|  |  |  |
| --- | --- | --- |
| **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/dl/launcher/launcher.html?url=%2F_%23%2Fl%2Fmeetup-join%2F19%3Ameeting_ZWM3ZDBlYjQtMzdiOC00NDkzLTg4MWUtYjczNWUxNzdjYWU0%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=18add9a7-8217-4b60-83fc-ac6899ed8f33&directDl=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true" \t "_blank)****Or Call in (audio only)**United States, Washington DC (Toll)**[+1 202-886-0111](%2B1%20202-886-0111%2C%2C950221956%22%20%5Ct%20%22_blank)****[Meeting Number: 950221956#](%2B1%20202-886-0111%2C%2C950221956%22%20%5Ct%20%22_blank)****Phone Conference ID: 950 221 956#** |  |

**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 (Final Version)**

****

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 MS 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
	6. Please do not use the raised hand feature
		1. Audibly request the floor when you would like to speak, or ask to be put in the queue
		2. Please do not speak over someone who has the floor
		3. Wait your turn to speak (do not speak out of turn)
3. Documents for consideration format
	1. "USWP5C23\_XX\_revX - Title"
4. **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/wp5c
5. **Consideration of USA Documents for April/May 2021 meeting of WP 5C (3 First Drafts)**
	1. Contribution Matrix (in order of introductions):



* 1. Contributions Received (in order received):

| DocumentUSWP5C23 | Title | Authors | Status |
| --- | --- | --- | --- |
| [08](https://uspreps.ntia.gov/wp5c/second-preparatory-meeting-us-working-party-5c-itu-r-working-party-5c-meeting-aprilmay-2021) | 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 | First Draft |
| [09](https://uspreps.ntia.gov/wp5c/second-preparatory-meeting-us-working-party-5c-itu-r-working-party-5c-meeting-aprilmay-2021) | Fixed Service Characteristics for WRC-23 Studies | Michael Mullinix, CTIA | First Draft |
| [10](https://uspreps.ntia.gov/wp5c/second-preparatory-meeting-us-working-party-5c-itu-r-working-party-5c-meeting-aprilmay-2021) | 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 | First Draft |

1. **ITU-R WP 5C Chairman’s Report:**
	1. Please review the ITU-R WP 5C Chairman’s report and bring any concerns or important information regarding the work to the attention of US WP 5C. Link to the Chairman’s Report can be found at: <https://www.itu.int/en/ITU-R/study-groups/rsg5/rwp5c/Pages/default.aspx>
	2. Add any comments to the US WP 5C Contribution Matrix MS Excel document and circulate to the group.
2. **ITU-R WP 5C meeting registration**
3. 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 Wednesday,** **February 10, 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. This date has been updated to accommodate those participating in WP 5A.
2. I am keeping a list of participation in line with this policy. The ITU-R registration opens on February 25, 2021. I have put a time on our preparatory schedule when I plan to focus on the delegation registration.



1. Email the US WP 5C 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.*)
2. If you also plan to participate in WP 5A or 5B, please send notify the US WP 5C Chair in the MS Teams chat box or send me an email.
3. ITU-R Event Registration link: <https://www.itu.int/net4/ITU-R/events>
4. Register at the same time for all of the Study Group 5 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 5A or 5B meetings, you will need to coordinate with the U.S. Chair of those groups accordingly.
5. **Next US WP 5C Meeting (#3) is Wednesday, March 17th at 3:00 pm Eastern Standard Time**
6. **Any other business?**