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| **U.S. ITU-R****Study Groups****Preparatory****Meetings** | **U.S. Working Party 1A** **Preparatory Meeting #1****Monday, February 1, 2021****11:00 am - 12:30 pm EST****Teleconference Meeting Information**Join US WP 1A Microsoft Teams Meeting on your **Computer or Mobile App**[**Click here to JOIN Meeting**](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2Fl%2Fmeetup-join%2F19%3Ameeting_YjQzNWEyMWMtMjVmNi00OGM0LWEwNDYtMzRhZWEwNGM5ZDA0%40thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%2522d6cff1bd-67dd-4ce8-945d-d07dc775672f%2522%252c%2522Oid%2522%253a%252296bade34-ad62-4492-9217-703e3bea72b1%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=309d81d5-f147-4282-94fc-473da3bd9478&directDl=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true)**Or Call in (audio only)**United States, Washington DC (Toll)**[+1 202-886-0111](%2B1%20202-886-0111%2C%2C669187702%22%20%5Ct%20%22_blank)****[Meeting Number: 669187702#](%2B1%20202-886-0111%2C%2C669187702%22%20%5Ct%20%22_blank)****Phone Conference ID: 669 187 702#** |  |

**Agenda**

1. **Welcome and Introductions**
2. **Approval of the agenda**
3. **Review of the US WP 1A Draft Prep and Meeting Schedule for May/June 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. You do not need to do both.
	2. Contractors please self-identify as required by 48 CFR Part 211.106.
2. **Quick Review of Microsoft Teams Features**
	1. Chat box meeting participation
	2. Meeting details
	3. Mute/Unmute, \*6 on telephone
	4. Shared screen
	5. Participants list (please do not use the raised hand feature, just audibly request the floor)
3. **Fact Sheet & ITU-R Document templates**

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* 1. The format for an unassigned Fact Sheet title will be "USWP1A23\_XX\_FS - Title". The "XX" will be the document number assigned by the US WP 1A Chair and the FS stands for Fact Sheet. Subsequent versions (First Drafts up to Final Drafts) will be "USWP1A23\_XX\_rev1 - Title" then "USWP1A23\_XX\_rev2 - Title" and so on.
	2. Fact Sheets should ideally be one page. You can always send your first drafts, etc. of a document along with a Fact Sheet. Deadlines are for “at minimum” stages of the work.
1. **NTIA website / document download:**
	1. You can access all of the documents in today’s meeting from the NTIA website and under the appropriate title. Website link: <https://uspreps.ntia.gov/wp1a>
2. **Consideration of USA Documents for May/June 2021 meeting of WP 1A (8 Fact Sheets)**
	1. Contribution Matrix (in order of introductions):



* 1. Contributions Received (in order received):

| DocumentUSWP1A23 | Title | Authors | Status |
| --- | --- | --- | --- |
| [07](https://uspreps.ntia.gov/wp1a/first-preparatory-meeting-us-working-party-1a-itu-r-working-party-1a-meeting-mayjune-2021) | Working document towards Information Paper and/or Report and/or Fact Sheet for Power Beaming (PB) Assessment, Research, Development and Demonstration Studies related to - solely within the USA borders (i.e., states/territories/etc.) - Disaster & Emergency Response and Recovery wireless power transmission (WPT). | Joseph M. Rauscher, Spacefaring-Services.com | Fact Sheet |
| [08](https://uspreps.ntia.gov/wp1a/first-preparatory-meeting-us-working-party-1a-itu-r-working-party-1a-meeting-mayjune-2021) | Continuation of previous US contribution to update the “Working Document Towards a Preliminary Draft Revision of Report ITU-R SM.2451”, Assessment of impact of wireless power transmission for electric vehicle charging on radiocommunication services. | Ky Sealy, WiTricity Corp.Jon Sirota, WiTricity Corp.  | Fact Sheet |
| [09](https://uspreps.ntia.gov/wp1a/first-preparatory-meeting-us-working-party-1a-itu-r-working-party-1a-meeting-mayjune-2021) | Continuation of previous US contribution to suppress or deprecate Working Document Towards a Preliminary Draft New Recommendation [Report] ITU-R SM.[WPT-EMISSIONS] to status of a Working Document Towards a Preliminary Draft New Report ITU-R SM.[WPT-EMISSIONS] | Ky Sealy, WiTricity Corp.Jon Sirota, WiTricity Corp. | Fact Sheet |
| [10](https://uspreps.ntia.gov/wp1a/first-preparatory-meeting-us-working-party-1a-itu-r-working-party-1a-meeting-mayjune-2021) | Revision to “Preliminary draft revision of Report ITU-R SM.2392-0 - Applications of wireless power transmission via radio frequency beam”, Assessment of impact of wireless power transmission for electric vehicle charging on radiocommunication services. | Kevin Graf, FCCAllen Yang, FCC | Fact Sheet |
| [11](https://uspreps.ntia.gov/wp1a/first-preparatory-meeting-us-working-party-1a-itu-r-working-party-1a-meeting-mayjune-2021) | Proposed revisions to Working Document Towards a Preliminary Draft New Recommendation ITU-R SM.[WPT.BEAM.FRQ] | Matthew Greenspan, Telecommunications Management Group, Inc. (TMG) | Fact Sheet |
| [12](https://uspreps.ntia.gov/wp1a/first-preparatory-meeting-us-working-party-1a-itu-r-working-party-1a-meeting-mayjune-2021) | Proposed revisions to Working Document Towards a Preliminary Draft New Report ITU-R SM.[WPT.BEAM.IMPACTS] | Matthew Greenspan, Telecommunications Management Group, Inc. (TMG) | Fact Sheet |
| [13](https://uspreps.ntia.gov/wp1a/first-preparatory-meeting-us-working-party-1a-itu-r-working-party-1a-meeting-mayjune-2021) | Revision to “Preliminary draft revision of Report ITU-R SM.2392-0 - Applications of wireless power transmission via radio frequency beam” | Michael Marcus, Marcus Spectrum Solutions LLC | Fact Sheet |
| [14](https://uspreps.ntia.gov/wp1a/first-preparatory-meeting-us-working-party-1a-itu-r-working-party-1a-meeting-mayjune-2021) | Working document towards a preliminary Draft Revision to Recommendation ITU-R SM.2129-0 - Guidance on frequency ranges for operation of non-beam wireless power transmission systems for mobile and portable devices | Brandy Jo Sykes, Apple Inc.Dan Mansergh, Apple Inc. | Fact Sheet |

1. **ITU-R WP 1A Chairman’s Report:**
	1. Please review the ITU-R WP 1A Chairman’s report and bring any concerns or important information regarding the work to the attention of US WP 1A. Link to the Chairman’s Report can be found at: <https://www.itu.int/en/ITU-R/study-groups/rsg1/rwp1a/Pages/default.aspx>
	2. Add any comments to the US WP 1A Contribution Matrix MS Excel document and circulate to the group.
2. **Correspondence Group (CG) Participation**
	1. If you would like to participate in an ITU-R WP 1A related CG that has not been formally discussed under US WP 1A, you may participate but not as a USA delegate. In that case, when you join the ITU-R Webex meetings, please be sure that USA does not display next to your name and if you speak during the meeting please do not identify yourself as a USA delegate.
	2. CG’s may take place outside of the posted US WP 1A Prep. & Meeting Schedule. In that case, meetings to address the CG as a USA delegation may occur. That information will be circulated to the US WP 1A distribution list and those that regularly participate in those discussions will be welcome to participate in the ITU-R meeting as a USA delegate.
	3. To be included in an ITU-R CG distribution list please log in to your ITU-R account and go to: <https://www.itu.int/online/mm/scripts/mailinglist>. You can subscribe and unsubscribe to the ITU-R CG lists there.
	4. Please bring any concern regarding CG’s to the attention of US WP 1A
3. **ITU-R WP 1A meeting registration**
4. Department of State ITU-R Self Registration Process & WRC-23 US HoD Leads information circulated on 1/26/2021:



1. Self-registration two-step process:



1. Registration for the U.S. delegation will **open Monday,** **April 12, 2021** **and close Friday, April 30, 2021** in accordance with the General Guidance document regarding regular participation. I am keeping a list of participation in line with this policy. The ITU-R registration opens on February 25, 2021, however, I have put a time on our preparatory schedule when I plan to focus on the delegation registration. Please do not email me of your plan to participate on the delegation before the period stated above unless requested to do so.

Email the US WP 1A Chair with your intention of participating on the USA delegation *before* self-registering for confirmation to proceed with self-registration. (*Participation in 2 of 3 meetings is required.*)

1. ITU-R Event Registration link: <https://www.itu.int/net4/ITU-R/events>
2. Register at the same time for all of the Study Group 1 block Working Party meetings that you plan to participate in, and only for the groups you plan to participate in. If you are participating in ITU-R WP 1B or 1C meetings you will need to coordinate with the U.S. Chair of those groups accordingly.
3. **US WP1A and US SG 1 are now meeting separately**
	1. US SG 1 will be Co-Chaired by Shelli Rose Haskins (NTIA) and Allen Yang (FCC).
	2. Email Shelli Rose Haskins at shaskins@ntia.gov to be added to the US SG 1 listserv if you are not already on that mailing list.
4. **Next US WP 1A Meeting**
5. US WP 1A Meeting #2 is Monday, March 8th at 11:00 am Eastern Standard Time (EST)
6. **Any other business?**