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

**Preparatory Schedule for November 2020 Meeting of WP 5C**

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:

**September – November 2020 US WP 5C Timeline**

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| --- | --- | --- |
| **DATE / TIME** | **TITLE** | **\*NOTE** |
| August 31 | First Call for Contributions  for US WP 5C |  |
| **September 14th** at **3pm ET** | **US WP 5C MEETING #1** | **\*FACT SHEETS DUE 5 PM ET SEPT 10** |
| **September 29th** at **1pm ET** | **US WP 5C MEETING #2** | **\*FIRST DRAFTS DUE 5 PM ET SEPT 24** |
| **October 9th** at **3pm ET** | **US WP 5C MEETING #3** | **\*FINAL DRAFTS DUE 5 PM ET OCT 7** |
| October 12th – 21st | National Committee Review |  |
| October 22nd – 27th | NTIA/FCC/State  Reconciliation Period |  |
| October 28th – 11 am ET | 5C Documents DUE to ITU | \*Deadline for document submission to the BR |
| **October 30 at 1 PM ET** | **DELEGATION MEETING #1**  **\*Tentative** | \*Review of WP 5C input contributions |
| **November 4 – 13, 2020**  **[TBD - 6 am to 10 am] ET** | **ITU-R WP 5C Meeting (Geneva)** | **\*This meeting will be held virtually** |

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>