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| **U.S. ITU-R****Study Groups****Preparatory****Meetings** | **U.S. Working Party 5C** **Preparatory Meeting #4****Wednesday, September 29, 2021****3:00 PM - 4:30 PM EDT****Teleconference Meeting Information**Join US WP5C 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_ZjU5N2UzZmMtNDBiYy00NjRkLTljNjUtZjRmMjcwZGJmNTA5%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=5c66a643-795a-48bd-b3f7-ab584ea0b185&directDl=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true" \t "_blank)****Or Call in (audio only)**United States, Washington DC (Toll)**+1 202-886-0111#****Meeting Number: 257639562#****Phone Conference ID: 257 639 562#** |  |

**Agenda**

1. **Welcome and Introductions**
2. **Approval of the agenda**
3. **Review of the US WP5C Draft Prep. and Meeting Schedule for November 2021**



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 WP5C

 

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/wp5c>
2. **Consideration of USA Documents for November 2021 meeting of WP5C (1 Final Draft)**
	1. Contributions Received (in chronological order):

| DocumentUSWP5C23 | Title | Authors | Status |
| --- | --- | --- | --- |
| ~~[11](https://uspreps.ntia.gov/wp5c/first-preparatory-meeting-us-working-party-5c-itu-r-working-party-5c-meeting-november-2021)~~ | ~~Working Document Towards a Preliminary Draft New Recommendation “Wideband High Frequency Systems (WBHF) Technical and Operational Characteristics Operating Within the 3 to 30 MHz Frequency Band.”~~ | ~~Fumie Wingo,~~~~Department of the Navy~~~~Jerome Foreman,~~~~Department of the Navy~~~~Robert Leck,~~ ~~ACES in support of the Department of the Navy~~ | Withdrawn |
| ~~[12](https://uspreps.ntia.gov/wp5c/first-preparatory-meeting-us-working-party-5c-itu-r-working-party-5c-meeting-november-2021)~~ | ~~Preliminary Draft New Question – Accommodating Wide Band High Frequency (WBHF) services within the 3 to 30 MHz Frequency Band~~ | ~~Fumie Wingo,~~~~Department of the Navy~~~~Jerome Foreman,~~~~Department of the Navy~~~~Robert Leck,~~ ~~ACES in support of the Department of the Navy~~ | Withdrawn |
| [13](https://uspreps.ntia.gov/wp5c/fourth-preparatory-meeting-us-working-party-5c-itu-r-working-party-5c-meeting-november-2021) | Organization of work called for in Resolution ITU-R 59-2 | Joe Ciaudelli,Sennheiser | Final Draft |

1. **ITU-R WP5C Chairman’s Report:**
	1. Please review the ITU-R WP5C Chairman’s report and bring any concerns or important information regarding the work to the attention of US WP5C. 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. The “Contribution Matrix” will be circulated to those on the delegation list. For those on the delegation, please add any comments to the US WP5C Contribution Matrix MS Excel document and **circulate to the delegation group by Monday, November 8, 2021**.
2. **Correspondence Group (CG) Participation**
	1. If you would like to participate in an ITU-R WP5C related virtual CG meeting that has not been formally discussed under US WP5C, 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 WP5C 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 WP5C 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 concern regarding CG’s to the attention of the US WP5C Chair, including offline email discussions.
	5. Update on CG AI 9.1c activities (Christine DiLapi)
3. **ITU-R WP5C meeting registration**
	1. 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 **opens Wednesday,** **July 28, 2021** **and closes Friday, October 21, 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 opened on Monday, September 20, 2021.
2. Email the US WP5C 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 the entire 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 WP5A or 5B meetings, you will need to coordinate with the U.S. Chair of those groups accordingly. If you also plan to participate in ITU-R WP5A or 5B, please notify the US WP5C 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. If you are registering for multiple groups, please be aware of the registration deadlines for each group. They may be different.
5. ITU-R Event Registration link: <https://www.itu.int/net4/ITU-R/events>
6. **Next US WP5C Meeting**
7. US WP5C Delegation Meeting #1 is Tuesday, November 9th at 4:00 PM EDT (Eastern Daylight Time)
8. NC Review documents are due Monday, October 4th at 5 PM EDT
9. Training Session for ITU-R registration and ITU webpage navigation (TBD)
10. **Any other business?**