

Revised Asia Pacific Telecommunity Standardization Program Rules on Organization and Working Methods

1. Introduction

- 1.1 In order to provide an openness and transparency to the activities of APT Standardization Program (ASTAP), this document describes the organization, working methods, procedures and related rules of ASTAP.

2. Organization and general rules of ASTAP

- 2.1 ASTAP consists of ASTAP Forum (hereinafter, the Forum), Working Groups, Expert Groups, Advisory Board and other related groups. Joint Experts Group may also be established by categorizing technically related Expert Groups.

ASTAP has a Chairman and Vice-Chairmen.

Working Groups and Expert Groups have Rapporteurs and Associate Rapporteurs.

- 2.2 ASTAP shall be planned in close coordination with other APT Work Programs to avoid overlap.
- 2.3 The work of ASTAP shall take account of and coordinate with the work of relevant organizations including ITU, ISO, IEC, GSC and ABU; any existing ITU agreements and standards; and any other intra- and inter- regional standardization activities.

Participation

- 2.4 All APT Members, Associate Members and Affiliate Members may participate in the activities of ASTAP.
- 2.5 Organizations which have concluded MoU with the APT may send representatives to attend the meetings of ASTAP on the same basis as they attend other APT meetings.
- 2.6 The Chairman of ASTAP and the Secretary General of APT may invite speaker from non APT members without charge, in case they consider it beneficial for ASTAP meetings.

Status of outputs of ASTAP

- 2.7 In principle, output documents of ASTAP should be adopted or approved, as appropriate, in accordance with “Procedures for adoption and approval of ASTAP technical documents”.

Where it is clearly described in this document, other procedures should be applied for the submission of ASTAP output document to other global and regional standardization activities.

- 2.8 Although the APT and the Forum are not required to endorse conclusions or agreements reached by any Expert Group, the Forum may decide by consensus to give endorsement to a particular report or conclusion.

The conclusions of any Group shall be the responsibility of the members of that Group who support the decision.

Dissenting views will also be noted.

Any other party who has not participated in the Expert Group work can choose to add their name to the conclusions or decisions of a Group.

3. ASTAP Forum

Function

- 3.1 A coordination meeting known as the ASTAP Forum will be held at least once a year.

- 3.2 The Forum will organize the work program, review the activities of the program to ensure that they are useful and efficient, and make other decisions about the program, including:

- selecting Chairman and Vice-Chairmen of ASTAP, who will coordinate the work program,
- establishing and abolishing Expert Groups, Joint Expert Groups and Working Groups, and
- selecting Rapporteurs for Expert Groups, Joint Expert Groups and Working Groups.

Role and responsibilities of Chairman and Vice-Chairmen

- 3.3 The role of the Chairman is to chair the Forum at which the work program is agreed and to encourage coordination and communication between Expert Groups.

The Chairman shall also guide preparations for the next Forum.

- 3.4 A Vice-Chairman shall be appointed for each area of related work identified by the Forum.

The role of the Vice-Chairman for Organization and Working Methods is to support the Chairman on prioritizing the issues to be addressed by ASTAP, working methods organizational arrangements and strategies for standardization and coordination.

The role of the Vice-Chairman for Industry Relations is to support the Chairman in strengthening the relations with industries in the Asia-Pacific region and promoting their participation in the activity of ASTAP.

The number of Vice-Chairmen will depend on the number of such areas agreed by the Forum.

- 3.5 Chairman and Vice-Chairmen shall be nominated and selected by consensus of members at the Forum
- 3.6 Chairman and Vice-Chairmen may be re-nominated when there is agreement that the work in hand would benefit from continuity.
- 3.7 If consensus on selection of the Chairman is not reached the Secretary General of the APT should determine how to resolve the matter (e.g. by a vote or by consultation).
- 3.8 If agreement is not reached on the selection of Vice-Chairmen, the Chairman should resolve the matter.
- 3.9 If the Chairman is unable to continue with these duties between 2 Forums, the Chairman will nominate one of the Vice-Chairmen to take responsibility, in consultation with the Secretary General of the APT.
- 3.10 If a Vice-Chairman is unable to continue with this task, the Chairman may nominate a replacement until the next Forum.

4. Expert Groups¹

Establishment, Abolishment and Leadership of Groups

- 4.1 Expert Groups shall be established or abolished at the Forum or in between the Forums by consultation among Chairman, Vice-Chairmen of ASTAP and Secretary General of APT to cooperate and exchange information on standardization issues in each area of activity.
- 4.2 When an Expert Group is proposed to be established, the proposal should include a clear scope of the work of the group, the expected output, work plan, working method, relation to other standardization activities and offer of the resources.
- 4.3 Each Expert Group shall nominate a Rapporteur.

The role of the Rapporteur is to coordinate the work of the Expert Group and to report to the Chairman and to the next Forum on the progress of the work of the Group so that the meeting can review the work program.
- 4.4 A Rapporteur for an Expert Group should be selected by consensus of participants in the Forum.

A Chairman or Vice-Chairman of ASTAP can also be a Rapporteur for an Expert Group.
- 4.5 One or more co-Rapporteurs may be assigned to one expert group, if necessary. In this case, a single report should be submitted.
- 4.6 If agreement is not reached on the selection of Rapporteurs, the Chairman should resolve the matter.
- 4.7 If a Rapporteur is unable to continue with this task between the Forums, the Chairman

¹ This chapter may also apply to Working Group.

may appoint a replacement.

- 4.8 A Rapporteur may appoint an expert as Assistant Rapporteur.

The role of an Assistant Rapporteur is to support the Rapporteur in order to enhance the activities of Expert Group.

If an Assistant Rapporteur is unable to continue with this task, the Rapporteur may appoint a replacement.

- 4.9 If the Expert Group recommends that the work of the group should continue, the Forum may agree to continue the activities of the group.

The Rapporteur may be reappointed or a new one may be nominated according to the wishes of the members of the Expert Group.

- 4.10 In principle, an Expert Group that has not provided output or has not received input from experts in accordance with the work plan should be abolished at the ASTAP Forum. If it takes longer time for an Expert Group to produce expected output on the issues under the Group, the issues may be coordinated with other APT Work programs.

Participation in Expert Groups

- 4.11 Participation in the Expert Groups shall be voluntary and is open to any representative of APT Members, Associate Members and Affiliate Members.

- 4.12 Non-APT Guests and Observers may be invited to participate in the activities of an Expert Group with the agreement of the relevant members.

Work Methods

- 4.13 Each Expert Group shall be free to determine its own methods of working other than described in this document provided that the method does not conflict with Rules on Organization and Working Methods mentioned in this document.

Funding of Activities

- 4.14 All Expert Group activities shall be self-funded, except where the APT Management Committee has agreed to allocate funds for a particular activity.

Meetings of Expert Groups

- 4.15 The Rapporteur of an Expert Group may request ASTAP Chairman to recommend supporting a physical meeting of the group between Forums, which is intended to enhance standardization activities of the group.

The Rapporteur shall provide the ASTAP Chairman with details of objectives, work program, proposed agenda and expected output of the meeting.

- 4.16 Support for physical meetings is examined in terms of importance, necessity and urgency at the ASTAP Forum.

In accordance with the principle of minimizing a load on APT resources, the ASTAP Chairman requests the Management Committee to allocate a budget for the meetings that the ASTAP Forum approves.

After getting approval of the Management Committee, Expert Groups shall hold meetings as planned, achieve substantial and valuable results and report the results to the Chairman with assistance of APT Secretariat.

- 4.17 If an Expert Group needs to obtain approval of holding an unscheduled meeting under APT financial support urgently, the Rapporteur may consult with the ASTAP Chairman, Vice-Chairmen and the Secretary General.

Only when the Rapporteur, the ASTAP Chairman, Vice-Chairmen and the Secretary General agree on the meeting and financial support is available within the budget approved by the Management Committee, the Expert Group may hold the meeting with assistance of APT Secretariat.

- 4.18 An expert from a Member or an Associate Member that is eligible for the fellowship may apply to the Secretary General for fellowship to attend an Expert Group meeting under APT support.

- 4.19 The Secretary General examines the applications for fellowship.

Fellowship is granted to the expert if he/she fulfills the following conditions:

- (1) The expert has a vital contribution to the Expert Group meeting, and
- (2) The expert hereafter registers for the Expert Group as a member.

5. Joint Expert Group (JEG)

- 5.1 A Joint Expert Group (JEG) may be set up at the Forum meeting so that efficient meetings of Expert Groups can be conducted.

JEG shall be made up of technically related Expert Groups.

These technically related Expert Groups should cooperate with each other.

- 5.2 During the ASTAP Forum, JEG can discuss the other related standardization item which has not been taken up at the related Expert Groups.

- 5.3 Each JEG shall have a Leader elected by consensus among the Rapporteurs of the related Expert Groups.

The Leader of JEG coordinates the works of related Expert Groups during and between Forum meetings and reports the summary of the JEG meeting and other related activities to the Chairman while each Rapporteur reports on the work by the EG.

- 5.4 The rules indicated in No.2.8, 4.13, 4.14, 7.1, 7.2 and 7.3 shall also be applicable to the JEG, replacing the word 'Expert Group' with 'JEG', if necessary

6. Advisory Board

- 6.1 ASTAP Advisory Board is established to provide advice to ASTAP on its work activities.

Role and responsibilities, members and working methods are set out in its Terms of Reference. (Annex 1)

7. Submission of ASTAP output documents to other global and regional standardization activities

- 7.1 If the members of an Expert Group (or Working Group) agree on a common position on matters that are under consideration in the ITU or other standard-making bodies, this position may be presented to the ITU or other standard-making bodies as a joint proposal of members that support the position.

The position of an Expert Group shall not be binding on other APT members, or on members of the Expert Group who do not support the position.

- 7.2 If an Expert Group recommendation or position gains a consensus of support at the Forum, it may be submitted to any international body with that endorsement.

Particular positions of an Expert Group do not need to be approved by the Forum or by the APT Management Committee.

However, they may not be submitted as ASTAP positions unless they have been approved at the Forum.

- 7.3 Contributions from Expert Groups may be submitted to the standardization activities of the ITU other than World Telecommunication Standardization Assembly (WTSA), in accordance with “Guidelines on the procedures for the submission of contributions to the ITU and its follow-up”. (Annex 2)

The procedure in “Guidelines on the procedures for the submission of contributions to the ITU and its follow-up” may be applicable when contributions from Expert Groups are submitted to another standard-making body, by replacing the word ‘ITU’ with the name of other standard-making body, if necessary.

- 7.4 APT Common Positions and Proposals to WTSA should be managed in accordance with “Procedure for developing and approving Asia-Pacific Telecommunity (APT) Common Positions and Proposals of the Asia-Pacific region for ITU World Telecommunication Standardization Assemblies”.

8. Role and task of the APT Secretariat

- 8.1 APT Secretariat is responsible for the administrative works of ASTAP, including:

- organizing the ASTAP Forum;

- coordinating with the ASTAP Chairman, Vice-Chairmen, Rapporteurs of Expert Groups, APT membership, and other concerned organizations and persons for accelerating the work of ASTAP;

- maintaining the APT Website and to facilitate linkage to other relevant Websites;
- preparing and submitting proposals for consideration of APT Management Committee;
- managing the numbering of the documents in accordance with "Guidelines for the numbering method of the ASTAP"; (Annex 3)
- maintaining and updating the member lists of Expert Groups;
- contacting with the members of each Expert Group regularly and confirm their intention of continuous participation;
- maintaining a register of approved ASTAP output documents including dates of provisional and final approval;
- making ASTAP output documents available at the ASTAP website;
- making the necessary arrangements for and follow-up of the submission of contributions to the ITU or other standard-making bodies, in accordance with "Guidelines on the procedures for the submission of contributions to the ITU and its follow-up"; and
- making the necessary arrangements for APT Common Positions and Proposals to WTSA in accordance with "Procedure for developing and approving Asia-Pacific Telecommunity (APT) Common Positions and Proposals of the Asia-Pacific region for ITU World Telecommunication Standardization Assemblies".



Asia-Pacific Telecommunity

Asia-Pacific Telecommunity Standardization Program (ASTAP)

Terms of Reference of the ASTAP-Advisory Board

1. Introduction

- 1.1 The Terms of Reference for the Asia-Pacific Telecommunity Standardization Program of the Advisory Board set out the role and responsibilities, working methods and membership arrangements.

2. Role and Responsibilities of the Advisory Board

- 2.1 The role and responsibilities of the ASTAP Advisory Board are to give advice to ASTAP Chairman and Vice-Chairmen including the Secretary General, hence called ex-officio members, on:

- prioritizing and outlining strategies of ASTAP work activities;
- trend of technology related to telecom standardization;
- major principle of guidelines for the work of expert groups;
- measures to foster cooperation and coordination with other international and regional standards bodies;
- suggestions, comments and proposals on ASTAP to the APT Secretariat and the ASTAP Forum.

3. Members of Advisory Board

- 3.1 Members of Advisory Board will include current:

- Chairman of the APT Study Groups;
- Chairman of the APT Wireless Forum;
- Chairman of the APT Preparatory Group for WTSA;
- Chairman of the APT Conference Preparatory Group for WRC;
- Director of the ITU Telecommunication Standardization Bureau;
- Chairmen of the ITU-T and ITU-R Study Groups from the Asia-Pacific region;
- Office Bearers of the ITU TSAG and RAG from the Asia-Pacific region;
- Immediate past Chairman of Advisory Board.

- 3.2 APT Secretariat will invite the above persons to confirm their participation as Members of ASTAP Advisory Board.

- 3.3 Advisory Board Chairman will be elected among ex-officio Board members and those who confirm to be members.

3.4 The Advisory Board Chairman can recommend or propose several specialists as a guest (or special) member who has extensive knowledge and expertise on telecommunications standardization by consultation with the ex-officio members.

4. Working Methods

4.1 The activities should be conducted by using electronic means as much as possible.

4.2 The Advisory Board Chairman will invite the Advisory Board to meet in conjunction with the ASTAP Forum.

4.3 The ex-officio members can participate in the ASTAP Advisory Board meetings as representatives of ASTAP office bearers.

Guidelines on the procedures for the submission of contributions to the ITU and its follow-up

Objective

This guideline outlines the procedures for submitting contribution(s) to the ITU by the ASTAP Expert Group.

The reference attached is flow chart that outlines the procedures and approximate time for submitting contribution(s) to the ITU.

1. Drafting contributions

The submission and contents of draft contribution should be decided by the Expert Groups on a consensus basis.

The ASTAP Chairman forwards the decision of the Expert Group on the submission of the contribution to the ASTAP Forum.

If the decision of the Expert Group gains a consensus of support at the ASTAP Forum, the contribution may be submitted to ITU with that endorsement.

The Rapporteur also requests the Secretary General to assist with submission of the contribution(s) to the ITU.

Expert Groups should prepare draft contribution at least five weeks before the submission deadline to the ITU and forward it to the Secretary General. The form shown in Annex B should be used for the cover page of the draft contribution.

2. Circulating contributions

2.1 Secretary General responsibilities

In order to seek for the approval of a draft contribution, the Secretary General must circulate the draft contributions to all Members, Associate Members and Affiliate Members at least four weeks before the submission deadline to the ITU.

The Secretary General should enclose a brief summary prepared by the Rapporteur, which describes the objectives of the draft contribution and the benefit of the submission for the Asia-Pacific region.

The Secretary General should set the duration for consideration at least two weeks and the deadline of the circulation at the day no later than a week before the deadline of submission.

2.2 Member, Associate Member and Affiliate Member responsibilities

The contact persons of each Member are responsible for knowing the relevant experts from the Member registered to Expert Groups.

After receiving the draft contribution from the Secretary General , the Members, Associated Members and Affiliate Members should notify their experts of the receipt of the circulation.

Using the form shown in Annex A, the Members, Associate Members and Affiliate Members should advise the Secretary General whether they support the draft contributions no later than the deadline of the circulation.

At the Rapporteur's request, the Secretary General can remind Members to reply, if necessary.

3. Approval process and requirements

A draft contribution shall be considered approved if at least 25% of all APT members support it.

A draft contribution is not approved if more than 50% of the number of supporting APT members oppose its approval.

The Members, Associate Members and Affiliate Members who support the approved contribution are considered to agree to join as a source of the submission of the approved contribution.

After receiving the replies from the Members, the Secretary General shall list on the cover page of the contribution, the names of the members which agreed to join as a source of the submission of the approved contribution and which are ITU members.

If necessary, the Secretary General shall note the names of the members which agreed to the submission but which are not ITU members, in the contribution.

4. Submitting approved contributions to the ITU

Having completed all the process above, the Secretary General should submit the contributions to the ITU indicating the source name as APT and in the joint names of those members who formally approved the contribution.

The Secretary General should also inform the relevant Members, Chairman, Vice-Chairmen and the Rapporteur, of the submission of the contribution.

After submitting the contribution(s) to the ITU, the Secretary General , in consultation with the Rapporteur, should nominate the person who will present the contribution(s) at the ITU meeting.

5. Follow-up procedures

In order to ensure a follow-up on the contribution(s), as soon as practicable after the

ITU meeting, the nominated person that presented the contribution to the ITU meeting or the Rapporteur of the Expert Group that made the draft contribution(s) should prepare a summary report of the results of the discussion on the contribution(s) at the ITU meeting. The follow-up report should then be submitted to the APT Secretariat.

The APT Secretariat should then draw up a list of the submitted contribution(s) to ITU, using the form shown in Annex C, and uploads the list and the report onto the ASTAP website.

APT Proposals to the ITU _____ Meeting

(Fax to APT Secretariat by _____)

Name of Administration or Company

Document	Yes/No

Other Comments (if any)

Signature _____

Name: _____

Job Title: _____

Name of Administration or Company: _____

Sample

Question(s):	TSAG	Meeting, date:	7-14 June 2000
Study Group:	Working Party:	Intended type of document (R-C-D-TD):	D
Source:	Asia-Pacific Telecommunity		
Title:	Common Proposals on the ITU-T Working Methods (APT/Doc. No.1)		
Contact:	Mr. Junichi Nakazawa	Tel:	81 3 3504 4139
	MIC	Fax:	81 3 3591 7476
	Japan	Email:	j-nakazawa@soumu.go.jp
Contact:		Tel:	
		Fax:	
		Email:	

Please don't change the structure of this table, just insert the necessary information.

The APT submits this document for discussion at the 6th TSAG meeting in June. This document contains the proposals for improvement of the ITU-T working methods, which is composed of several items as given in the annexes. These proposals are commonly endorsed by the following APT members: Australia*, Japan, New Zealand, Vietnam*, Hong Kong, China, Sri Lanka Telecom, Sharp Corporation, ETRI, Companhia de Telecomunicações de Macau.

* with some comments

Joint Contributions to ITU and their results

Submission Date	Experts Group	Submission to:	Title of Contribution	Results of the discussion at ITU meeting
(Example) 2001.10	(Example) Information Security	(Example) ITU-T SG7 meeting (2001.11)	(Example) Draft Recommendation on the Framework of Information Security Technologies	(Example) Approved as the ITU-T Recommendation M.xxx

Flow chart of the procedures for submitting contributions to the ITU

Expert Group decides the submission and contents of draft contribution.

- | Rapporteur notifies ASTAP Chairman of intention to submit the contribution to the ITU.
- | If the decision of the Expert Group gains a consensus of support at the ASTAP Forum, the contribution may be submitted.
- | Rapporteur requests Secretary General to assist in submitting the contribution.

(Approximately 5 weeks before the deadline of submission to the ITU)

Expert Group should prepare a draft contribution using the **Annex B** form.

(Approximately 4 weeks before the deadline of submission to the ITU)

The Expert Group should send the draft contribution to the Secretary General, who will then circulates the draft contribution to Members, Associate Members and Affiliate Members.

- | Rapporteur prepares a brief summary of the draft contribution.
- | Secretary General encloses the summary by Rapporteur in the circular letter.

} **At least 2 weeks for the consideration's duration**

By the deadline of the circulation (approximately 1 weeks before the deadline of submission to ITU)

Members, Associate Members and Affiliate Members should send their replies to the Secretary General using the form in **Annex A**.

- | The draft contribution is then approved/not approved.
- | Those who support the draft contribution will join as a source of the submission of the contribution.

By the deadline of submission to ITU

Secretary General submits the contribution to the ITU and, in consultation with Rapporteur, nominates the person who will present the contribution at the ITU meeting.

At the ITU meeting

Nominated person presents the contribution at the ITU meeting.

After the ITU meeting

- | Nominated person or Rapporteur submits a summary report of the result of discussion.
- | APT Secretariat draws up a list of submitted contribution(s) using the form in **Annex C**.
- | APT Secretariat uploads the list and the report onto the ASTAP Website.

Guidelines for the numbering method of the ASTAP

1. All ASTAP documents should be numbered by the APT Secretariat. If the person who submits the document needs the number for the document, they should request to the APT Secretariat.

At the same time, the APT Secretariat should use document templates describing the following items for all the ASTAP documents:

- The character of “ASTAP”
- The date when the APT Secretariat received the document
- The name of the person who submits the document
- The title including words which indicate the type of document.

2. The numbering should be done as follows:.

Documents which are submitted to the Plenary of the ASTAP Forum should include a PL type number.

When the EG is held separately from the Plenary, the EG type number should be used.

Doc ASTAPXX/M/T/YY

XX: yearly serial number of the meeting

M: Type of the meeting

T: Type of the document

PL Plenary

WG Working Group

EG Expert Group

WG: Working Groups

- AU: Accessibility and Usability Group
- BSG: Bridging the Standardization Gap Group
- IRG: Industry Relations Group
- ITU-T: ITU-T Issues Group
- OWM: Organization and Working Methods Group
- RLG: Regulatory Liaison Group
- SPG: Strategic Plan Group

EG: Expert Groups

- Disaster Management Communication System (DMCS)
- IMT (IMT)
- Information Security (IS)
- Intelligent Transport Systems (ITS)
- Internet-related Topics (IRT)
- Millimeter-Wave Communication Systems (MMCS)
- Networked ID (NID)
- Next Generation Networks (NGN)
- Next Generation Web (NGW)
- Speech and Natural Language Processing (SNLP)

YYY: serial number

- (ex) Doc. ASTAP08/FR14/PL/10
Doc. ASTAP08/FR14/WG.OWM/01
Doc. ASTAP08/FR14/EG.IRT/01