



Radiocommunication Bureau (BR)

Administrative Circular
CACE/978

12 April 2021

To Administrations of Member States of the ITU, Radiocommunication Sector Members, ITU-R Associates participating in the work of the Radiocommunication Study Group 3 and ITU Academia

Subject: **Meeting of Radiocommunication Study Group 3 (Radiowave propagation), e-Meeting, 2 July 2021**

1 Introduction

By means of this Administrative Circular, I wish to announce that a meeting of Study Group 3, due to the continued exceptional circumstances caused by the Coronavirus ([COVID-19](#)) outbreak, will be convened fully electronically (virtual meeting / remote participation only) on the date indicated in the table below, following the virtual meetings of Working Parties 3J, 3K, 3L and 3M (see Circular Letter [3/LCCE/44](#)). The meeting arrangements have been made in agreement with the Study Group 3 Management Team. The opening session of the Study Group 3 meeting is planned to start at 1300 hours Geneva time.

Group	Meeting date	Deadline for contributions 1600 hours UTC	Opening session (Geneva time)
Study Group 3	Friday, 2 July 2021	Friday, 25 June 2021	Friday, 2 July 2021 at 1300 hours

2 Programme of the meeting

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

<http://www.itu.int/md/R19-SG03-C-0001/en>

Since the ITU Constitution and Convention do not provide for the possibility of remote participation in statutory meetings (see Resolution [167](#) (Rev. Dubai, 2018) of the ITU Plenipotentiary Conference), in case of *force majeure*, under the conditions of COVID-19, **the Member States are asked to provide before 4 June 2021 any objections to convene the ITU-R Study Group 3 meeting as a virtual meeting with remote participation only**. Any objection will require that the meeting of Study Group 3 be postponed to another future date when it can be convened as an in-person meeting.

The **Member States are additionally asked to provide before 4 June 2021 any objections to conduct the virtual meeting of Study Group 3 exceptionally in English only**. This measure would greatly facilitate the proceedings of the meeting, since conducting a virtual meeting in the six official languages of the Union poses considerable technical and procedural difficulties that would prolong the meeting, which is scheduled for reduced meeting hours compared to the working hours of the usual in-person meetings.

The outcome of the two consultations above will be provided in a circular letter to be published late in June 2021. Should the outcome of the consultation be to agree to convene the Study Group 3 meeting as a virtual meeting then the information provided in the following sections would be pertinent.

The working hours of the meeting are scheduled to be **1300 to 1600 hours Geneva time**. These working hours were chosen to accommodate the participation of delegates from various time zones. An updated agenda and other relevant information will be published on the Study Group website, as well as in administrative and information documents.

2.1 Adoption of draft Recommendations at the Study Group meeting (§ A2.6.2.2.2 of Resolution ITU-R 1-8)

No Recommendations are proposed for adoption by the Study Group in accordance with § A2.6.2.2.2 of Resolution ITU-R 1-8.

2.2 Adoption of draft Recommendations by a Study Group by correspondence (§ A2.6.2.2.3 of Resolution ITU-R 1-8)

The procedure described in § A2.6.2.2.3 of Resolution ITU-R 1-8 concerns draft new or revised Recommendations that 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 prior to 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 shall use the procedure for simultaneous adoption and approval (PSAA) by correspondence of the draft Recommendations as described in § A2.6.2.4 of Resolution ITU-R 1-8 (see also § 2.3 below), if there is no objection to this approach by any Member State attending the meeting and if the Recommendation is not incorporated by reference in the Radio Regulations.

In accordance with § A1.3.1.13 of Resolution ITU-R 1-8, Annex 2 to this Circular contains a list of topics to be addressed at the meetings of the Working Parties held 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 § A2.6.2.3 of Resolution ITU-R 1-8, unless the Study Group has decided to use the PSAA procedure as described in § A2.6.2.4 of Resolution ITU-R 1-8 (see § 2.2 above).

3 Contributions

Contributions in response to the work of Study Group 3 are processed according to the provisions laid down in Resolution ITU-R 1-8.

The deadline for reception of contributions not requiring translation* (including Revisions, Addenda and Corrigena to contributions) is 7 calendar days (1600 hours UTC) prior to the start of the meeting. **The deadline for reception of contributions for this meeting is specified in the table above.** Contributions received later than this deadline 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 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/go/rsg3/ch>

4 Documents

Contributions will be posted “as received” within one working day on the webpage established for this purpose:

<http://www.itu.int/md/R19-SG03.AR-C/en>

The official versions will be posted on <http://www.itu.int/md/R19-SG03-C/en> within 3 working days.

In accordance with Resolution 167 (Rev. Dubai, 2018) of the Plenipotentiary Conference, **the Study Group meeting will be completely paperless.**

5 Webcast

In order to follow the proceedings of ITU-R meetings remotely an audio webcast of the Study Group Plenary meetings 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.

6 Registration and participation

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, from 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.

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

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

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

7 Connecting to virtual meeting sessions

Access to virtual meeting sessions is restricted to event registered participants only. Delegates must access Study Group 3 meeting sessions from the webpage for restricted virtual events:

<https://www.itu.int/en/events/Pages/Virtual-Sessions.aspx>

These virtual meeting session connections will be available 30 minutes before the starting time of each session.

No specific test sessions will be scheduled before the virtual meeting. However, delegates wishing to troubleshoot remote participation connectivity issues can do so during the 30 minutes period prior to the start of the first session of the day. It is highly recommended to verify the connections particularly for those delegates who intend to actively participate in the discussions.

Since the meeting is proposed to be convened as a virtual meeting there is no need to contact the Bureau to request remote participation.

For further questions relating to this Administrative Circular, please contact Mr David Botha, SG 3 Counsellor, at david.botha@itu.int.

Mario Maniewicz
Director

Annexes: 2

Annex 1

Draft agenda for the meeting of Radiocommunication Study Group 3

(E-Meeting, 2 July 2021)

- 1** Opening remarks
 - 1.1** Director BR
 - 1.2** Chairman
- 2** Approval of the agenda
- 3** Consideration of the outputs of the Working Parties
 - 3.1** Working Party 3J
 - 3.2** Working Party 3K
 - 3.3** Working Party 3L
 - 3.4** Working Party 3M
- 4** Consideration of other inputs (if any)
- 5** Consideration of new and revised Recommendations
 - 5.1** Recommendations where notice of intention to seek adoption was not given (see Resolution ITU-R 1-8, §§ A2.6.2.2.2, A2.6.2.2.3 and A2.6.2.4)
 - Decision on eventual approval procedure to be followed
- 6** Consideration of editorial amendments to Recommendations (see Resolution ITU-R 1-8, § A2.6.2.5)
- 7** Consideration of new and revised Reports
- 8** Consideration of new and revised Questions
- 9** Suppression of Recommendations, Reports and Questions
- 10** Consideration of other contributions
- 11** Status of Handbooks, Questions, Recommendations, Reports, Opinions, Resolutions and Decisions
- 12** Liaison with other Study Groups and international organizations
- 13** Schedule of meetings
- 14** Any other business

C. WILSON

Chairman, Radiocommunication Study Group 3

Annex 2

Topics to be addressed at meetings of Working Parties 3J, 3K, 3L and 3M held prior to the meeting of Study Group 3 and for which draft Recommendations may be developed¹

Working Party 3J

Working document towards a preliminary draft revision to Recommendations ITU-R P.676-12 and ITU-R P.836-6 – See Annex 2 to Document [3J/61](#)

Working document towards a preliminary draft revision to Recommendation ITU-R P.835-6 - Reference Standard Atmospheres – See Annex 3 to Document [3J/61](#)

Working document towards a preliminary draft revision to Recommendation ITU-R P.840-8 – See Annex 7 to Document [3J/61](#)

Preliminary draft revision to Recommendation ITU-R P.2040-1 - Effects of building materials and structures on radiowave propagation above about 100 MHz – See Annex 11 to Document [3J/61](#)

Working document towards a preliminary draft revision to Recommendation ITU-R P.1407-7 – See Annex 12 to Document [3J/61](#)

Preliminary draft revision of Recommendation ITU-R P.527-5 - Electrical properties of the surface of the Earth – See Annex 13 to Document [3J/61](#)

Preliminary draft new Recommendation ITU-R P.[Bistatic Scatter] - Earth surface bistatic scattering coefficient prediction – See Annex 15 to Document [3J/61](#)

Preliminary draft revision of Recommendation ITU-R P.2108-0 - Prediction of clutter loss – Section 3.2: Statistical clutter loss model for terrestrial paths – See Annex 18 to Document [3J/61](#)

Working Party 3K

Preliminary draft revision of Recommendation ITU-R P.1812-5 - A path specific propagation prediction method for point-to-area terrestrial services in the VHF and UHF bands – See Annex 1 to Document [3K/63](#)

Preliminary draft revision of Recommendation ITU-R P.1546-6 - Method for point-to-area predictions for terrestrial services in the frequency range 30 MHz to 4 000 MHz – See Annex 3 to Document [3K/63](#)

Preliminary draft revision of Recommendation ITU-R P.528-4 - A propagation prediction method for aeronautical mobile and radionavigation services using the VHF, UHF, and SHF bands – See Annex 5 to Document [3K/63](#)

¹ Please note that at the time of the preparation of this Administrative letter the latest Chairmen's Reports for ITU-R Working Parties 3J, 3K and 3M were not available. For the latest versions of these reports and their relevant annexes, kindly please consult the web pages of these Working Parties after April 2021.

Preliminary draft revision of Recommendation ITU-R P.2108-0 - Prediction of clutter loss – See Annex 10 to Document [3K/63](#)

Working document towards a preliminary draft revision to Recommendation ITU-R P.2109-0 – Prediction of building entry loss – See Annex 13 to Document [3K/63](#)

Working Party 3L

Preliminary draft revision of Recommendation ITU-R P.684-7 - Prediction of field strength at frequencies below about 500 kHz – See Annex 1 to Document [3L/28](#)

Document for a possible revision of the scintillation prediction model in Recommendation ITU-R P.531-13 – See Annex 2 to Document [3L/28](#)

Preliminary draft revision of Recommendation ITU-R P.372-13 - Radio noise – See Annexes 6, 11 and 17 to Document [3L/28](#)

Preliminary draft revision of Recommendation ITU-R P.534-5 Method for calculating sporadic-E field strength - Global maps of foEs exceeded for annual percentage times – See Annex 9 to Document [3L/28](#)

Working Party 3M

Preliminary draft revision to Recommendation ITU-R P.530-17 - Propagation data and prediction methods required for the design of terrestrial line-of-sight systems – See Annex 1 to Document [3M/91](#)

Working document towards a preliminary draft revision of Recommendation ITU-R P.618 - Preliminary draft revisions and future work – See Annex 2 to Document [3M/91](#)

Preliminary draft new Recommendation ITU-R P.[DIGPROD] - Acquisition, presentation, analysis and use of digital products in studies of radiowave propagation – See Annex 4 to Document [3M/91](#)

Preliminary draft revision to Recommendation ITU-R P.452-16 - Prediction procedure for the evaluation of interference between stations on the surface of the Earth at frequencies above about 0.1 GHz – See Annex 7 to Document [3M/91](#)

Preliminary draft revision of Recommendation ITU-R P.2108-0 - Prediction of clutter loss Section 3.2: Statistical clutter loss model for terrestrial paths – See Annex 8 to Document [3M/91](#)

Working document towards a preliminary draft revision of Recommendation ITU-R P.1409-1 - Propagation data and prediction methods for systems using high altitude platform stations and other elevated stations in the stratosphere at frequencies greater than about 1 GHz – See Annex 9 to Document [3M/91](#)
