



Radiocommunication Bureau (BR)

Circular Letter
3/LCCE/42

6 March 2020

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, 3M and 3L (Geneva, 8 – 18 June 2020)**

- **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 will take place in the ITU Headquarters in Geneva from 8-18 June 2020 (see the table below).

Groups	Meeting dates	Deadline for contributions 1600 hours UTC	Opening session
Working Party 3J	8-18 June 2020	Monday, 1 June 2020	Opening at 0930 hours on Monday 8 June 2020
Working Party 3K	8-18 June 2020	Monday, 1 June 2020	Opening directly following Working Party 3J starting at 0930 hours on Monday 8 June 2020
Working Party 3L	10-18 June 2020	Wednesday, 3 June 2020	Opening at 0930 hours on Wednesday 10 June 2020
Working Party 3M	8-18 June 2020	Monday, 1 June 2020	Opening directly following Working Parties 3K and 3J starting at 0930 hours on 8 June 2020

2 Programme of the meetings of Working Parties 3J, 3K, 3L and 3M

Draft agendas for the meetings are contained in the Annex.

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

<http://www.itu.int/md/R19-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 1-8.

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 1-8 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) of the Plenipotentiary Conference, **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 cybercafé of the 2nd basement of the Tower building and on the first floor of the Montbrillant building for delegates who wish to print documents.

5 Webcast/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. in order to introduce a contribution) will need to register in advance for the meeting by indicating this intention to their Designated Focal Points (see section 6). Additionally, they need to 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:

<https://www.itu.int/en/ITU-R/study-groups/Pages/remote-participation.aspx>

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

6 Participation/Visa requirements/Accommodation

Registration to this event is mandatory and will be carried out exclusively on-line via Designated Focal Points (DFPs) for ITU-R event registration. **The Radiocommunication Bureau has deployed, since May 2019, a new event registration platform where participants must first complete an online registration form and submit their registration request for approval by the corresponding focal point.** An ITU/TIES account is required from participants to submit a registration request and obtain registration approval from the corresponding focal point.

The list of ITU-R DFPs (TIES protected) as well as detailed information on this new event registration system, visa support requirements, hotel accommodation, etc. can be found at:

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



Mario Maniewicz
Director

Annex: 1

Annex

Draft agenda for the meeting of Working Party 3J

(Geneva, 8-18 June 2020)
(Opening at 0930 on 8 June 2020)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the meeting of Working Party 3J (13 - 23 May 2019) Doc. [3J/272](#)
- 4** Working structure and document assignment
- 5** Any other business

C. RIVA
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/272](#)

Contributions to agenda items, received in accordance with Resolution ITU-R 1-8.

Draft agenda for the meeting of Working Party 3K

(Geneva, 8 - 18 June 2020)

(Opening directly following Working Party 3J starting at 0930 on 8 June 2020)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the meeting of Working Party 3K (13 - 23 May 2019) Doc. [3K/320](#)
- 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/320](#)

Contributions to agenda items, received in accordance with Resolution ITU-R 1-8.

Draft agenda for the meeting of Working Party 3L

(Geneva, 10 - 18 June 2020)
(Opening at 0930 on 10 June 2020)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the meeting of Working Party 3L (15 - 23 May 2019) Doc. [3L/104](#)
- 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/104](#)

Contributions to agenda items, received in accordance with Resolution ITU-R 1-8.

Draft agenda for the meeting of Working Party 3M

(Geneva, 8 - 18 June 2020)

(Opening directly following Working Parties 3K and 3J starting at 0930 on 8 June 2020)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the meeting of Working Party 3M (13 - 23 May 2019) Doc. [3M/415](#)
- 4** Working structure and document assignment
- 5** Any other business

R. RUDD
Acting Chairman and 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/415](#)

Contributions to agenda items, received in accordance with Resolution ITU-R 1-8.