



WORKING METHODS OF THE APT WIRELESS FORUM

Edition: August 2007

Approved by
31st Session of the APT Management Committee
27 – 30 November 2007
Republic of Korea



WORKING METHODS OF THE APT WIRELESS FORUM

1. PRINCIPLES

The APT Wireless Forum (AWF) as a successor and renewal of APT IMT-2000 Forum covers not only the aspects of APT IMT-2000 systems but also the various aspects of emerging wireless systems to meet the upcoming digital convergence era for the Asia-Pacific region. The APT Wireless Forum assists the process of bringing the cost-effective telecommunications and information infrastructure to the developing countries of Asia-Pacific region through introducing various radio communication technologies. The Forum reports and presents its activities and outputs to the APT Management Committees and recommends conducting electronic meetings in between physical meetings.

2. OBJECTIVES OF THE AWF

- To promote new wireless applications
- To add value, and not duplicate, the work being undertaken by other relevant APT programs, and to work closely with other APT programs promoting a harmonized visions of wireless communications systems and services in the Asia-Pacific region to meet the emerging digital convergence era
- To provide cost effective and timely radiocommunications solutions
- To facilitate the transfer of technology

3. TERMS OF REFERENCE OF THE AWF

The APT Wireless Forum focuses primarily on the following areas:

- Share and discuss information of emerging radio technologies, stimulate research and development and promote related telecommunication business within Asia-Pacific region
 - Pursue effective solutions in this Asia-Pacific region to meet the rapid movements toward digital convergence
 - Provide regular channels to discuss and study spectrum sharing methodologies, spectrum harmonization and to provide advice that countries' can use in band planning
-

- Develop technical and radio regulatory solutions based on emerging and conventional wireless technologies including satellite technologies to meet APT member's needs
- Possible outputs can be recommendations and technical reports, etc.

4. STRUCTURE AND WORK SCOPES OF THE AWF

4.1 Structure:

The APT Wireless Forum is consists of a Chairperson, a Vice Chairperson, a Forum Coordinator, Editorial Committee, Working Groups and Task Groups.

4.2 Plenary:

- Plenary is responsible for making final decisions and approvals regarding all matters within the APT Wireless Forum
- Plenary shall meet at least once a year to discuss outstanding issues, to monitor the status of work items and to take action when required
- Plenary elects Chairperson and Vice-Chairpersons with a two-year term
- Plenary establishes or abolishes Working Groups and Task groups
- Plenary decides the terms of reference and work scopes of Working Groups/Task Groups.

4.3 Chairperson and Vice Chairperson:

- Chairperson is responsible for overall administrative matters regarding the APT Wireless Forum and presides over Plenary Meeting. Vice Chairpersons shall support Chairperson in their capacity
- APT Wireless Forum appoints Chairpersons and Vice-Chairpersons of Working Groups/Task Groups
- Working Groups/Task Groups may appoint an editor for each deliverable in their Work Groups/Task Groups

4.4 Forum Coordinator:

- Working in coordination with the APT Secretariat to:
 - Assist chairperson and vice chairperson by managing strategic policies and plans for APT Wireless Forum
 - Coordinate the work of APT Wireless Forum to facilitate an efficient and timely production of its prioritized deliverables

4.5 Editorial Committee

- Editorial Committee will have a chairperson appointed by the Plenary.
- Chairpersons of all working groups and task groups will be members of the Editorial committee.
- Working in coordination with the AWF chairperson, the editorial committee will draft the final report of each AWF meeting and present the same at the final plenary

meeting in a draft format. The final report will be then be available on the web for comments for 30 days before it is finalized by the editorial committee.

- Working in coordination with the working group and task group chairs and the APT secretariat, the editorial committee will ensure that all AWF output documents are editorially corrected and updated.

4.6 Working Groups:

- Each working group will have a chairperson appointed by the plenary.
- Each working group will promote an exchange of information, the sharing of available resources and the pooling of expertise.
- Each working group can have a number of sub working groups depending on the working activities of the working group.
- Establishment and abolishment of the sub working groups under a working group should be decided at the working group meeting.
- Each working group will decide the terms of reference and work scopes of its sub working groups at the working group meeting.
- Each working group could have additional physical meetings by itself, if necessary.

4.7 Task Groups:

- Each task group will have a chairperson appointed by the plenary.
- Each task group will promote an exchange of information, the sharing of available resources and the pooling of expertise
- After completing the task, the task group could be dismissed.
- Each task group could have additional physical meetings by itself, if necessary.

5. MEETING OF THE APT WIRELESS FORUM

5.1 Physical Meetings of the AWF

The physical meetings of the AWF will be held according to the decision of the APT Management Committee.

5.2 Physical Meetings of the Working Groups and Task Groups

- 5.2.1 The working/task groups will have physical meetings during the meeting of AWF.
- 5.2.2 However, the chairperson of a Working/Task Group may request AWF Chairman to recommend supporting a physical meeting of the group, which is intended to enhance activities of the group. The chairperson shall provide the AWF Chairman with details of objectives, work program, proposed agenda and expected output of the meeting.
- 5.2.3 The request for support for physical meetings is examined in terms of importance, necessity and urgency at the AWF Meetings. In accordance with the principle of minimizing a load on APT resources, the AWF Chairman requests the Management Committee to allocate a budget for the physical meetings that the AWF approves. After getting approval of the Management Committee, Working/Task Groups shall hold physical meetings as planned, achieve substantial and valuable results and report the results to the Chairman with assistance of APT Secretariat.

- 5.2.4 If a Working/Task Group needs to obtain approval of holding an unscheduled meeting under APT financial support urgently, the Rapporteur may consult with the AWF Chairman, Vice-Chairmen and the Executive Director. Only when the office-holders agree on the meeting and financial support is available within the budget approved by the Management Committee, the Working/Task Group may hold the meeting with assistance of APT secretariat.

6. PARTICIPATION AT THE APT WIRELESS FORUM

6.1 Participation at the AWF Meetings

- 6.1.1 All APT Members, Associate Members and Affiliate Members may participate in the business of the Forum.
- 6.1.2 Organizations which have MoU with the APT and which have global or regional membership may send representatives to attend the Forum on the same basis as they attend other APT meetings.
- 6.1.3 Guests who are not APT Members may be invited to participate in a particular meeting at the discretion of the Chairman of AWF and the Executive Director of the APT.
- 6.1.4** Non APT members may participate with the ‘Observer’ status with the payment of the participation fee.

6.2 Participant at the Working/Task Groups Activities

- 6.2.1 Participation in the Working/Task Groups will be voluntary and is open to any representative of APT Members, Associate Members and Affiliate Members.
- 6.2.2 Non APT members may participate in the activities of a Working/Task Group as an observer with the agreement of the chairperson of Working/Task Group and APT Secretariat.

7 INPUT CONTRIBUTIONS AT THE APT WIRELESS FORUM

- 7.1 All APT Members, Associate Members and Affiliate Members may submit input contributions related to the agenda of the meeting of AWF.
- 7.2 Organizations which have MoU with the APT and which have global or regional membership may submit contributions as Information Document on the same basis as they attend other APT meetings.
- 7.3 Input contributions should be submitted at least one week, as decided by the APT Secretariat, before the meeting started. The APT Secretariat will distribute the input contributions to the members before the meeting starts. In case if there are input contributions after the due date of submitting the input contributions the documents will be considered as Information Document for the coming meeting and will be treated as Input Document for the next AWF meeting. However, AWF Plenary may decide the

acceptance of the documents as Input Documents or Information Document which are received after the due date.

- 7.4 Each input contribution should be based on the terms of reference, agenda and work of the AWF. Contributions other than that will be considered as information document.
- 7.5 Non-members of APT can not submit input contributions to the AWF. However, considering the importance of the subject matters, the AWF Chairperson or Vice Chairperson or Working/Task Group Chairpersons may allow non-members to submit and present contributions. In this case, the contributions will be treated as Information Documents.
- 7.6 Chairpersons of the sub Working Groups need to consult with the Working Group Chairman if the Sub Working Group intends to deal with input contributions from non-members.

8. OUTPUT DOCUMENTS AND APPROVAL PROCEDURES

The types of the AWF output documents and the approval procedures are defined in document “*Approval Procedures for Asia-Pacific Telecommunity Wireless Forum Technical Documents*” which is attached in ANNEX1. The document was adopted at the 2nd Meeting of the AWF and approved by the 29th Session of the APT Management Committee.

9. INTERNAL AND EXTERNAL RELATIONSHIP

To significantly perform the objectives of AWF, the coordination activities not only with APT internal forums but also with the external forums would be required. The important task of AWF is to contribute to global activities through cooperation and exchange of views and information. The work of AWF will take account of and coordinate with the work of relevant organizations including ITU-R and ITU-D.

10. ROLE OF THE APT SECRETARIAT

- Organize the APT Wireless Forum Meeting
- Coordinate with the Chairperson, Vice-chairperson, Office Bearers, APT membership, and other concerned organizations and persons for accelerating the work of AWF
- Maintain AWF website and to facilitate linkage to other relevant Websites
- Prepare and submit proposals for consideration of APT Management Committee.
