

INTERNATIONAL TELECOMMUNICATION UNION



Radiocommunication Bureau
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Circular Letter
3/LCCE/32

17 June 2011

**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

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 to 26 October 2011 (see the table below). A meeting of Study Group 3 will take place in the ITU Headquarters in Geneva from 27 to 28 October 2011.

Groups	Meeting dates	Opening session	Deadline for contributions 16:00 hours UTC
Working Party 3J	17-26 October 2011	Opening at 9:30 hours on 17 October	Monday, 10 October 2011
Working Party 3K	17-26 October 2011	Opening at 11:00 hours on 17 October	Monday, 10 October 2011
Working Party 3L	20-26 October 2011	Opening at 9:30 hours on 20 October	Thursday, 13 October 2011
Working Party 3M	17-26 October 2011	Opening at 14:00 hours on 17 October	Monday, 10 October 2011

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://run.as/itu.int/ddcwa1> (Study Group Chairmen)

<http://run.as/itu.int/uvaife> (WP 3J)

<http://run.as/itu.int/qaa1xe> (WP 3K)

<http://run.as/itu.int/a9kjtg> (WP 3L)

<http://run.as/itu.int/sql4xs> (WP 3M)

In agreement with the Chairmen of Working Parties 3J, 3K, 3L and 3M, the Working Party meetings will take further steps towards working in a fully electronic environment. **The meetings will therefore be completely paperless** (no paper copies of documents will be distributed). 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 1st and 2nd floors of the Montbrillant building for delegates who wish to print documents. In addition, the Helpdesk Service (helpdesk@itu.int) has prepared a limited number of laptops for those who do not have one.

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 ITU-R 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) is available on the **ITU-R Member Information and Delegate Registration** 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 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/travel/index.html>.

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 October 2011)
(Opening at 9:30 hours on 17 October 2011)

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Report of the meeting of Working Party 3J (Erice, 10-19 November 2010)
- 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/151](#)

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

Draft agenda for the meeting of Working Party 3K

(Geneva, 17-26 October 2011)
(Opening at 11:00 hours on 17 October 2011)

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Report of the meeting of Working Party 3K (Erice, 10-19 November 2010)
- 4 Working structure and document assignment
- 5 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/ITU-R/go/que-rwp3k/en>

Working Party 3K Chairman's Report, [Document 3K/116](#)

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

Draft agenda for the meeting of Working Party 3L

(Geneva, 20-26 October 2011)
(Opening at 9:30 hours on 20 October 2011)

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Report of the 1st meeting of Working Party 3L (Erice, 12-19 November 2010)
- 4 Working structure and document assignment
- 5 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/ITU-R/go/que-rwp3l/en>

Working Party 3L Chairman's Report, [Document 3L/80](#)

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

Draft agenda for the meeting of Working Party 3M

(Geneva, 17-26 October 2011)
(Opening at 14:00 hours on 17 October 2011)

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Report of the meeting of Working Party 3M (Erice, 10-19 November 2010)
- 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/174](#)

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