



INTERNATIONAL TELECOMMUNICATION UNION

Radiocommunication Bureau
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Administrative Circular
CACE/474

6 March 2009

**To Administrations of Member States of the ITU and
Radiocommunication Sector Members participating in the
work of the Radiocommunication Study Groups and the Special Committee
on Regulatory/Procedural Matters**

Subject: Meeting of Radiocommunication Study Group 3 (Radiowave propagation)

1 Introduction

By means of this Administrative Circular, we wish to announce that a meeting of ITU-R Study Group 3 will take place in Geneva from 11 to 12 June 2009, after the meetings of Working Parties 3J, 3K, 3L and 3M (1 – 10 June 2009, see Circular Letter [3/LCCE/30](#) dated 23 February 2009).

Group	Meeting date	Deadline for contributions 16:00 hours UTC	Opening session
Study Group 3	11-12 June 2009	Thursday, 4 June 2009	Thursday, 11 June 2009 at 09:30 hours

The Study Group meeting will be held in the ITU Headquarters, Geneva. The opening session will take place at 09:30 hours.

2 Programme of meeting

The draft agenda for the meeting of Study Group 3 is contained in Annex 1. The Questions assigned to Study Group 3 can be found on:

<http://www.itu.int/pub/R-QUE-SG03/en>

2.1 Adoption of draft Recommendations at the Study Group meeting (§ 10.2.2 of Resolution ITU-R 1-5)

No Recommendations are proposed for adoption by the Study Group in accordance with § 10.2.2 of Resolution ITU-R 1-5.

2.2 Adoption of draft Recommendations by a Study Group by correspondence (§ 10.2.3 of Resolution ITU-R 1-5)

The procedure described in § 10.2.3 of Resolution ITU-R 1-5 concerns draft new or revised Recommendations which are not specifically included in the agenda of a Study Group meeting.

In accordance with this procedure, draft new and revised Recommendations prepared during the meetings of Working Parties 3J, 3K, 3L and 3M, held before the Study Group meeting will be submitted to the Study Group. After due consideration, the Study Group may decide to seek adoption of these draft Recommendations by correspondence. In such cases, the Study Group may also decide to apply the procedure for simultaneous adoption and approval (PSAA) of a draft Recommendation as described in § 10.3 of Resolution ITU-R 1-5 (see also § 2.3 below).

In accordance with § 2.25 of Resolution ITU-R 1-5, Annex 2 to this Circular contains a list of topics to be addressed at the Working Party meetings just prior to the Study Group meeting, and for which draft Recommendations may be developed.

2.3 Decision on approval procedure

At the meeting, the Study Group shall decide on the eventual procedure to be followed for seeking approval for each draft Recommendation in accordance with § 10.4.3 of Resolution ITU-R 1-5. Approval may be sought by submitting the draft Recommendation to the next Radiocommunication Assembly, or by consultation of the Member States; alternatively, the Study Group may decide to use the PSAA procedure described in §10.3 of Resolution ITU-R 1-5.

3 Contributions

Contributions in response to the work of Study Group 3 are processed according to the provisions laid down in Resolution ITU-R 1-5 and posted on <http://www.itu.int/ITU-R/go/r07-SG03-c/en>. **The deadline for submission of contributions is Thursday, 4 June at 16:00 hours UTC.** Submissions received later than this deadline 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 Chairman and Vice-Chairmen of Study Group 3. The pertinent addresses can be found on:

http://www.itu.int/cgi-bin/htsh/compass/cvc.param.sh?acvty_code=3

4 Participation/Visa requirements

Delegate/participant registration for the meeting will be carried out online via the ITU-R website. Each Member State/Sector Member/Associate was 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 Delegate Registration and Information** webpage at:

<http://www.itu.int/ITU-R/go/delegate-reg-info/en>.

4.1 Visa requirements

We would like to remind delegates and participants that citizens of some countries are required to obtain a visa in order to enter and spend time in Switzerland. **The visa must be requested at least three (3) weeks prior to the opening of the meeting** and obtained from the office (embassy or consulate) representing Switzerland in the respective country of origin. In cases where there is no such office in the country, the visa should be obtained from the office that is closest to the country of departure. If problems are encountered, the Union can, at the official request of the administration or entity being represented, approach the competent Swiss authorities in order to facilitate the delivery of the visa, however, this procedure will require three weeks as mentioned above. Any such request must be accompanied by the approved registration form related to the ITU conference or meeting in question.

For further information see <http://www.itu.int/ITU-R/go/delegate-reg-info/en>.

4.2 Visa requests

For Delegates/Participants who have made their registration request on-line via their respective Member State/Sector Member/Associate DFP, the process for requesting visa support has been simplified. *If ITU Headquarters assistance is required*, the request for support in obtaining a visa may be made by the DFP at the time of completion of the registration request for the individual concerned. On the bottom of the registration form, the DFP will find several questions which must be completed fully and accurately. The required information is as follows:

- Date of birth
- Passport number
- Passport issuance and expiry dates

The visa support procedure will subsequently follow automatically. The Delegate/Participant will be notified via the Confirmation of Registration form sent to his/her e-mail address that the visa support request has been received and is being processed.

The Delegate Registration desk will open at 08:30 hours on the first day of the 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>.

Valery Timofeev

Director, Radiocommunication Bureau

Annexes: 2

Distribution:

- Administrations of Member States and Radiocommunication Sector Members
- ITU-R Associates participating in the work of Radiocommunication Study Group 3
- Chairmen and Vice-Chairmen of Radiocommunication Study Groups and Special Committee on Regulatory/Procedural Matters
- Chairman and Vice-Chairmen of the Conference Preparatory Meeting
- Members of the Radio Regulations Board
- 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 Radiocommunication Study Group 3

(Geneva, 11-12 June 2009)

- 1** Opening of the meeting
- 2** Approval of the agenda
- 3** Results of the Radiocommunication Advisory Group (RAG) meeting relevant to Study Group 3
- 4** Consideration of the outputs of the Working Parties
 - 4.1** Working Party 3J
 - 4.2** Working Party 3K
 - 4.3** Working Party 3L
 - 4.4** Working Party 3M
- 5** Consideration of other inputs (if any)
- 6** Status of Handbooks, Questions, Recommendations, Reports, Opinions, Resolutions and Decisions
- 7** Consideration of work relevant to the ITU Development Sector
- 8** Liaison with other groups
- 9** Consideration of future work programmes and discussion on a tentative meeting schedule
- 10** Any other business

B. ARBESSER-RASTBURG
Chairman, Study Group 3

Annex 2

Topics to be addressed at meetings of Working Parties 3J, 3K, 3L and 3M held immediately prior to the meeting of Study Group 3 and for which draft Recommendations may be developed

Working Party 3J

- Preliminary draft revision of Recommendation ITU-R P.676-7 - Attenuation by atmospheric gases ([Annex 3 to Document 3J/55](#))
- Proposed correction to Recommendation ITU-R P.834-6 ([Annex 4 to Document 3J/55](#))

Working Party 3K

- Draft modification to Recommendation ITU-R P.1410 ([Annex 6 to Document 3K/46](#))

Working Party 3L

- Draft revision of Recommendation ITU-R P.533-9 – Method for the prediction of the performance of HF circuits ([Annex 6 to Document 3L/26](#))
- Revision to Recommendation ITU-R P.684-4 ([Annex 9 to Document 3L/26](#))

Working Party 3M

- Proposed revision to Recommendation ITU-R P.530-12 ([Annex 3 to Document 3M/52](#))
 - Draft revision to Recommendation ITU-R P.681-6 – Propagation data required for the design of Earth-space land mobile telecommunication systems ([Annex 9 to Document 3M/52](#))
 - Recommendation ITU-R P.618-9 – Proposed revisions and future work ([Annex 10 to Document 3M/52](#))
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