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| **U.S. ITU-R****Study Groups****Preparatory****Meetings** | **U.S. Working Party 5C** **Preparatory Meeting #1****Wednesday, March 17, 2021****3:00-4:30 pm Eastern Daylight Time****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_NWVhOGJiYjktN2EzZi00ODFjLWFiMTMtZGY4YjJiODgwNDAy%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=338f3c6a-8b10-45ec-ba25-d1d9f8b4381d&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%2C494192066%22%20%5Ct%20%22_blank)****[Meeting Number: 494192066#](%2B1%20202-886-0111%2C%2C494192066%22%20%5Ct%20%22_blank)****Phone Conference ID: 494 192 066#** |  |

**Agenda**

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

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1. **Preparatory meeting participation**
	1. Inform the Chair that you participated in the meeting today.
		1. Include your first and last name along with whom you are representing at the meeting
		2. Send an email to Shelli Rose Haskins at shaskins@ntia.gov the day of the meeting ***OR*** insert your first and last name & entity you represent into the MS Teams chat box in lieu of sending an email. You do not need to do both.
		3. 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. **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
4. **Documents for consideration format**
	1. Initiated a request to US WP 5A and US WP 5B Chairmen and will follow up accordingly.
	2. Contribution Format Guidance for US WP 5C



1. **Consideration of USA Documents for April/May 2021 meeting of WP 5C (2 Final Drafts)**
	1. Contribution Matrix (in order of introductions):



* 1. Contributions Received (in order received):

| DocumentUSWP5C23 | Title | Authors | Status |
| --- | --- | --- | --- |
| [08](https://uspreps.ntia.doc.gov/wp5c/third-preparatory-meeting-us-working-party-5c-itu-r-worhttps%3A/uspreps.ntia.gov/wp5c/third-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 | Final Draft |
| [09](https://uspreps.ntia.gov/wp5c/third-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~~Withdrawn |

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 **opened Wednesday,** **February 10, 2021** **and closes 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 (document below). The original date was extended to accommodate those participating in WP 5A.



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. I am ok if you send an email to all three Chairs at once.
5. If you would like to participate on the delegation and have not met the minimum participation requirement, you may participate as an observer on the delegation. This is in line with the General Guidance document. Please reach out to the Chair for more information. Those who have not regularly participated in the US WP 5C meetings may participate as an observer on the delegation. This is done by selecting Advisor in the registration process. You must reach out to the Head of Delegation with notification of your intention to participate as an observer on the delegation before you self-register.
6. Delegation Training Session March 25, 2021 at 2pm EDT (optional). Meeting invite will be sent today.
7. **Next US WP 5C Meeting will be for those who are on the ITU-R WP 5C USA Delegation Thursday, April 22nd at 1:00 pm EDT (Eastern Daylight Time).**
	1. Future communication for US WP 5C related work will go out to those on the Delegation through the Delegation email list.
8. **Any other business?**