



Radiocommunication Bureau (BR)

Circular Letter
3/LCCE/40

16 February 2018

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 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, I wish to announce that, at the kind invitation of the Administration of Canada, the meetings of ITU-R Working Parties 3J, 3K, 3L and 3M will take place in Montreal, Canada, from 19 to 28 June 2018 (see table below).

Groups	Meeting dates	Deadline for contributions 1600 hours UTC	Opening session
Working Party 3J	19-28 June 2018*	Tuesday, 12 June 2018	Opening at 0930 hours on 19 June 2018
Working Party 3K	19-28 June 2018*	Tuesday, 12 June 2018	Opening directly following Working Party 3J starting at 0930 hours on 19 June 2018
Working Party 3L	21-28 June 2018*	Thursday, 14 June 2018	Opening at 0930 hours on 21 June 2018
Working Party 3M	19-28 June 2018*	Tuesday, 12 June 2018	Opening directly following Working Parties 3K and 3J starting at 0930 hours on Monday, 19 June 2018

*Please note that since 25 June 2018 is a national holiday in Canada when no meetings can be held, Saturday, 23 June 2018 will be considered as a working day when meetings will take place during normal weekday meeting hours.

2 Programme of the meeting

Draft agendas for the meetings are contained in Annex 1.

The status of texts assigned to the Working Parties can be found on:

<http://www.itu.int/md/R15-SG03-C-0001/en>

The Working Parties will conduct their work in English.

3 Venue

The meeting will take place at:

École de technologie supérieure (ETS)
1100 Notre-Dame West
Montreal, QC, H3C 1K3

For further information see Annex 2.

4 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 1-7.

The deadline for reception of contributions not requiring translation* (including Revisions, Addenda and Corrigenda to 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 1-7 provides that contributions which are not available to participants at the opening of the meeting cannot 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/rwp3j/ch>

<http://www.itu.int/go/rwp3k/ch>

<http://www.itu.int/go/rwp3l/ch>

<http://www.itu.int/go/rwp3m/ch>

<http://www.itu.int/go/rsg3/ch>

5 Documents

Contributions will be posted "as received" within one working day on the Working Party webpages established for this purpose. The official versions will be posted on <http://www.itu.int/ITU-R/go/rsg3/en> (see "contributions" of the relevant Working Party) within 3 working days.

All participants are kindly requested to download the documents from the above website before the meeting starts to avoid congestion of Internet network.

Wireless LAN facilities will be available in all the meeting rooms and an Internet cafe facility will also be provided.

Participants will need to bring their laptops (equipped with a WLAN-card) with them to the meeting because this will be a completely paperless meeting.

* Where translation is required, contributions should be received at least three months prior to the meeting.

6 Remote participation

Audio webcast of Plenary sessions of Working Parties 3J, 3K, 3L, 3M and remote participation will not be available for this meeting.

7 Participation/Visa requirement

Advance registration for 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. Individuals wishing to be registered for 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, etc. can be found at:

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

Specific information on deadlines to obtain visa and immigration documents are indicated in Annex 2. In particular, your attention is drawn to the need to apply for the visa well in advance.



François Rancy
Director

Annexes: 2

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 Group 3
- ITU Academia
- Chairman and Vice-Chairmen of Radiocommunication 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, 19 - 28 June 2018)
(Opening at 0930 on 19 June 2018)

- 1 Opening remarks
- 2 Approval of the agenda
- 3 Report of the meeting of Working Party 3J (Geneva, 21-31 August 2017) Doc. [3J/157](#)
- 4 Working structure and document assignment
- 5 Any other business

C. RIVA
Chairman, Working Party 3J

L. CASTANET
Vice-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/157](#)

Contributions to agenda items, received in accordance with Resolution ITU-R 1-7.

Draft agenda for the meeting of Working Party 3K

(Geneva, 19 - 28 June 2018)

(Opening directly following Working Party 3J starting at 0930 on 19 June 2018)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the meeting of Working Party 3K (Geneva, 21-31 August 2017) Doc. [3K/204](#)
- 4** Working structure and document assignment
- 5** Any other business

P. MCKENNA
Chairman, Working Party 3K

H. SUZUKI
Vice-Chairman, Working Party 3K

W. YAMADA
Vice-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/204](#)

Contributions to agenda items, received in accordance with Resolution ITU-R 1-7.

Draft agenda for the meeting of Working Party 3L

(Geneva, 21-28 June 2018)
(Opening at 0930 on 21 June 2018)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the meeting of Working Party 3L (Geneva, 23-31 August 2017) Doc. [3L/53](#)
- 4** Working structure and document assignment
- 5** Any other business

C. BEHM
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/53](#)

Contributions to agenda items, received in accordance with Resolution ITU-R 1-7.

Draft agenda for the meeting of Working Party 3M

(Geneva, 19 - 28 June 2018)

(Opening directly following Working Parties 3K and 3J starting at 0930 on 19 June 2018)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the meeting of Working Party 3M (Geneva, 21-31 August 2017) Doc. [3M/269](#)
- 4** Working structure and document assignment
- 5** Any other business

G. FELDHAKE
Chairman, Working Party 3M

R. RUDD
Vice-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/269](#)

Contributions to agenda items, received in accordance with Resolution ITU-R 1-7.

ANNEX 2

Additional information for the meetings of Working Parties 3J, 3K, 3L and 3M

1 Introduction

The Administration of Canada is pleased to welcome the participants to the meetings of ITU-R Working Parties 3J, 3K, 3L and 3M (19-28 June 2018). This Annex provides both information on the meeting and guidance to the delegates for their stay in Montreal, Canada. Montreal is located in Quebec, Canada.



2 Meeting venue

The meeting will be held at:

École de technologie supérieure (ETS)
1100 Notre-Dame West
Montreal, QC, H3C 1K3

3 Registration

Registration will commence at 0830 hours on Tuesday 19 June 2018 in A-1064 (Salle des pas perdus). The Plenary meeting will open at 0930 hours. For participants wishing to register before the opening of the meeting, registration services are available on 18 June from 16:00-18:00 hours in A-1064 (Salle des pas perdus).

4 Access to the meeting venue

4.1 Flights to Montreal International Airport (airport code: YUL)

Just 20 minutes from the city centre, Montreal-Trudeau International Airport makes getting to Montreal a breeze with over 200 flights arriving daily.

More information on flights to and from Montreal is provided at the following link:

<http://www.admtl.com/en/flights/direct-flights>

For more detailed information about the Montreal-Trudeau International Airport, please see the following website:

<http://www.admtl.com/en>

4.2 Transportation from Montreal International Airport to Montreal Downtown

Transportation from the airport to the downtown core can be done by taxi, limousine or shuttle bus. Current transportation costs to the downtown core are fixed at Can\$40 for a taxicab, Can\$50/60 for a limousine and Can\$10 for the shuttle bus (ticket valid for 24-hours on entire public transit network).

Additional information on transportation to and from the airport is available at:

<http://www.admtl.com/en/access/taxis-limousines>

<http://www.admtl.com/en/access/transports>

Once in Montreal, attendees will mostly use the green and orange subway (metro) lines as well as the main bus routes that service the downtown core. In addition to these traditional modes of transportation, Montreal offers a public sharing bike system called BIXI (a contraction of the words Bicycle and taXI).

It is important to keep in mind that Montreal is a human-scale walkable city. Its city centre is compact and all is within walking distance.

5 Hotel accommodation

We will be offering accommodations in a variety of hotels within the immediate vicinity of the university. Montreal has 34 000 rooms to choose from! There will be no shortage of options to suit all tastes and budgets.

For your convenient a specific application is provided with the lowest prices (Note that some sales taxes will be added when you book).

[Book a room for ITU-R Working Parties 3J, 3K, 3L and 3M meetings](#)

["https://www.stay22.com/events/working-party-3j"](https://www.stay22.com/events/working-party-3j)

6 Visa and immigration information

Participants are invited to register for the meetings on the ITU website for the meetings of Working Parties 3J, 3K, 3L and 3M (see Section 7 of the circular letter above). Once registered, participants are invited to visit the website of the government of Canada at <http://www.cic.gc.ca/ENGLISH/visit/visas.asp> to see if a visa is required to enter the country. Should a visa be required, you should contact at your earliest convenience the [Visa Application Centre \(VAC\)](#) responsible for your place of residence to obtain information and to submit an application.

For visa application purposes, the Immigration, Refugees and Citizenship Canada Special Event Code for this event is **18ITUR**.

NOTE 1 – All visa-exempt individuals, other than US and Canadian passport holders, require an Electronic Travel Authorization (eTA) if they are flying to or transiting through a Canadian airport. For additional information and to apply for an eTA, please click here:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta/facts.html>

NOTE 2 – Those delegates wishing to fly through the United States on their way to Montreal, Quebec, are requested to apply for a US VISA directly with the United States authorities. The meeting organizers are not in a position to assist delegates on this matter.

7 Network

RLAN service will be provided in the meeting room. Wi-Fi is available in all rooms and common areas of ETS.

8 Practical information

8.1 About Montreal, Quebec

Affordable, safe, easy to navigate and friendly, Montreal is a city like no other, with its signature mix of European and North American cultures. From historic Old Montreal to the dynamic downtown core, meeting participants are sure to enjoy Montreal's eclectic blend of big-city style and small-town hospitality.

The meeting dates nicely coincide with the beginning of the Montreal International Jazz Festival, the world's largest jazz festival as ranked by the Guinness World Records. Every year, Montreal welcomes global music fans to 10 days of jazz-centric celebration, where fans of all types of jazz-related music rub shoulders with aficionados of the genre in its purest form. Meeting attendees will be able to partake in the festivities, most of which are offered free of charge!

8.2 Language

Although Montreal is a French-speaking city, both English and French are spoken in all hotels, restaurants, department stores and other organizations and tourist locations.

8.3 Climate

Temperatures in June vary between 18 and 24°C. This is perfect weather to enjoy the outdoors and the city.

8.4 Local time

GMT – 5 hours. Daylight saving time is used.

8.5 Banks & currency

The Canadian currency unit is the Canadian Dollar (CAD). There are five kinds of bills (\$5, \$10, \$20, \$50 and \$100) and 5 types of coins (5 cent, 10 cent, 25 cent, 1 dollar (loonie), 2 dollar (toonie)) used. Major foreign currencies may be exchanged to Canadian dollars at foreign exchange counters of banks as well as at the airport. Canadian banks are usually open Monday to Friday from 0900 to 1800. Major credit cards are accepted in most hotels, restaurants, department stores.

For current exchange rates please consult the following website: <http://www.xe.com/>

8.6 Tipping

Tipping is customary in Canada for taxis and dining at a rate of 15%.

8.7 Electricity

The standard power supply in Canada is 100 volts. The type of power outlet/connector used in Canada is both a two-parallel-pronged and three-pronged plugs.



9 Emergency phones

The nationwide emergency phone numbers are:

Police: 911

Ambulance/Fire: 911

10 Local contact point

If you have any questions about the meeting arrangements, please contact:

Basile L. Agba

Office: +1 450-652-8815

Mobile: +1 514-409-5684

Agba.basile@ireq.ca or basile.agba@etsmtl.ca

Please direct any questions regarding the logistical arrangements of this meeting by email to the Meeting Coordinator with cc to Basile L. Agba < Agba.basile@ireq.ca>. (Please indicate this reference code: # 1711-32 in the subject line of your email):

Errol Coté

errol.cote@etsmtl.ca
