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

 **\*DRAFT Preparatory Schedule for November 2021 Meeting of ITU-R WP5C**

**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 WP5C
4. Proposed time line for preparatory activities:

**November 2021 US WP5C Timeline**

|  |  |  |
| --- | --- | --- |
| **DATE / TIME** | **TITLE** | **\*NOTE** |
| June 23rd (WED) | First Call for Contributions for US WP 5C |  |
| July 5th (MON) | Independence Day Observed | \*U.S. Federal Holiday |
| **July 14th (WED)** at **3 PM EST**  | **US WP5C MEETING #1**  | **\*FACT SHEETS DUE 5 PM EST JULY 12th (MON)** |
| **July 28th (WED)** at **3 PM EST** | **US WP5C MEETING #2** | **\*FIRST DRAFTS DUE 5 PM EST July 26th (MON)** |
| July 28th – October 21st (WED – WED) | ITU-R WP 5C Registration Period for US Delegation | \***US WP5C Registration opens** **July 28th (WED) at** **4:30 PM EDT**\***US WP5C Registration deadline is** **October 21st (FRI) at** **12 PM EDT** |
| **August 25th (WED)** at **3 PM EDT** | **US WP5C MEETING #3** | **\*FINAL DRAFTS DUE 5 PM EDT AUG 23rd (MON)** |
| September 6th (MON) | Labor Day | \*U.S. Federal Holiday |
| **September 29th (WED)** at **3 PM EDT** | **US WP5C MEETING #4** | **\*NC Review DRAFTS DUE 5 PM EDT SEPT 27th (MON)** |
| October 6th – October 20th (WED – WED) | National Committee Review |  |
| October 11th (MON) | Columbus Day | \*U.S. Federal Holiday |
| October 20th (WED) | Shift to Delegation Mode |  |
| October 21st – November 4th  (THUR – THUR) | NTIA/FCC/ DoSReconciliation Period |  |
| October 31st (SUN) at 3 AM CEDT | Geneva Daylight Savings Time | \*Clocks shift back 1 hour |
| November 7th (SUN) at 2 AM EDT | US Daylight Savings Time | \*Clocks shift back 1 hour |
| November 8th at 11 AM EDT (MON) | 5C Documents DUE to ITU | \*Deadline for document submission to the BR |
| **November 9th (TUE)** at **4 PM EDT** | **DELEGATION MEETING #1**  | \*Review of WP5C input contributions |
| November 11th (THUR) | Veterans Day | \*U.S. Federal Holiday |
| **November 12th (FRI)** at **4 PM EDT (TENTATIVE)** | **DELEGATION MEETING #2**  | \*Continue review of WP5C input contributions. Meeting is as needed and may be cancelled. |
| **November 15 – November 26, 2021****(MON – FRI)** | **ITU-R WP 5C Meeting (Geneva)** | **\*This meeting may be held virtually (TBD)** |
| November 25th (THUR) | Thanksgiving Day | \*U.S. Federal Holiday |
| November 29, 2021 (MON) | Study Group 5 Meeting | \*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 WP5C 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>

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

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