Radiocommunication Bureau (BR)

Administrative Circular/Circular letter   6 February 2019
3/LCCE/41

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 meetings of ITU-R Working Parties 3J, 3K, 3L and 3M, which are organized in conjunction with a meeting of Radiocommunication Study Group 3 (see Administrative Circular CACE/890), will take place in the ITU Headquarters in Geneva from 13-23 May 2019 (see the table below).

Groups	Meeting dates	Deadline for contributions 1600 hours UTC	Opening session
Working Party 3J	13-23 May 2019	Monday 6 May 2019	Opening at 0930 hours on Monday 13 May 2019
Working Party 3K	13-23 May 2019	Monday 6 May 2019	Opening directly following Working Party 3J starting at 0930 hours on Monday 13 May 2019
Working Party 3L	15-23 May 2019	Wednesday 8 May 2019	Opening at 0930 hours on Wednesday 15 May 2019
Working Party 3M	13-23 May 2019	Monday 6 May 2019	Opening directly following Working Parties 3K and 3J starting at 0930 hours on 13 May 2019

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 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

4 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.

In accordance with Resolution 167 (Rev. Dubai, 2018) **the 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 follow the proceedings of ITU-R meetings remotely an audio webcast of the Working Party plenary sessions will be provided through the ITU Internet Broadcasting Service (IBS). Participants do not need to register for the meeting to use the webcast facility, however an ITU TIES account is required to access the webcast.

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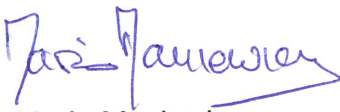
www.itu.int/ITU-R/go/rsg-remote/

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

6   Participation/Visa requirement/Accommodation

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, including visa support requests that should also be submitted by the DFP during the on-line registration process. 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, visa support requirements, hotel accommodation, etc. can be found at:

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

Mario Maniewicz
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 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, 13 - 23 May 2019)
(Opening at 0930 on 13 May 2019)

1   Opening remarks

2   Approval of the agenda

3   Report of the meeting of Working Party 3J (Montreal, Canada, 19-28 June 2018) Doc. 3J/209

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/209

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

Draft agenda for the meeting of Working Party 3K

(Geneva, 13 - 23 May 2019)
(Opening directly following Working Party 3J starting at 0930 on 13 June 2019)

1   Opening remarks

2   Approval of the agenda

3   Report of the meeting of Working Party 3K (Montreal, Canada, 19-28 June 2018) Doc. 3K/256

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/256

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

Draft agenda for the meeting of Working Party 3L

(Geneva, 15 - 23 May 2019)
(Opening at 0930 on 15 May 2019)

1   Opening remarks

2   Approval of the agenda

3   Report of the meeting of Working Party 3L (Montreal, Canada, 21-28 June 2018) Doc. 3L/80

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/80

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

Draft agenda for the meeting of Working Party 3M

(Geneva, 13 - 23 May 2019)
(Opening directly following Working Parties 3K and 3J starting at 0930 on 13 May 2019)

1   Opening remarks

2   Approval of the agenda

3   Report of the meeting of Working Party 3M (Montreal, Canada, 19-28 June 2018)
Doc. 3M/343

4   Working structure and document assignment

5   Any other business

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G. FELDHAKE
Chairman, Working Party 3M

R. RUDD
Vice-Chairman, Working Party 3M

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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/343

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