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|  | **U.S. Working Party 5B** |  |

**\*DRAFT Preparatory Schedule for July 2023 Meeting of ITU-R WP5B**

**U.S. ITU-R**

**Study Groups**

**Preparatory**

**Meetings**

1. All meetings will be by teleconference
2. All contributions will have a fact sheet and a cover page
3. Documents not received by chair by established deadlines will not be considered by US WP5B
4. Proposed timeline for preparatory activities:

**July 2023 US WP5B Timeline**

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| --- | --- | --- |
| **DATE / TIME** | **TITLE** | **\*NOTE** |
| January 31st (TUE) | First Call for Contributions  for US WP 5B |  |
| February 20th (MON) | Washington’s Birthday | \*U.S. Federal Holiday |
| **February 13th (MON)** at **1 PM – 3 PM EST** | **US WP5B MEETING #1** | **\*FACT SHEETS DUE 12 PM EST FEB. 9th (THURS)** |
| March 12th (SUN) at 2 AM EST | US Daylight Savings Time | \*Clocks shift forward 1 hour |
| **March 13th (MON)** at **1 PM – 3 PM EDT** | **US WP5B MEETING #2** | **\*FIRST DRAFTS DUE 12 PM EDT MAR. 9th (THURS)** |
| March 13th – July 3rd  (MON – MON) | ITU-R WP 5B Registration Period for US Delegation | \***US WP5B Registration opens** **March 13th (MON) at** **3 PM EDT**  \***US WP5B Registration deadline is** **July 3rd (MON) at** **5 PM EDT** |
| March 26th (SUN) at 1 AM CEDT/CEST  (at 8 PM EDT) | Geneva Daylight Savings Time | \*Clocks shift forward 1 hour |
| **April 11th (TUE)** at **1 PM – 3 PM EDT** | **US WP5B MEETING #3** | **\*FINAL DRAFTS DUE 12 PM EDT APR. 7th (FRI)** |
| **May 17th (TUE)** at **8:30 AM – 9:30 AM EDT** | **US WP5B MEETING #4** | **\*NC Review DRAFTS DUE 12 PM EDT MAY 12th (FRI)** |
| May 29th (MON) | Memorial Day | \*U.S. Federal Holiday |
| June 1st – June 15th  (THURS – THURS) | National Committee Review |  |
| June 16th (FRI) | Shift to Delegation Mode |  |
| June 16th – June 30th  (FRI – FRI) | NTIA/FCC/ DoS  Reconciliation Period |  |
| June 19th (MON) | Juneteenth | \*U.S. Federal Holiday |
| July 3rd at 11 AM EDT (MON) | 5B Documents DUE to ITU | \*Deadline for document submission to the BR |
| July 4th (TUE) | Independence Day | \*U.S. Federal Holiday |
| **July 6th (THURS)** at **1 PM EDT** | **DELEGATION MEETING #1** | \*Review of WP5B input contributions |
| **July 7th (FRI)** at **1 PM EDT (TENTATIVE)** | **DELEGATION MEETING #2** | \*Continue review of WP5B input contributions. Meeting is as needed and may be canceled. |
| **July 10 – July 21, 2023**  **(MON – FRI)** | **ITU-R WP 5B Meeting (Geneva)** | **\*This meeting may be held in a hybrid format (TBD)** |
| September 25th – September 26th  (THUR – THUR) | Study Group 5 Meeting | \*This meeting may be held in a hybrid format (TBD) |

**\*NOTE**: The dates and times shown above are subject to change if necessary to conform to the ITU invitation letter or to resolve any scheduling conflicts that may arise during the prep cycle. Additional meetings may be scheduled for the preparation of Correspondence Groups. Plans to register for the ITU-R WP5B meeting with the USA Delegation must be communicated with the USA Head of Delegation **BEFORE** the self-registration process occurs.

1. Useful Links:
   1. NTIA website / document download:

<https://uspreps.ntia.gov/wp5b>

* 1. ITU-R Contributions, Chairman’s Report, etc.:

<https://www.itu.int/en/ITU-R/study-groups/rsg5/rwp5b/Pages/default.aspx>

* 1. ITU Style Guides, Terminology, etc.:

<https://www.itu.int/en/language-tools/Pages/default.aspx>

* 1. Subscribe/Unsubscribe to ITU-R Correspondence Group (CG) distribution lists (must have ITU login)

<https://www.itu.int/online/mm/scripts/mailinglist>