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

**DRAFT Preparatory Schedule for May/June 2022 Meeting of ITU-R WP 5C**

**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 WP 5C
4. Proposed time line for preparatory activities:

**May/June 2022 US WP 5C Timeline**

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| **DATE / TIME** | **TITLE** | **\*NOTE** |
| Feb 16 (Wed) | First Call for Contributions  for US WP 5C |  |
| February 18 (Fri) at 1:30 PM EST | US WP 5C meeting #1 | Fact Sheets due 5 PM EST Feb 16 (Wed) |
| March 9 (Wed) at 1:30 PM EST | US WP 5C meeting #2 | First Draft’s due 5pm EST March 7 (Mon) |
| March 10 | ITU-R registration period opens for U.S. Del | Registration closes 5:00 PM EST April 27 for U.S. Del |
| March 13 | Daylight Savings time begins | U.S. |
| March 27 | Daylight Savings time begins | Geneva |
| March 30 (Wed) at 1:30 PM EDT | US WP 5C MEETING #3 | Final drafts due 5 pm EDT Mar 28 (Mon) |
| April 6th (Wed) at 1:30 PM EDT | US WP 5C MEETING #4  (If needed) | Final drafts due 5 PM EDT Apr 4th (Mon)  NC Review approved documents due 5 PM EDT April 11th (Mon) |
| April 13th – April 27th  (Wed – Wed) | National Committee Review |  |
| April 27th (WED) | Shift to Delegation Mode |  |
| April 28th – May 12th  (Thur – Thur) | NTIA/FCC/ DoS  Reconciliation Period |  |
| May 16th at 11 AM EDT (Mon) | 5C Documents DUE to ITU | Deadline for document submission to the BR |
| May 19th (Thurs) at 1 PM EST | DELEGATION MEETING #1 | Review of WP 5C input contributions |
| May 23 – June 3, 2022 | ITU-R WP 5C Meeting (Geneva) | This meeting may be held virtually (TBD) |
| May 30th (MON) | Memorial 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 WP 5C 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>

* 1. Registration to ITU-R events (must have ITU login)

https://www.itu.int/net4/ITU-R/events