**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/1300/download?token=GITYzC8h)),
2. Fact sheets need to be completely filled out including Author(s), purpose, abstract, etc. Document numbers and filen names 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/1301/download?token=0f3rDd3g)).
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. Our USWP1A file-naming convention is as follows:

The only thing that changes in your file name is the section between the underscores (\_XX\_) in the file name.  Our convention is as follows:

\_FS\_ = Fact Sheet

\_FD\_ = First Draft

\_SD\_ = Second Draft

\_Final\_ = Final Draft

For example, uswp1a-0#\_FS\_doc title would become: uswp1a-01\_FD\_doc title.

1. 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.
2. During the National Committee (NC) review, the document submitted to the chair and posted to the NC is the baseline document.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.