**U.S. Working Party 1A and Study Group 1 Preparatory Meeting**

**Agenda**

**17 April 2023**

**9:30 – 10:30 AM (Eastern)**

**Teams meeting information**:  
Join on your computer, mobile app or room device

[Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZGRjMWQxOTUtM2QzMy00NDBiLTkxNTMtNmE0MjAxNmJiMTQw%40thread.v2/0?context=%7b%22Tid%22%3a%22d6cff1bd-67dd-4ce8-945d-d07dc775672f%22%2c%22Oid%22%3a%223af81d6b-5482-40d3-a8d8-68ede1be4490%22%7d)

Meeting ID: 223 009 960 868   
Passcode: AgXoJQ

[Download Teams](https://www.microsoft.com/en-us/microsoft-teams/download-app) | [Join on the web](https://www.microsoft.com/microsoft-teams/join-a-meeting)

Or call in (audio only)

[+1 202-886-0111,,550718646#](tel:+12028860111,,550718646# )   United States, Washington DC

Phone Conference ID: 550 718 646#

[Find a local number](https://dialin.teams.microsoft.com/2e8e819f-8605-44d3-a7b9-d176414fe81a?id=550718646) | [Reset PIN](https://dialin.teams.microsoft.com/usp/pstnconferencing)

1. Introductions and Announcements

– If you join by phone only, then please send confirming email to [asanders@ntia.gov](mailto:asanders@ntia.gov). If you join in Teams, no email is required. Note: Regular participation in US preparations is a requirement for inclusion on the US delegation.

2. Approval of the draft Agenda

3. Consideration of final drafts received - <https://uspreps.ntia.gov/wp1a>

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| --- | --- | --- | --- |
| **USWP1A Doc#** | **Title** | **Author(s)** | **Status** |
| WPT Beam | | | |
| USWP1A-01\_Final | Proposed revisions to Report ITU-R SM.2392-1 Applications of wireless power transmission via radio frequency beam | Greenspan | Final Draft |
| USWP1A-03\_Final | Update to Report ITU-R SM.2505 to include 24 GHz ISM band | Marcus | Final Draft |
| USWP1A-02\_Final | Update to Recommendation ITU-R SM.2151 to include 24 GHz band | Marcus | Final Draft |
| WPT EV | | | |
| USWP1A-04\_Final | Proposed preliminary draft revision to Recommendation ITU-R SM.2110-1 | Sealy  Sirota | Final Draft |
| WPT Non-Beam | | | |
| USWP1A-05\_SD | Proposed revisions to Preliminary Draft Revision of Report ITU-R SM.2303-3 | Mansergh | Approved for NC at previous meeting |
| USWP1A-06\_SD | Proposed revisions to Preliminary Draft Revision of Recommendation ITU-R SM.2129-0 | Mansergh | Approved for NC at previous meeting |

4. Preparatory schedule:

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| Agreed USWP1A/SG1 preparatory schedule: | |
| * 6 January 2023 (Friday) = Call for Fact Sheets for possible US contributions to WP1A will be distributed | |
| * 6 February 2023 (Monday) = Fact Sheets due no later than 12 noon Eastern | |
| * **13 February 2023 (Monday) = 1st meeting of WP1A/SG1 US prep process (9:30 am eastern)** | |
| * 1 March 2023 (Wednesday) = First drafts due no later than 12 noon Eastern | |
| * **6 March 2023 (Monday) = 2nd meeting of WP1A/SG1 US prep process (9:30 am eastern)** | |
| * 21 March 2023 (Tuesday) = Updated drafts due no later than 12 noon Eastern | |
| * **24 March 2023 (Friday) = 3rd meeting of WP1A/SG1 US prep process (9:30 am eastern)** | |
| * 12 April 2023 (Wednesday) = Final drafts due no later than 12 noon Eastern | |
| •      **17 April 2023 (Monday) = 4th and final meeting of WP1A/SG1 US prep process (9:30 am eastern)** | |
| •      19 April 2023 (Wednesday) = NC versions of drafts due no later than 12 noon Eastern | |
| •      24 April 2023 (Monday) = Documents enter National Committee review | |
| Interval to resolve differences in National Committee | |
| •      5 May 2023 (Friday) = Close of National Committee review | |
| Interval for reconciliation (NTIA/FCC/State) as necessary | |
| •      22 May 2023 (Monday) = Deadline for contributions to the ITU | |
| •      29 May – 2 June 2023 (Monday-Friday) = Working Party 1A meeting (Thessaloniki, Greece) | |
| •      5 - 6 June 2023 (Monday-Tuesday) = Study Group 1 meeting (Geneva) | |

5. Guidance on registration. <https://www.itu.int/en/ITU-R/information/events/Pages/online-info.aspx> Note: Regular participation in US preparations is a requirement for inclusion on the US delegation. The ITU has opened self-registration, but do not register unless you have met the requirement to participate in at least 50% of the US preparatory meetings. Starting after the second preparatory meeting, the US Chair will distribute a list of those who are eligible to self-register on the ITU website. In-person participation is the default when registering. If you intend to participate remotely, you need to clearly specify that when registering.

6. Guidance on authoring contributions in Attachment. Address group mailings to [usworkingparty1a@osmmail.ntia.doc.gov](mailto:usworkingparty1a@osmmail.ntia.doc.gov) (or [usstudygroup1@osmmail.ntia.doc.gov](mailto:usstudygroup1@osmmail.ntia.doc.gov), as appropriate).

7. Any other business

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Attachment:

Guidelines on how to author draft contributions for US Working Party 1A

**Guidelines on how to author draft contributions for US Working Party 1A**

This guidance and any related documents are on the USWP1A website: <https://uspreps.ntia.gov/wp1a>

1. Fact sheets - each draft input contribution needs a fact sheet. Use the blank fact sheet in the Administrative docs folder on the USWP1A website ([link](https://uspreps.ntia.gov/file/984/download?token=kvcL_8kl)),
2. Fact sheets need to be completely filled out including Author(s), purpose, abstract, etc. Document numbers will be assigned by the USWP chair. Once a document number is assigned, please use it consistently in the file name for all iterations of the document.
3. Draft Contributions need a USA cover page introducing the proposed contribution before the actual document containing new or revised text. Use the ITU template on the USWP1A page ([link](https://uspreps.ntia.gov/file/983/download?token=3J0wjmee)).
4. Draft contributions making revisions to attachments to the WP chairman’s report should be written in track changes against that attachment. Brand new inputs that are not based on any attachment to a WP chairman’s report do not need any track changes. When including a document from the chairman’s report, please do not include the ITU logo header.
5. If using track changes, the author(s) should use the identifier “USA” as the author; especially if you are proposing changes to a WP chairman’s report attachment. Additionally highlighting new proposed text is okay but keep in mind that it can make readability challenging.
6. As the document progresses from prep meeting to prep meeting, comments that are received by the author(s) should be presented at the next meeting. If there are disagreements on text, then that text should be placed in square brackets.
7. During the National Committee (NC) review, the document submitted to the chair and posted to the NC is the baseline document.
8. At the end of NC review, the author(s) is responsible for advising the chair if there are additional comments received or changes proposed to the document during NC review.
9. If further discussions on outstanding issues are needed, the chair will advise the author(s) of further actions that may be needed to reconcile these open issues.
10. Once a document is considered completed and approved in the NC review, the chair will remind the author(s) to prepare their papers for submission to the ITU. This includes removing the US fact sheet and reviewing the document to ensure that all the changes have been made.
11. IMPORTANT: Check any and all track changes to make sure they reflect “USA” as the author and also make sure that any track changes/embedded comments that are not needed are removed and (if applicable) that all changes are shown against the relevant attachment to the chairman’s report.
12. The author(s) will then submit the final documents to the chair and the chair will submit the approved contributions to the ITU BR staff.