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

**Draft Agenda**

**19 October 2020**

**9:30 AM – 10:30 AM (Eastern)**

**Teleconference Information**:

[Join Microsoft Teams Meeting](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_YjM4NzFkYTktNDliNC00MWY0LTlhYmQtNTkzNzhkYWNkN2I0%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)

+1 202-886-0111   United States, Washington DC (Toll) [Local numbers](https://dialin.teams.microsoft.com/2e8e819f-8605-44d3-a7b9-d176414fe81a?id=781411930)

Conference ID: 781 411 930#

(Recommend using Teams for video and calling in on a phone for the audio. Be sure to mute both your microphone in Teams and your computer audio or there will be annoying feedback.)

1. Introductions and Announcements

– Please send confirming email to asanders@ntia.gov

2. Approval of the draft Agenda

3. Consideration of final drafts received (Documents can also be downloaded at<https://uspreps.ntia.gov/wp1a>)

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| --- | --- | --- | --- |
| **WP 1A Doc#** | **Title** | **Author** | **Status** |
| USWP1A-01\_Res.731\_studies\_Final | On terrestrial Fixed Service emission limits necessary to protect EESS to RS.2017 protection levels for Res. 731 studies | Mike MarcusJosep JornetXavier Cantos  |  |

4. Agreed revised preparatory schedule:

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| √        11 August 2020 (Tuesday) = Call for Fact Sheets for possible US contributions to WP1A distributed |
| √        21 August 2020 (Friday) = Fact Sheets due  |
| √       25 August 2020 (Tuesday) = 1st meeting of WP1A/SG1 US prep process (9:30 am eastern) |
| √        17 September 2020 (Thursday) = First drafts due |
| √        21 September 2020 (Monday) = 2nd meeting of WP1A/SG1 US prep process (9:30 am eastern)  |
| √        14 October 2020 (Wednesday) = Final drafts due |
| •        19 October (Monday)= 3rd and final meeting of WP1A/SG1 US prep process (9:30 am eastern) |
| •        19 October (Monday) = Final National Committee review versions due by 5 pm Eastern |
| •        20 October (Tuesday) = Documents enter National Committee review |
| •        3 November (Tuesday) = Close of National Committee review (with gap before ITU deadline to allow for any reconciliation required) |
| •        17 November 2020 (Tuesday) = Deadline for contributions to the ITU  |
| •        24 November – 2 December 2020 (Tuesday - Wednesday) = Working Party 1A meeting |
| •        •       3 December 2020 (Thursday) = Study Group 1 meeting |

5. Guidance on registration. <https://www.itu.int/en/ITU-R/information/events/Pages/online-info.aspx>.“ Uniquely for this set of meeting, determination of “regular participation” will consider preparations for both the cancelled June meeting and this meeting.

There is now a two-step registration process that YOU must initiate and for which you must have a TIES account.

Step 1: Prospective participants initiate self-registration: <https://www.itu.int/net4/ITU-R/events>

Step 2: Your Designated Focal Point (DFP) has to approve your participation. For the US delegation, the DFP is the Department of State. For Sector Members, there is a DFP within your company.

See Attachment 2 for list of registered US participants as of 14 Oct 2020.

6. Guidance on authoring contributions in Attachment. Send group mailings to usworkingparty1a@osmmail.ntia.doc.gov. (If you only want to reply to the author, do NOT use Reply or Reply All.)

7. Any other business

Amy L. SANDERS
US Chair of ITU-R Study Group 1 and Working Party 1A
Mobile: +1 202-360-2677
asanders@ntia.gov

Attachments:

1. Guidelines on how to author input contributions for US Working Party 1A
2. List of registered US participants as of 14 Oct 2020.

Attachment 1

Guidelines on how to author input contributions for US Working Party 1A

1. Fact sheet- each draft input contribution needs a fact sheet- see example at <https://www.fcc.gov/example-fact-sheet>
2. Fact sheet needs to be completely filled out including Author(s), purpose, abstract, etc. Document numbers 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.
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, do not ‘anonymize’ the changes. It is important that everyone can understand who is proposing what changes during the preparatory process. (Note that in item #11 below, the final version that goes to the ITU will need to use the identifier “USA” for all changes. So, you might want to start using “USA”.) Highlighting new proposed text is okay but keep in mind that it can make readability challenging.
6. 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.
7. During the National Committee (NC) review, the document submitted to the chair and posted to the NC is the baseline document.
8. 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.
9. 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.
10. 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.
11. 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.
12. The author(s) will then submit the final documents to the chair and the chair can submit the contribution to the ITU BR staff.

Attachment 2

List of registered US participants as of 14 Oct 2020

|  |  |  |  |
| --- | --- | --- | --- |
| **Representation** | **Entity / Name / Job Title / Email** | **Meeting(s) & Function** |  |
| **Member States**United States of America | **National Telecommunications and Information Administration (NTIA)Ms. Amy L. SANDERS**Telecommunications Specialistasanders@ntia.gov | ITU-R WP 1A [**Head of Delegation**] |  |
| **Member States**United States of America | **Federal Communications CommissionMs. Francisca ADEUYI**Spectrum Management | ITU-R WP 1A [**Delegate**] |  |
| **Member States**United States of America | **Peraton Inc.Ms. Christine DI LAPI**Senior Associate Spectral Engineercdilapi@alionscience.com | ITU-R WP 1A [**Delegate**] |  |
| **Member States**United States of America | **National Telecommunications and Information Administration (NTIA)Ms. Shelli Rose HASKINS**Telecommunications Specialist | ITU-R WP 1A [**Delegate**] |  |
| **Member States**United States of America | **Cyber and International Communications and Information Policy (CIP)Mr. James HIGGINS**Spect. Mgmt. Engr.james.higgins@asrcfederal.com | ITU-R WP 1A [**Delegate**] |  |
| **Member States**United States of America | **Federal Communications CommissionMr. Dante IBARRA**WRC Director | ITU-R WP 1A [**Delegate**] |  |
| **Member States**United States of America | **Cyber and International Communications and Information Policy (CIP)Mr. Nathaniel LIVESEY**Vice Chair US National Academy of Science's Committee on Radio Frequencies.nathaniel.j.livesey@jpl.nasa.gov | ITU-R WP 1A [**Delegate**] |  |
| **Member States**United States of America | **Federal Communications CommissionDr. Michael MARCUS**Delegatemjmarcus@marcus-spectrum.com | ITU-R WP 1A [**Delegate**] |  |
| **Member States**United States of America | **Verizon Communication CorporationMs. Daudeline MEME**VP & Associate General Counseldaudeline.meme@verizon.com | ITU-R WP 1A [**Delegate**] |  |
| **Member States**United States of America | **Cyber and International Communications and Information Policy (CIP)Mr. Michael MULLINIX**Director, Regulatory Affairs | ITU-R WP 1A [**Delegate**] |  |
| **Member States**United States of America | **National Telecommunications and Information Administration (NTIA)Mr. Ky SEALY**Senior Principal Engineer | ITU-R WP 1A [**Delegate**] |  |
| **Member States**United States of America | **American Radio Relay LeagueMr. Jonathan SIVERLING**ARRL Technical Relations Officejsiverling@arrl.org | ITU-R WP 1A [**Delegate**] |  |
| **Member States**United States of America | **Cyber and International Communications and Information Policy (CIP)Dr. Liese VAN ZEE**Professorlvanzee@indiana.edu | ITU-R WP 1A [**Delegate**] |  |
| **Member States**United States of America | **Cyber and International Communications and Information Policy (CIP)Mr. Jonathan WILLIAMS**Delegatejonwilli@nsf.gov | ITU-R WP 1A [**Delegate**] |  |

**TOTAL=14**