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

**Agenda**

**22 April 2024**

**11:00 AM – 12:30 PM (Eastern)**

**Teams meeting information:**
[**Join the meeting now**](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_NmNjYmU5NzAtMzcxZC00MGJmLWI3NmMtNTA1ZjFkMTk0YmY1%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: 287 593 541 900

Passcode: BdCnzk

**Dial-in by phone**

+1 202-886-0111,,701568590# United States, Washington DC

[Find a local number](https://dialin.teams.microsoft.com/2e8e819f-8605-44d3-a7b9-d176414fe81a?id=701568590)

Phone conference ID: 701 568 590#

1. Introductions and Announcements

– If you join by phone only, then please send confirming email to 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 second drafts received - <https://uspreps.ntia.gov/wp1a>

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| --- | --- | --- | --- |
| **USWP1A Doc#** | **Title** | **Author(s)** | **Status =****2nd Drafts** |
| WPT EV |
| USWP1A-01\_SD | Proposed preliminary draft revision to Recommendation ITU-R SM.2110-1 | SealySirota |  |
| WPT Non-Beam |
| USWP1A-02\_SD | Proposed revisions to preliminary draft revision of Recommendation ITU-R SM.2129-0 | Mansergh |  |
| WPT Beam |
| USWP1A-06\_SD | Working document towards a preliminary draft revision of Report ITU-R SM.2505-0 | MarcusKeller |  |
| Res.731/Above 71 GHz |
| USWP1A-04\_SD | Proposal on development of the working document towards a preliminary draft report on approaches to spectrum sharing and burden sharing in 71-275 GHz | Marcus | Withdrawn |
| USWP1A-05\_SD | Proposal on development of the working document towards a preliminary draft report on emission limits for spectrum sharing in 71-275 GHz for Terahertz Spectroscopy (THzS)/ Radiodetermination systems for industry automation in shielded environments (RDI-S) | Marcus |  |
| Unwanted Emissions |
| USWP1A-03\_SD | Proposed editorials and elevation of the working document towards a preliminary draft revision of Recommendation ITU-R SM.329-12 | SealySirota |  |

4. Preparatory schedule:

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| **√**  20 February 2024 (Tuesday) = Call for Fact Sheets for possible US contributions to WP1A will be distributed  |
| **√**     26 February 2024 (Monday) = Fact Sheets due no later than 12 noon Eastern |
| **√**      **4 March 2024 (Monday) = 1st meeting of WP1A/SG1 US prep process (11:00 am Eastern)** |
| **√**      27 March 2024 (Wednesday) = First drafts due no later than 12 noon Eastern |
| **√**      **1 April 2024 (Monday) = 2nd meeting of WP1A/SG1 US prep process (11:00 am eastern)** |
| **√**      17 April 2024 (Wednesday) = Updated drafts due no later than 12 noon Eastern |
| •      **22 April 2024 (Monday) = 3rd meeting of WP1A/SG1 US prep process (11:00 am Eastern)**  |
| •      1 May 2024 (Wednesday) = Final drafts due no later than 12 noon Eastern |
| •      **6 May 2024 (Monday) = 4th and final meeting of WP1A/SG1 US prep process (11:00 am Eastern)** |
| •      9 May 2024 (Thursday) = NC versions of drafts due no later than 12 noon Eastern |
| •      13 May 2024 (Monday) = Documents enter National Committee review |
| Interval to resolve differences in National Committee |
| •      24 May 2024 (Friday) = Close of National Committee review |
| Interval for Reconciliation (NTIA/FCC/State), as needed |
| •      31 May 2024 (Friday) = Deadline for contributions to the ITU  |
| •      **6 June 2024 (Thursday) = USWP1A/SG1 delegation meeting (11:00 am Eastern)** |
| •      12-19 June 2024 (Wednesday-Wednesday) = Working Party 1A meeting (Geneva) |
| •      20 June 2024 (Thursday) = Study Group 1 meeting |

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. ITU registration is now, but DO NOT register until you have met the requirement to participate in at least 50% of the US preparatory meetings. The US Chair will distribute a list of attendees after each meeting, which will clearly show who is eligible to self-register on the ITU website.

6. Guidance on authoring contributions in Attachment. Address group mailings to usworkingparty1a@osmmail.ntia.doc.gov (or 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/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.