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

**Draft Agenda**

**4 March 2022**

**2:00 – 3:00 PM (Eastern)**

**Teams meeting information**:
[Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_NWRkNjA1ZGMtYTIyMS00ZWZjLTlhOWQtMzY2NjNmYjVjZGI0%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)

**Or call in (audio only)**

+1 202-886-0111,,736300678#   United States, Washington DC

Phone Conference ID: 736 300 678# [Find a local number](https://dialin.teams.microsoft.com/2e8e819f-8605-44d3-a7b9-d176414fe81a?id=736300678)

1. Introductions and Announcements

– Please send confirming email to asanders@ntia.gov if you only join by phone. Note: Regular participation in US preparations is a requirement for inclusion on the US delegation.

2. Approval of the draft Agenda

3. Consideration of fact sheets received - <https://uspreps.ntia.gov/wp1a>

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| --- | --- | --- | --- |
| **USWP1A Doc#**(assigned by Chairman) | **Title** | **Author(s)** | **Status** |
| WPT-EV |
| **USWP1A-01\_FS** | Draft Revision of Report ITU-R SM.2451-0 (Assessment of impact of wireless power transmission for electric vehicle charging on radiocommunication services) | SealySirota | Fact Sheet |
| **USWP1A-02\_FS** | Working Document Towards a Preliminary Draft New [Recommendation / Report] ITU-R SM.[WPT\_EMISSIONS] | SealySirota | Fact Sheet |
| WPT Beam |
| USWP1A-03\_FS | Proposed revisions to Preliminary Draft New Recommendation ITU-R SM.[WPT.BEAM.IMPACTS] | Marcus | Fact Sheet |
| **USWP1A-04\_FS** | Proposed revisions to, and approval of, Working Document Towards a Preliminary Draft New Report ITU-R SM.[WPT.BEAM.IMPACTS] | Greenspan | Fact Sheet |
| USWP1A-05\_FS | Preliminary Draft New Recommendation ITU-R SM.[WPT.BEAM.FRQ] | Marcus | Fact Sheet |
| USWP1A-06\_FS | Proposed revisions to, and approval of, Working Document Towards a Preliminary Draft New Recommendation ITU-R SM.[WPT.BEAM.FRQ] | Greenspan | Fact Sheet |

4. Preparatory schedule:

Agreed (9 Feb) Preparatory schedule:

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| USWP1A Preparatory Schedule |
| * 1 Feb (Tuesday) = Call for Fact Sheets for possible US contributions to WP1A distributed
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| * 1 March (Tuesday) = Fact Sheets due
 |
| * **4 March (Friday) = 1st meeting** of WP1A/SG1 US prep process (2 pm eastern)
 |
| * 23 March (Wednesday) = First drafts due
 |
| * **28 March (Monday) = 2nd meeting** of WP1A/SG1 US prep process (10:00 am eastern)
 |
| * 15 April (Friday) = Updated drafts due
 |
| * **20 April (Wednesday) = 3rd meeting** of WP1A/SG1 US prep process (2 pm eastern)
 |
| * 11 May (Wednesday) = Final drafts due
 |
| * **16 May (Monday) = 4th and final meeting** of WP1A/SG1 US prep process (1:00 pm eastern)
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| * 23 May (Monday) = Documents enter National Committee review
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| * 6 June (Monday) = Close of National Committee Review
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| * 21 June (Tuesday) = Deadline for contributions to the ITU
 |
| * 28 June – 7 July (Tuesday – Thursday) = Working Party 1A meeting
 |
| * 8 July (Friday) = Study Group 1 meeting
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5. Guidance on registration. <https://www.itu.int/en/ITU-R/information/events/Pages/online-info.aspx> Note: Regular participation in US preparations is a requirement for inclusion on the US delegation. Registration opens 28 March; but, since we will only be half-way through our prep process, I will not have sufficient information to approve at that time.

6. Guidance on authoring contributions in Attachment. Address group mailings to usworkingparty1a@osmmail.ntia.doc.gov (or usstudygroup1@osmmail.ntia.doc.gov , as appropriate). (Reply and Reply All *only* go to the sender.)

7. Any other business

Amy L. SANDERS
US Chair of ITU-R Study Group 1 and Working Party 1A
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Attachment:

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- Use the blank fact sheet on the USWP1A page (<https://uspreps.ntia.gov/wp1a>)
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. Use the ITU template on the USWP1A page (<https://uspreps.ntia.gov/wp1a>)
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, the author(s) should use the identifier “USA” as the author; especially if you are proposing changes to a WP chairman’s report attachment. 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.