WRC-07 ADVISORY COMMITTEE

Meeting Minutes

Meeting: IWG-1

Date/Time: February 5, 2004 / 10:30am – 11:00am

Location: FCC, 8th Floor Conference Room South

Committee Members Present: (see attached attendance list)

FCC Employees Present: Dante Ibarra, Ed Jacobs, Sankar Persaud, Larry Reed, Ziad Sleem, Marcus Wolf and Allen Yang.

Meeting Summary:

Jennifer Warren (Chair) called the meeting to order. After introductions, the meeting participants approved the agenda (Admin Doc. 1).

The Terms of Reference (ToR) for IWG-1 were discussed (Admin Doc. 2) and adopted. After the meeting, it was noted that there was a substantive typo in the ToR – the attached ToR reflect the correction in a highlighted format. The chair noted that many of the agenda items covered by IWG-1 are of interest to USG agencies and that the RCS' activities will form the basis for much of IWG-1's work. The Chair also noted that many of IWG-1's Agenda Items can be easily categorized into three groups: space science services, maritime and aeronautical. Future IWG-1 meetings will handle these agenda items according to these groups.

On an administrative note, the Chair introduced the document list for IWG-1 (Admin Document 3) and noted that the numbering system for documents will be based on categories of 'admin' documents and 'substantive' documents.

Larry Reed (FCC) volunteered to provide IWG-1 a matrix of the Resolutions and Recommendations from the WRC-03. Darlene Drazenovich (NTIA) described a draft RCS document that provides a chart of the various WRC-07 agenda items, their USG points of contact and corresponding RCS subcommittees. In an effort to improve the WRC preparatory process, Darlene hopes to provide this chart to the IWGs for their use. She requested that IWG-1 provide industry contact points for each of the agenda items.

A request was made by Don Jansky for the Chair to provide the corresponding ITU-R study groups for the IWG-1 agenda items. The chair agreed to make available a chart that was provided to the WAC meeting that identifies the various ITU-R groups for IWG-1 agenda items.

Kathryn Martin (Vice-Chair) introduced the document provided by the FCC that contains guidelines for the IWG to develop preliminary views and proposals (Admin Doc. 4).

Darlene Drazenovich agreed to provide regular updates of the RCS activities to IWG-1. At this point, she noted that there are four draft preliminary views within the RCS that are related to IWG-1's agenda items – 1.2, 1.3, 1.5 and 1.20. NTIA expects that the RCS will approve some or all of them at its next meeting (March 4, 2004), and will then be addressed by the IRAC. Darlene also mentioned that NTIA intends to provide guidance to USG attendees serving as observers to IWG meetings.

When reviewing the calendar of upcoming regional preparatory meetings, the Chair asked if any industry representatives would have proposals for preliminary views in advance of the CITEL meeting (March 29-April 1, 2004). Ken Keane (Duane Morris) mentioned that he would like to develop a preliminary view on Agenda Item 1.5 in advance of the CITEL meeting. He agreed to draft a preliminary view by February 13, 2004 for consideration by IWG-1. Ken also agreed to serve as the industry contact for this preliminary view.

The chair/vice-chair agreed to inform the WAC management of a proposed preliminary view on Agenda Item 1.5. There was some discussion as to whether or not there would be enough preliminary views generated by all of the IWGs to necessitate convening a WAC meeting on March 4 prior to the CITEL meeting.

If the WAC management agrees to convene a WAC meeting prior to the CITEL meeting, then the IWG-1 Chair/Vice chair will call an IWG-1 meeting (tentatively arranged for the week of February 16, 2004). Otherwise, the Chair agreed to arrange a meeting after the CITEL meeting. The meeting was informed that they would be advised of the next meeting via e-mail.

Documents Distributed:

Admin Doc. 1 IWG-1 Agenda for Feb. 5, 2004 meeting
Admin Doc. 2 IWG-Terms of Reference
Admin Doc. 3 IWG-1 Document List
Admin Doc. 4 Guidelines for Preparing Preliminary Views and Proposals

Public Participation Statement: This meeting was open to the public and 24 people attended (see attached participants list).