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| **U.S. ITU-R**  **Study Groups**  **Preparatory**  **Meetings** | **U.S. Working Party 1A**  **Preparatory Meeting #4**  **Monday, August 20, 2021**  **11:00 AM - 12:30 PM EDT**  **Teleconference Meeting Information**  Join US WP1A Microsoft Teams Meeting on your **Computer or Mobile App**  **[Click here to JOIN MEETING](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZWU0NWQxYzctZDE3MC00MTA2LTk5OTQtYTM3MTc2MThiZmZk%40thread.v2/0?context=%7b%22Tid%22%3a%22d6cff1bd-67dd-4ce8-945d-d07dc775672f%22%2c%22Oid%22%3a%2296bade34-ad62-4492-9217-703e3bea72b1%22%7d" \t "_blank)**  **Or Call in (audio only)**  United States, Washington DC (Toll)  **[+1 202-886-0111#](tel:+12028860111,,609134233" \t "_blank)**  **[Meeting Number: 609134233#](tel:+12028860111,,609134233" \t "_blank)**  **Phone Conference ID: 609 134 233#** |  |

**Agenda**

1. **Welcome and Introductions**
2. **Approval of the agenda**
3. **Review of the US WP1A Draft Prep. and Meeting Schedule for November 2021**

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1. **Preparatory meeting participation**
   1. Please notify Shelli Rose Haskins at shaskins@ntia.gov the day of the meeting 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 Teams, please insert this information into the chat box. If you are only participating via phone, please send an email. You do not need to do both.
   2. Contractors please self-identify as required by 48 CFR Part 211.106.
   3. Any media representatives on the call?
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 (please do not use the raised hand feature, just audibly request the floor)
3. **Fact Sheet & ITU-R Document templates**
   1. Contribution Format Guidance for US WP1A

 

1. **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/wp1a>
2. **Consideration of USA Documents for November 2021 meeting of WP1A (6 Final Drafts)**
   1. Contributions Received (in order of introduction):

| Document  USWP1A23 | Title | Authors | Status |
| --- | --- | --- | --- |
| [20](https://uspreps.ntia.gov/wp1a/third-preparatory-meeting-us-working-party-1a-itu-r-working-party-1a-meeting-november-2021) | Updates to the “Preliminary Draft Revision of Report ITU-R SM.2451-0”, Assessment of impact of wireless power transmission for electric vehicle charging on radiocommunication services. | Ky Sealy,  WiTricity Corp.  Jon Sirota,  WiTricity Corp. | Final Draft  Approved for National Committee 8/30/21 |
| [19](https://uspreps.ntia.gov/wp1a/third-preparatory-meeting-us-working-party-1a-itu-r-working-party-1a-meeting-november-2021) | Updates to the “Preliminary Draft Revision of Question ITU-R 210-3/1”, Wireless power transmission. | Ky Sealy,  WiTricity Corp.  Jon Sirota,  WiTricity Corp. | Final Draft  Approved for National Committee (Consensus)  8/30/21 |
| [18](https://uspreps.ntia.gov/wp1a/fourth-preparatory-meeting-us-working-party-1a-itu-r-working-party-1a-meeting-november-2021) | Working document towards a preliminary Draft Revision to Report ITU-R SM.2303-2 - Wireless power transmission using technologies other than radio frequency beam | Brandy Jo Sykes,  Apple Inc.  Dan Mansergh,  Apple Inc. | Final Draft  Approved for National Committee  (Consensus)  9/20/21 |
| [17](https://uspreps.ntia.gov/wp1a/fourth-preparatory-meeting-us-working-party-1a-itu-r-working-party-1a-meeting-november-2021) | Working document towards a preliminary Draft Revision to Recommendation ITU-R SM.2129-0 - Guidance on frequency ranges for operation of non-beam wireless power transmission systems for mobile and portable devices | Brandy Jo Sykes,  Apple Inc.  Dan Mansergh,  Apple Inc. | Final Draft  Approved for National Committee  (Consensus)  9/20/21 |
| [16](https://uspreps.ntia.gov/wp1a/fourth-preparatory-meeting-us-working-party-1a-itu-r-working-party-1a-meeting-november-2021) | Proposed revisions to Preliminary Draft New Report ITU-R SM.[WPT.BEAM.IMPACTS] | Michael Marcus,  Marcus Spectrum Solutions LLC  Matt Greenspan,  Telecommunications Management Group (TMG) | Final Draft  Approved for National Committee  (Non-Consensus)  9/20/21 |
| [15](https://uspreps.ntia.gov/wp1a/fourth-preparatory-meeting-us-working-party-1a-itu-r-working-party-1a-meeting-november-2021) | Proposed additions to Preliminary Draft New Recommendation ITU-R SM.[WPT.BEAM.FRQ] | Michael Marcus,  Marcus Spectrum Solutions LLC  Matt Greenspan,  Telecommunications Management Group (TMG) | Final Draft  Approved for National Committee  (Non- Consensus)  9/20/21 |

1. **ITU-R WP1A Chairman’s Report & Contribution Matrix:**
   1. Please review the ITU-R WP1A Chairman’s report and bring any concerns or important information regarding the work to the attention of US WP1A. Link to the Chairman’s Report can be found at: <https://www.itu.int/en/ITU-R/study-groups/rsg1/rwp1a/Pages/default.aspx>
   2. The “Contribution Matrix” will be circulated to those on the delegation list. For those on the delegation, please add any comments to the US WP1A Contribution Matrix MS Excel document and **circulate to the delegation group by October 26, 2021**.
2. **Correspondence Group (CG) Participation**
   1. If you would like to participate in an ITU-R WP1A related CG that has not been formally discussed under US WP1A, you may participate but not as a USA delegate. In that case, when you join the ITU-R Webinar meetings, please be sure that USA does not display next to your name and if you speak during the meeting please do not identify yourself as a USA delegate.
   2. CG’s may take place outside of the posted US WP1A Prep. & Meeting Schedule. In that case, meetings to address the CG as a USA delegation may occur. That information will be circulated to the US WP1A distribution list and those that regularly participate in those discussions will be welcome to participate in the ITU-R meeting as a USA delegate.
   3. To be included in an ITU-R CG distribution list please log in to your ITU-R account and go to: <https://www.itu.int/online/mm/scripts/mailinglist>. You can subscribe and unsubscribe to the ITU-R CG lists there.
   4. Please bring any concerns regarding CG’s to the attention of the US WP1A Chair, including offline email discussions.
3. **ITU-R WP1A meeting registration**
4. Department of State ITU-R Self Registration Process (circulated 1/4/2021) & WRC-23 US HoD Leads information (update circulated on 9/10/2021):



1. Self-registration two-step process:



1. Registration for the U.S. delegation **opened Monday,** **August 9, 2021** **and closes Friday, October 8, 2021** in accordance with the General Guidance document regarding regular participation. I am keeping a list of participation in line with this policy. Note the ITU-R registration is currently open.
2. Email the US WP1A Chair with your intention of participating on the USA delegation ***before*** self-registering for confirmation to proceed with self-registration. (*Participation in 2 of 4 meetings is required.*)
3. Register at the same time for all of the Study Group 1 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 WP1B or 1C meetings you will need to coordinate with the U.S. Chair of those groups accordingly. If you also plan to participate in ITU-R WP1B or 1C, please notify the US WP1A Chair in the MS Teams chat box and/or notify by email. You can send one email to all of the Chairs of the groups you are planning participation.
4. ITU-R Event Registration link: <https://www.itu.int/net4/ITU-R/events>
5. A delegation list will be circulated to the email distribution list periodically
6. **Next US WP1A Meeting**
7. US WP1A Delegation Meeting is Thursday, October 28th at 1:00 PM EDT (Eastern Daylight Time)
8. Contribution Matrix edits are due Tuesday, October 26th at 5 PM EDT
9. Training Session for ITU-R registration and ITU webpage navigation (TBD)
   * 1. Updates will be sent to the email listserv
     2. Meeting will be potentially mid/late October
10. **Any other business?**