

Radiocommunication Bureau (BR)	
Circular Letter 3/LCCE/40	16 February 2018
<p>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</p>	
Subject:	<p>Meetings of Working Parties 3J, 3K, 3L and 3M</p> <ul style="list-style-type: none"> - 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.

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

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.

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

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

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.