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

**\*DRAFT Preparatory Schedule for November 2021 Meeting of ITU-R WP1A**

**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 WP1A
4. Proposed time line for preparatory activities:

**June – November 2021 US WP1A Timeline**

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| **DATE / TIME** | **TITLE** | **\*NOTE** |
| June 29th (TUE)  | First Call for Contributions for US WP1A |  |
| July 5th (MON) | Independence Day Observed | \*U.S. Federal Holiday |
| **July 12th (MON)** at **11 AM EDT** | **US WP1A MEETING #1** | **\*FACT SHEETS DUE 5 PM EDT JUL 7th (WED)** |
| **August 9th (MON)** at **11 AM EDT** | **US WP1A MEETING #2** | **\*FIRST DRAFTS DUE 5 PM EDT AUG 4th (WED)** |
| August 9th – October 8th (MON – FRI) | ITU-R WP1A Registration Period for US Delegation | **\*US WP1A Registration opens AUG 9th (MON) at 12 PM EDT**\***US WP1A Registration deadline is** **OCT 8th (FRI) at** **12 PM EDT** |
| **August 30th (MON)** at **11 AM EDT** | **US WP1A MEETING #3** | **\*FINAL DRAFTS DUE 5 PM EDT AUG 25th (WED)** |
| September 6th (MON) | Labor Day | \*U.S. Federal Holiday |
| **September 20th (MON)** at **11 AM EDT** | **US WP1A MEETING #4** | **\*NC Review DRAFTS DUE 5 PM EDT** **SEP 15th (WED)** |
| September 27th – October 8th (MON – FRI) | National Committee Review |  |
| October 8th (FRI) | Shift to Delegation Mode |  |
| October 11th (MON) | Columbus Day | \*U.S. Federal Holiday |
| October 11th – 22nd (MON – FRI) | NTIA/FCC/State Reconciliation Period |  |
| October 27th (WED) at 11 AM EDT  | WP1A Documents DUE to ITU | \*Deadline for document submission to the BR |
| **October 28th (THUR) at 1 PM EDT** | **DELEGATION MEETING #1**  | **\*First review of WP1A input contributions** |
| October 31st (SUN) at 3 AM CEDT | Geneva Daylight Savings Time | \*Clocks shift back 1 hour |
| **November 3rd – 12th, 2021****(WED – FRI)** | **ITU-R WP1A Meeting (Geneva)** | **\*This meeting may be held virtually (TBD)** |
| November 7th (SUN) at 2 AM EDT | US Daylight Savings Time | \*Clocks shift back 1 hour |
| November 11th (THUR) | Veterans Day | \*U.S. Federal Holiday |

**\*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 WP1A 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>