**U.S. Working Party 1A and Study Group 1 Preparatory Meeting**

**Draft Agenda**

**25 August 2020**

**9:30 AM – 10:30 AM (Eastern)**

**Teleconference Information**:  
[Join Microsoft Teams Meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZmUwN2VkYmEtN2QxYi00NmExLTljMjgtYjUzNTcwMTQ5NmEz%40thread.v2/0?context=%7b%22Tid%22%3a%22d6cff1bd-67dd-4ce8-945d-d07dc775672f%22%2c%22Oid%22%3a%223af81d6b-5482-40d3-a8d8-68ede1be4490%22%7d)

[+1 202-886-0111](tel:+1%20202-886-0111,,431098219# )   United States, Washington DC (Toll)

Conference ID: 431 098 219#

[Local numbers](https://dialin.teams.microsoft.com/2e8e819f-8605-44d3-a7b9-d176414fe81a?id=431098219) | [Reset PIN](https://mysettings.lync.com/pstnconferencing) | [Learn more about Teams](https://aka.ms/JoinTeamsMeeting) | [Meeting options](https://teams.microsoft.com/meetingOptions/?organizerId=3af81d6b-5482-40d3-a8d8-68ede1be4490&tenantId=d6cff1bd-67dd-4ce8-945d-d07dc775672f&threadId=19_meeting_ZmUwN2VkYmEtN2QxYi00NmExLTljMjgtYjUzNTcwMTQ5NmEz@thread.v2&messageId=0&language=en-US)

(Recommend using Teams for video and calling in on a phone for the audio. Be sure to mute both your microphone in Teams and your computer audio or there will be annoying feedback.)

1. Introductions and Announcements

– Please send confirming email to [asanders@ntia.gov](mailto:asanders@ntia.gov)

2. Approval of the draft Agenda

3. Consideration of fact sheets received (Documents can also be downloaded at<https://uspreps.ntia.gov/wp1a>)

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| --- | --- | --- | --- |
| **WP 1A Doc#** | **Title** | **Author** | **Status** |
| USWP1A-01\_Res.731\_studies\_FS | On terrestrial Fixed Service emission limits necessary to protect EESS to RS.2017 protection levels for Res. 731 studies | Mike Marcus  Josep Jornet  Xavier Cantos | Fact Sheet |

4. Preparatory schedule:

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| √        11 August 2020 (Tuesday) = Call for Fact Sheets for possible US contributions to WP1A distributed | |
| √       21 August 2020 (Friday) = Fact Sheets due | |
| •        25 August 2020 (Tuesday) = 1st meeting of WP1A/SG1 US prep process (9:30 am eastern) | |
| •        18 September 2020 (Friday) = First drafts due | |
| •        22 September 2020 (Tuesday) = 2nd meeting of WP1A/SG1 US prep process (9:30 am eastern) | |
| •        14 October 2020 (Wednesday) = Final drafts due | |
| •        19 October (Monday)= 3rd and final meeting of WP1A/SG1 US prep process (9:30 am eastern) | |
| •        19 October (Monday) = Final National Committee review versions due by 5 pm Eastern | |
| •        20 October (Tuesday) = Documents enter National Committee review | |
| •        3 November (Tuesday) = Close of National Committee review (with gap before ITU deadline to allow for any reconciliation required) | |
| •        17 November 2020 (Tuesday) = Deadline for contributions to the ITU | |
| •        24 November – 2 December 2020 (Tuesday - Wednesday) = Working Party 1A meeting | |
| •        •       3 December 2020 (Thursday) = Study Group 1 meeting | |

5. Guidance on registration. <https://www.itu.int/en/ITU-R/information/events/Pages/online-info.aspx>

There is now a two-step registration process that YOU must initiate and for which you must have a TIES account.

Step 1: Prospective participants initiate self-registration: <https://www.itu.int/net4/ITU-R/events>

Special Guidance from State: Note that when registration for the meeting is open, you get “1 Shot” to the registration process for all the working parties and the Study Group. You will not be able to amend or revise your registration later on. For example: If you initially register for WP1A, and later on decide to add 1B and the Study Group, you will NOT be able to do so. Your original request would have to be “rejected” by the Designated Focal Point (DFP) and then you would have to re-submit a new request. So, please take your time and be careful to include the Working Parties/Study Group that you actually plan to attend – you get “1 shot” for the block.

More guidance: If you are a Sector Member and wish to be on the US Delegation, please make sure you are registering under the US Administration and not as a Sector Member. The US does not allow for dual-registration. If you inadvertently registered as a Sector Member but want to serve on the US Delegation, please contact your company’s DFP to cancel (“reject”) your Sector Member registration, and re-register under the US Administration to become a member of the US Delegation.

You will receive an email from the ITU confirming that they have received your registration request. This does not mean you are registered.

Step 2: Your Designated Focal Point (DFP) has to approve your participation. For the US delegation, the DFP is the Department of State. For Sector Members, there is a DFP within your company.

Within 3 days after the deadline for registrations established by the Head of Delegation (HoD), the DFP will send the HoD the list of those who requested registration as US delegates. The HoD will reply with a list of approved delegates – based on regular attendance in US preparations. The DFP will then confirm the registrations with the ITU, based on the HoD's list.

Once this process is completed, you should receive a confirmation email from the ITU, and your name should appear under “List of Registered Participants” on the ITU-R webpage.

6. Guidance on authoring contributions in Attachment. Send group mailings to [usworkingparty1a@osmmail.ntia.doc.gov](mailto:usworkingparty1a@osmmail.ntia.doc.gov). (If you only want to reply to the author, do NOT use Reply or Reply All.)

7. Any other business

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Attachment:

1) Guidelines on how to author input contributions for US Working Party 1A

Guidelines on how to author input contributions for US Working Party 1A

1. Fact sheet- each draft input contribution needs a fact sheet- see example at <https://www.fcc.gov/example-fact-sheet>
2. Fact sheet needs to be completely filled out including Author(s), purpose, abstract, etc. Document numbers will be assigned by the USWP chair. Once a document number is assigned, please use it consistently in the file name for all iterations of the document.
3. Draft contributions need a USA cover page introducing the proposed contribution before the actual document containing new or revised text.
4. Draft contributions making revisions to attachments to the WP chairman’s report should be written in track changes against that attachment. Brand new inputs that are not based on any attachment to a WP chairman’s report do not need any track changes. When including a document from the chairman’s report, please do not include the ITU logo header.
5. If using track changes, do not ‘anonymize’ the changes. It is important that everyone can understand who is proposing what changes during the preparatory process. (Note that in item #11 below, the final version that goes to the ITU will need to use the identifier “USA” for all changes. So, you might want to start using “USA”.) Highlighting new proposed text is okay but keep in mind that it can make readability challenging.
6. As the document progresses from prep meeting to prep meeting, comments that are received by the author(s) should be presented at the next meeting. If there are disagreements on text, then that text should be placed in square brackets.
7. During the National Committee (NC) review, the document submitted to the chair and posted to the NC is the baseline document.
8. At the end of NC review, the author(s) is responsible for advising the chair if there are additional comments received or changes proposed to the document during NC review.
9. If further discussions on outstanding issues are needed, the chair will advise the author(s) of further actions that may be needed to reconcile these open issues.
10. Once a document is considered completed and approved in the NC review, the chair will remind the author(s) to prepare their papers for submission to the ITU. This includes removing the US fact sheet and reviewing the document to ensure that all the changes have been made.
11. IMPORTANT: Check any and all track changes to make sure they reflect “USA” as the author and also make sure that any track changes/embedded comments that are not needed are removed and (if applicable) that all changes are shown against the relevant attachment to the chairman’s report.
12. The author(s) will then submit the final documents to the chair and the chair can submit the contribution to the ITU BR staff.