



*Radiocommunication Bureau*

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**Circular Letter  
3/LCCE/34**

28 February 2013

**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 17-26 June 2013 (see the table below).

Groups	Meeting dates	Opening session	Deadline for contributions 16:00 hours UTC
Working Party 3J	17-26 June 2013	Opening at 0930 hours on 17 June 2013	Monday, 10 June 2013
Working Party 3K	17-26 June 2013	Opening at 1100 hours on 17 June 2013	Monday, 10 June 2013
Working Party 3L	19-26 June 2013	Opening at 0930 hours on 19 June 2013	Wednesday, 12 June 2013
Working Party 3M	17-26 June 2013	Opening at 1400 hours on 17 June 2013	Monday, 10 June 2013

## 2 Programme of the meetings

Draft agendas for the meetings are contained in Annex 1. 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](mailto: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 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 2<sup>nd</sup> 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 Registration Desk 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/](http://www.itu.int/ITU-R/go/rsg-remote/)

## 6 Participation/Visa requirements

Delegate/participant registration for the meetings will be carried out online via the ITU-R website. Member States, Sector Members, Associates and Academia were each 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) and detailed information regarding visa requirements is available at:

[www.itu.int/en/ITU-R/information/events](http://www.itu.int/en/ITU-R/information/events)

The Delegate Registration desk will open at 0830 hours on the first day of each meeting at the entrance of the Montbrillant building. Please note that 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/net4/travel/index.aspx>.

François Rancy  
Director, Radiocommunication Bureau

## 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, 17-26 June 2013)  
(Opening at 0930 hours on 17 June 2013)

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Report of the meeting of Working Party 3J (Geneva, 18-27 June 2012)
- 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/ITU-R/go/que-rwp3j/en>

Working Party 3J Chairman's Report, [Document 3J/25](#)

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

## **Draft agenda for the meeting of Working Party 3K**

(Geneva, 17-26 June 2013)  
(Opening at 1100 hours on 17 June 2013)

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Report of the meeting of Working Party 3K (Geneva, 18-27 June 2012)
- 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/29](#)

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

## **Draft agenda for the meeting of Working Party 3L**

(Geneva, 19-26 June 2013)  
(Opening at 0930 hours on 19 June 2013)

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Report of the meeting of Working Party 3L (Geneva, 20-27 June 2012)
- 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/28](#)

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

## **Draft agenda for the meeting of Working Party 3M**

(Geneva, 17-26 June 2013)  
(Opening at 1400 hours on 17 June 2013)

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Report of the meeting of Working Party 3M (Geneva, 18-27 June 2012)
- 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/50](#)

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