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

**DRAFT Preparatory Schedule for May 2023 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 2023 US WP 5C Timeline**

|  |  |  |
| --- | --- | --- |
| **DATE / TIME** | **TITLE** | **\*NOTE** |
| February 7 (Tues) 1:30-3:30 PM EST | US WP 5C meeting #1 | Fact Sheets due 5 PM EST Feb 3 (Fri) |
| March 2 (Thurs) 1:30- 3:30 PM EST | US WP 5C meeting #2 | First Draft’s due 5pm EST Feb 28 (Tues) |
| March 15 (Wed) 1:30- 3:30 PM EDT | US WP 5C meeting #3 | Final drafts due 5 pm EDT Mar 13 (Mon) |
| Mar 24 (Fri) at 1:30- 3:30 PM EDT | US WP 5C meeting #4  (If needed) | Final drafts due 5 PM EDT Mar 22 (Mon) |
| Mar 27-Apr 7 | National Committee Review | NC Review approved documents due 5 PM EDT Mar 23 (Mon) |
| Mar 27th | Shift to Delegation Mode |  |
| April 10 – 21 | NTIA/FCC/ DoS  Reconciliation Period |  |
| May 2 | 5C Documents DUE to ITU | Deadline for document submission to the BR |
| May 4 at 1 PM EST | Delegation meeting #1 | Review of WP 5C input contributions |
| May 9 – 16 | ITU-R WP 5C Meeting | Location TBD |

**\*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