documents. In addition, a limited number of laptops are available for those who do not have one. Please enquire at the Service Desk (servicedesk@itu.int) for further information.

5 Remote participation

In order to facilitate remote participation in ITU-R meetings an audio webcast of the Working Party plenary sessions will be provided through the ITU Internet Broadcasting Service (IBS).

Remote participants wishing to actively participate (e.g. to introduce a contribution) will need to register in advance for the meeting (see section 6) and coordinate their active participation at least one month prior to the meeting with the responsible Counsellor.

Further information regarding remote participation can be found at:

www.itu.int/ITU-R/go/rsg-remote/

6 Participation/Visa requirements/Accommodation

Advance registration to ITU-R events is mandatory and carried out exclusively online through Designated Focal Points (DFPs). Each ITU-R Member has been requested to designate a DFP responsible for the handling of all registration formalities, including visa support requests that should also be submitted by the DFP during the on-line registration process. Individuals wishing to be registered to an ITU-R event should directly contact the DFP for their entity. The list of ITU-R DFPs (TIES protected) as well as detailed information on event registration, visa support requirements, hotel accommodation, etc. can be found at:

www.itu.int/en/ITU-R/information/events



François Rancy
Director

Annex: 1

Distribution:

- Administrations of Member States of the ITU and Radiocommunication Sector Members participating in the work of Radiocommunication Study Group 3
- ITU-R Associates participating in the work of Radiocommunication Study Group 3
- ITU-R Academia
- 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

Draft agenda for the meeting of Working Party 3J

(Geneva, 2-10 September 2014)
(Opening at 0930 hours on 2 September 2014)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the meeting of Working Party 3J (Geneva, 17-26 June 2013)
- 4** Working structure and document assignment
- 5** 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/ITU-R/go/que-rwp3j/en>

Working Party 3J Chairman's Report, [Document 3J/68](#)

Contributions to agenda items, received in accordance with Resolution ITU-R 1-6.

Draft agenda for the meeting of Working Party 3K

(Geneva, 2-10 September 2014)
(Opening at 1100 hours on 2 September 2014)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the meeting of Working Party 3K (Geneva, 17-26 June 2013)
- 4** Working structure and document assignment
- 5** Any other business

P. MCKENNA
Chairman, Working Party 3K

Documentation relevant to the meeting of Working Party 3K

Questions assigned to the Working Party:

<http://www.itu.int/ITU-R/go/que-rwp3k/en>

Working Party 3K Chairman's Report, [Document 3K/76](#)

Contributions to agenda items, received in accordance with Resolution ITU-R 1-6.

Draft agenda for the meeting of Working Party 3L

(Geneva, 4–10 September 2014)
(Opening at 0930 hours on 4 September 2014)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the meeting of Working Party 3L (Geneva, 19-26 June 2013)
- 4** Working structure and document assignment
- 5** Any other business

L. BARCLAY
Chairman, Working Party 3L

Documentation relevant to the meeting of Working Party 3L

Questions assigned to the Working Party:

<http://www.itu.int/ITU-R/go/que-rwp3l/en>

Working Party 3L Chairman's Report, [Document 3L/63](#)

Contributions to agenda items, received in accordance with Resolution ITU-R 1-6.

Draft agenda for the meeting of Working Party 3M

(Geneva, 2-10 September 2014)
(Opening at 1400 hours on 2 September 2014)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the meeting of Working Party 3M (Geneva, 17-26 June 2013)
- 4** Working structure and document assignment
- 5** 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/ITU-R/go/que-rwp3m/en>

Working Party 3M Chairman's Report, [Document 3M/123](#)

Contributions to agenda items, received in accordance with Resolution ITU-R 1-6.
