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

 **DRAFT Preparatory Schedule for May 2023 Meeting of ITU-R WP 5C**

**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 WP 5C
4. Proposed time line for preparatory activities:

**May 2024 US WP 5C Timeline**

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| **DATE / TIME** | **TITLE** | **\*NOTE** |
| February 28 @ 1:00-2:30 PM EST | US WP 5C meeting #1 | Fact Sheets due 12:00 PM EST Feb 26  |
| March 12 @1:30- 2:30 PM EDT | US WP 5C meeting #2 | \*\*First drafts due 12:00pm EDT March 11) |
| April 2 @ 1:00- 2:30 PM EDT | US WP 5C meeting #3 | Final drafts due 12:00 pm EDT Mar 29 |
|  |  |  |
| April 8-19 | National Committee Review | NC Review approved documents due 5 PM EDT Mar 23  |
| April 19  | Shift to Delegation Mode |  |
| April 22-26  | NTIA/FCC/ DoSReconciliation Period |  |
| May 2  | 5C Documents DUE to ITU | Deadline for document submission to the BR |
| May 8 1:00-3:30 PM EDT | Delegation meeting #1  | Review of WP 5C input contributions |
| May 14-23 | ITU-R WP 5C Meeting  | Geneva, Switzerland |

\*\* Variation of submission deadline as stated in the initial notification email

**\*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 WP 5C 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/wp5c>

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

<https://www.itu.int/en/ITU-R/study-groups/rsg5/rwp5c/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>

* 1. Registration to ITU-R events (must have ITU login)

https://www.itu.int/net4/ITU-R/events