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|  | **U.S. Working Party 1A** |  |

**\*DRAFT Preparatory Schedule for May-June 2021 Meeting of ITU-R WP 1A**

**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 1A
4. Proposed time line for preparatory activities:

**January – June 2021 US WP 1A Timeline**

|  |  |  |
| --- | --- | --- |
| **DATE / TIME** | **TITLE** | **\*NOTE** |
| January 18th | First Call for Contributions  for US WP 1A |  |
| **February 1st (MON)** at **11 AM EST** | **US WP 1A MEETING #1** | **\*FACT SHEETS DUE 5 PM EST JAN 28 (THURS)** |
| **March 8th** at **(MON) 11 AM EST** | **US WP 1A MEETING #2** | **\*FIRST DRAFTS DUE 5 PM EST MAR 4 (THURS)** |
| March 14th (SUN) at 2 AM EST | US Daylight Savings Time | \*Clocks shift forward 1 hour |
| March 28th (SUN) at 2 AM CEST | Geneva Daylight Savings Time | \*Clocks shift forward 1 hour |
| **April 12th** at **(MON) 11 AM EDT** | **US WP 1A MEETING #3** | **\*FINAL DRAFTS DUE 5 PM EDT APR 8 (THURS)** |
| April 12th – April 30th (MON - FRI) | ITU-R WP 1A Registration Period | \***US WP 1A Registration deadline is**  **April 30th (FRI) at** **12 PM EDT** |
| April 16th – 30th (FRI – FRI) | National Committee Review |  |
| April 30th (FRI) | Shift to Delegation Mode |  |
| May 3rd – 14th (MON – FRI) | NTIA/FCC/State  Reconciliation Period |  |
| May 18th (TUE) at 11 AM EDT | WP 1A Documents DUE to ITU | \*Deadline for document submission to the BR |
| **May 19th (WED) at 1 PM EDT** | **DELEGATION MEETING #1** | **\*Review of WP 1A input contributions** |
| **May 25th – June 2nd, 2021**  **(TUE – WED)** | **ITU-R WP 1A 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 1A 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/wp1a>

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

<https://www.itu.int/en/ITU-R/study-groups/rsg1/rwp1a/Pages/default.aspx>

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

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

* 1. Subscribe/Unsubscribe to ITU-R Correspondence Group (CG) distribution lists (must have ITU login)

<https://www.itu.int/online/mm/scripts/mailinglist>