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| **U.S. ITU-R****Study Groups****Preparatory****Meetings** | **U.S. Working Party 5C** **Preparatory Meeting #1****Monday, January 11, 2021****3:00-4:00 pm Eastern****Teleconference Meeting Information**Join US WP 5C Microsoft Teams Meeting on your **Computer or Mobile App**[**Click here to JOIN Meeting**](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_NzdiMzJmNzYtMTU0YS00OWYwLWE2NDctMTYzZWYwMGU5MDg3%40thread.v2/0?context=%7b%22Tid%22%3a%22d6cff1bd-67dd-4ce8-945d-d07dc775672f%22%2c%22Oid%22%3a%2296bade34-ad62-4492-9217-703e3bea72b1%22%7d)**Or Call in (audio only)**United States, Washington DC (Toll)**+1 202-886-0111****Meeting Number: 878288573#****Phone Conference ID: 878 288 573#** |  |

**Agenda**

1. **Welcome and Introductions**
2. **Approval of the agenda**
3. **Review of the US WP 5C Draft Prep and Meeting Schedule for April/May 2021**

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1. **Preparatory meeting participation**
	1. Please send an email to Shelli Rose Haskins at shaskins@ntia.gov the day of the meeting informing me that you participated in the meeting. Please include your first and last name along with whom you are representing at the meeting. If you are participating via Teams, please insert this information into the chat box in lieu of sending an email.
	2. Contractors please self-identify as required by 48 CFR Part 211.106.
2. **Fact Sheet & ITU-R Document templates**

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1. **Consideration of Documents for April/May 2021 meeting of WP 5C (Fact Sheets)**

| DocumentUSWP5C23 | Title | Authors | Status |
| --- | --- | --- | --- |
| 08 | Proposal for editorials to the Preliminary draft new Report ITU-R F.[CSA]Technical and operational characteristics of radio frequency central alarm systems operating in the fixed service in the frequency range 450-470 MHz | Brian M. Patten, NTIAJohn A. Prendergast, Blooston, Mordkofsky, Dickens,Duffy & Prendergast, LLPLouis T. Fiore, Alarm Industry Communications Committee Chair The Monitoring Association | Fact Sheet |
| 09 | Fixed Service Characteristics for WRC-23 Studies | Michael Mullinix, CTIA | Fact Sheet |
| 10 | Fixed Service characteristics and protection criteria for use by WP 5B for their Agenda Item 1.8 studies | Don Nellis, Federal Aviation Administration (FAA)Michael Neale, ACES Corporation/ FAA | Fact Sheet |

1. **ITU-R WP 5C meeting registration**
2. Department of State ITU-R Self Registration Process & WRC-23 US HoD Leads information circulated on 1/4/2021



1. Self-registration two-step process



1. Registration for the U.S. delegation will **open Thursday,** **March 18, 2021** **and close Wednesday, April 2, 2021** in accordance with the General Guidance document regarding regular participation. I am keeping a list of participation in line with this policy. Please do not email me of your plan to participate on the delegation before the period stated above unless requested to do so.
2. Email the US WP 5C Chair before self-registering for confirmation to proceed with self-registration.
3. Register for all of the Working Party 5 block meetings that you plan to participate in at the same time, and only for the groups you plan to participate in. If you are participating in other WP 5 meetings you will need to coordinate with the Chair of those groups accordingly.
4. **Next US WP 5C Meeting (#2) is Wednesday, February 10th at 3:00 pm Eastern Standard Time**
5. **Any other business?**