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|  | **U.S. Working Party 5C** |  |

**\*DRAFT Preparatory Schedule for April/May 2021 Meeting of ITU-R WP 5C**

**U.S. ITU-R**

**Study Groups**

**Preparatory**

**Meetings**

1. All meetings will be by teleconference
2. All contributions will have a fact sheet and a cover page
3. Documents not received by chair by established deadlines will not be considered by US WP 5C
4. Proposed time line for preparatory activities:

**December – May 2021 US WP 5C Timeline**

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| **DATE / TIME** | **TITLE** | **\*NOTE** |
| December 22nd (TUE) | First Call for Contributions  for US WP 5C |  |
| **January 11th (MON)** at **3 PM EST** | **US WP 5C MEETING #1** | **\*FACT SHEETS DUE 5 PM EST JAN 7th (THURS)** |
| **February 10th (WED)** at **3 PM EST** | **US WP 5C MEETING #2** | **\*FIRST DRAFTS DUE 5 PM EST FEB 8th (MON)** |
| March 14th (SUN) at 2 AM EST | US Daylight Savings Time | \*Clocks shift forward 1 hour |
| **March 17th (WED)** at **3 PM EDT** | **US WP 5C MEETING #3** | **\*FINAL DRAFTS DUE 5 PM EDT MAR 15th (MON)** |
| March 18th – April 2nd  (THURS – WED) | ITU-R WP 5C Registration Period for US Delegation | \***US WP 5C Registration deadline is**  **April 2nd (FRI) at** **12 PM EDT** |
| March 28th (SUN) at 2 AM CEST | Geneva Daylight Savings Time | \*Clocks shift forward 1 hour |
| March 22nd – April 2nd  (MON – FRI) | National Committee Review |  |
| April 2nd (FRI) | Shift to Delegation Mode |  |
| April 5th – 12th (MON – MON) | NTIA/FCC/ DoS  Reconciliation Period |  |
| April 21st at 11 AM EDT | 5C Documents DUE to ITU | \*Deadline for document submission to the BR |
| **April 22nd (THURS)** at **1 PM EDT** | **DELEGATION MEETING #1** | \*Review of WP 5C input contributions |
| **April 28 – May 11, 2021** | **ITU-R WP 5C Meeting (Geneva)** | **\*This meeting may be held virtually (TBD)** |

**\*NOTE**: The dates and times shown above are subject to change if necessary to conform to the ITU invitation letter or to resolve any scheduling conflicts that may arise during the prep cycle. Additional meetings may be scheduled for the preparation of Correspondence Groups. Plans to register for the ITU-R WP 5C meeting with the USA Delegation must be communicated with the USA Head of Delegation **BEFORE** the self-registration process occurs.

1. Useful Links:
   1. NTIA website / document download:

<https://uspreps.ntia.gov/wp5c>

* 1. ITU-R Contributions, Chairman’s Report, etc.:

<https://www.itu.int/en/ITU-R/study-groups/rsg5/rwp5c/Pages/default.aspx>

* 1. ITU Style Guides, Terminology, etc.:

<https://www.itu.int/en/language-tools/Pages/default.aspx>