|  |  |  |
| --- | --- | --- |
| **U.S. ITU-R**  **Study Groups**  **Preparatory**  **Meetings** | **U.S. Working Party 5B** |  |

**Preparatory Schedule for Nov 2020 Meeting**

1. All meetings will be conducted 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 WP 5B

|  |  |  |  |
| --- | --- | --- | --- |
| Start | | End  Date | Item |
| Date | Time |
| 11-Sep | 3:00 PM |  | Fact Sheets Due to US WP5B Lead |
| **16-Sep** | **11:00 AM** |  | **Meeting #1 teleconference (1.5 hrs)** |
| 25-Sep | 3:00 PM |  | 1st Drafts Due to US WP5B Lead |
| **30-Sep** | **1:30 PM** |  | **Meeting #2 teleconference (1.5 hrs)** |
| 7-Oct | 3:00 PM |  | 2nd Drafts Due to US WP5B Lead |
| **13-Oct** | **1:30 PM** |  | **Meeting #3 teleconference (1.5 hrs)** |
| 14-Oct | 3:00 PM |  | Clean Docs Due to US WP5B Lead |
| 19-Oct |  | 23-Oct | NC Review Period |
| 26-Oct |  |  | Shift to delegation mode |
| 26-Oct |  | 30-Oct | NTIA-FCC-State Reconciliation Period |
| **2-Nov** |  |  | **ITU-R WP5B Submission Deadline** |
| **4-Nov** | **1:30 PM** |  | **Delegation Meeting #1 to review input contributions (tentative, 1.5 hrs)** |
| **9-Nov** |  | **20-Nov** | **WP 5B Meeting, Online** |

All times shown in the table above are Eastern Time except as otherwise noted. The dates and times shown above are subject to change if necessary to conform to the ITU invitation letter or to resolve any conflicts that may arise during the prep cycle.