



Radiocommunication Bureau (BR)

Circular Letter
3/LCCE/48

12 November 2024

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

Subject: **Meetings of Working Parties 3J, 3K and 3M (Geneva, 17 – 21 February 2025)**

- **Working Party 3J: Propagation fundamentals**
- **Working Party 3K: Point-to-point area propagation**
- **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 and 3M will take place in Geneva, Switzerland, on the dates indicated in the table below:

Groups	Meeting dates	Deadline for contributions 16:00 hours UTC	Opening session (Geneva time)
Working Party 3J	17-21 February 2025	Wednesday, 5 February 2025	Monday, 17 February 2025 starting at 0930 hours
Working Party 3K	17-21 February 2025	Wednesday, 5 February 2025	Monday, 17 February 2025, following WP 3J starting at 0930 hours
Working Party 3M	17-21 February 2025	Wednesday, 5 February 2025	Monday, 17 February 2025 following WPs 3J and 3K starting at 0930 hours

2 Programme of the meetings of Working Parties

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/R23-SG03-C-0001/en>

The Working Parties will conduct their work in English.

The working hours of the meetings will be from 0900 to 1700 hours (Geneva time), a more precise time schedule will be included in the ADM documents of the meeting.

3 Contributions

Contributions will be processed according to the provisions laid down in Resolution [ITU-R 1-9](#).

The deadline for reception of contributions not requiring translation* (including Revisions, Addenda and Corrigenda to contributions) is **twelve calendar days** (1600 hours UTC) prior to the start of the meeting (see table above). Submissions received later than these deadlines cannot be accepted. Resolution ITU-R 1-9 provides that contributions which are not available to participants at the opening of the meeting cannot be considered.

Members are encouraged to submit their contributions as early as possible and possibly include a contact name and email address to facilitate the discussion (cf. § A2.2.4.4 of Resolution ITU-R 1-9).

Participants are requested to submit contributions by electronic mail to:

rsg3@itu.int

A copy of each contribution should also be sent to the Chair of the relevant Working Party and to the Chair and Vice-Chairs of Study Group 3. The addresses can be found on:

<http://itu.int/go/ITU-R/wp3j/cvc>

<http://itu.int/go/ITU-R/wp3k/cvc>

<http://itu.int/go/ITU-R/wp3m/cvc>

<http://www.itu.int/go/ITU-R/sg3/cvc>

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.

5 Registration/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. **Participants must first complete an online registration form and submit their registration request for approval by the corresponding focal point.** Participants require an ITU account for this purpose and are strongly encouraged to register early and to indicate if they intend to attend the meeting in person or remotely.

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

Please note that for meetings in Geneva, visa support must be requested during the online registration process and may take up to 21 days. Please see <https://www.itu.int/en/ITU-R/information/events/Pages/visa.aspx> for further information.

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

6 Remote participation and webcast

Access to meeting sessions is restricted to event registered participants only and can be accessed from the webpage for remote participation:

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

These virtual meeting session connections will become available 30 minutes before the starting time of each session. For those interested in following the proceedings of ITU-R meetings remotely, an audio webcast of the Working Party plenary sessions will be provided. Participants do not need to register for the meeting to use the webcast facility, however TIES access is required.

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

Mario Maniewicz
Director

Annex: 1

ANNEX

Draft agenda for the meeting of Working Party 3J

(Geneva, 17-21 February 2025)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the previous meeting of Working Party 3J (Document [3J/67](#))
- 4** Outcomes of CPM27-1 of interest to WP 3J
- 5** Working structure and document assignment
- 6** Any other business

C. RIVA
Acting Chair, 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 Chair's Report

Contributions to agenda items, received in accordance with Resolution ITU-R 1-9.

Draft agenda for the meeting of Working Party 3K

(Geneva, 17-21 February 2025)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the previous meeting of Working Party 3K (Document [3K/77](#))
- 4** Outcomes of CPM27-1 of interest to WP 3K
- 5** Working structure and document assignment
- 6** Any other business

H. SUZUKI
Acting Chair, 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 Chair's Report

Contributions to agenda items, received in accordance with Resolution ITU-R 1-9.

Draft agenda for the meeting of Working Party 3M

(Geneva, 17-21 February 2025)

- 1** Opening remarks
- 2** Approval of the agenda
- 3** Report of the previous meeting of Working Party 3M (Document [3M/106](#))
- 4** Outcomes of CPM27-1 of interest to WP 3M
- 5** Working structure and document assignment
- 6** Any other business

R. RUDD
Acting Chair, 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 Chair's Report

Contributions to agenda items, received in accordance with Resolution ITU-R 1-9.