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

**Draft Agenda**

**3 March 2025**

**2:00 PM – 3:00 PM (Eastern)**

**Teams meeting information:**  
[**Join the meeting now**](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NjVmZmE3ZTEtZWM3MS00NjRhLThlNzEtMjAxZjRlZDA1NDI1%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: 226 814 850 914

Passcode: vX3Xz6ue

**Dial in by phone**

[+1 202-886-0111,,148336728#](tel:+12028860111,,148336728) United States, Washington

[Find a local number](https://dialin.teams.microsoft.com/2e8e819f-8605-44d3-a7b9-d176414fe81a?id=148336728)

Phone conference ID: 148 336 728#

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 fact sheets received - <https://uspreps.ntia.gov/wp1a>

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| --- | --- | --- | --- |
| **USWP1A Doc#** | **Title** | **Author(s)** | **Status =**  **Fact Sheets** |
| WPT EV | | | |
| USWP1A-01\_FS | Preliminary draft revision of Report ITU-R SM.2451-1, Assessment of impact on radiocommunication services from wireless power transmission for electric vehicle operating below 30 MHz | Weller |  |
| USWP1A-02\_FS | Proposed editorials and elevation of the preliminary draft revision of Recommendation ITU-R SM.2110-1, Guidance on frequency ranges for operation of non-beam wireless power transmission for electric vehicles | Sealy  Kesler |  |
| Ultra Wideband | | | |
| USWP1A-03\_FS | Proposed revisions to working document towards a preliminary draft new Report ITU-R SM.[UWB.EVOLUTION], Evolution of devices using ultra-wideband (UWB) technologies | Mansergh |  |
| WPT Beam | | | |
| USWP1A-04\_FS | Working document towards a preliminary draft revision of Report ITU-R SM.2505-0, Impact studies and human hazard issues for wireless power transmission via radio frequency beam | Marcus  Keller  Abiri |  |
| USWP1A-05\_FS | Working document towards a preliminary draft revision of Recommendation ITU-R SM.2151-0, Guidance on frequency ranges for operation of wireless power transmission via radio frequency beam for mobile/portable devices and sensor networks | Marcus  Keller  Abiri |  |

4. Preparatory schedule:

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| •     13 January 2025 (Monday) = Call for Fact Sheets for possible US contributions to WP1A distributed |
| •     18 February 2025 (Tuesday) = Fact Sheets due no later than 12 noon Eastern |
| •      **3 March 2025 (Monday) = 1st meeting of WP1A/SG1 US prep process (2:00 pm Eastern)** |
| •      19 March 2025 (Wednesday) = First drafts due no later than 12 noon Eastern |
| •      **24 March 2025 (Monday) = 2nd meeting of WP1A/SG1 US prep process (3:00 pm Eastern)** |
| •      9 April 2025 (Wednesday) = Updated drafts due no later than 12 noon Eastern |
| •      **14 April 2025 (Monday) = 3rd meeting of WP1A/SG1 US prep process (2:00 pm Eastern)** |
| •      30 April 2025 (Wednesday) = Final drafts due no later than 12 noon Eastern |
| •      **5 May 2025 (Monday) = 4th and final meeting of WP1A/SG1 US prep process (2:00 pm Eastern)** |
| •      8 May 2025 (Thursday) = NC versions of drafts due no later than 12 noon Eastern |
| •      12 May 2025 (Monday) = Documents enter National Committee review |
| Interval to resolve differences in National Committee |
| •      23 May 2025 (Friday) = Close of National Committee review |
| Interval for Reconciliation (NTIA/FCC/State), as needed |
| •      30 May 2025 (Friday) = Deadline for contributions to the ITU (1600 UTC, i.e. 11 am Eastern) |
| •      **6 June 2025 (Friday) = USWP1A/SG1 delegation meeting (1:30 pm Eastern)** |
| •      11-18 June 2025 (Wednesday-Wednesday) = Working Party 1A meeting (Geneva) |
| •      19 June 2025 (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. The ITU will open registration well in advance of the meeting, but DO NOT register until 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.

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**](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 file 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.**