



**APPROVAL PROCEDURES FOR ASIA-PACIFIC
TELECOMMUNITY WIRELESS FORUM (AWF)
TECHNICAL DOCUMENTS**

As Approved By

**The 29th Session of the APT Management Committee
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Approval Procedures for Asia-Pacific Telecommunity Wireless Forum Technical Documents

1. Context and objective of approval procedures

- 1.1 The APT Documentation Scheme gives the AWF the authority to approve Reports, Liaisons and Opinions. The AWF can also draft Recommendations; however Recommendations must be formally approved by the APT Management Committee before acquiring the status of an approved APT document.
- 1.2 This document sets out the procedures for both approval and adoption by the AWF of output documents that have been developed by the AWF.
- 1.3 The objective of the approval procedures for AWF output documents is to provide an open, transparent and inclusive process for the adoption and approval of AWF output documents that provides maximum benefits to APT members participating in the AWF. Each type of document should have an appropriate procedure

2. Types of output documents

- 2.1 These approval procedures apply to development by the AWF of the following APT output document types:
 - (a) *Recommendation* (A specification, a guidance, a recommended way or a recommended procedure on a specified task)
 - (b) *Report* (A technical, operational or procedural statement, not including recommendations, prepared by a work programme)
 - (c) *APT Common Proposal* (A text containing subject matter developed by a work programme for submission to another organisation in the name of APT Members)
 - (d) *Opinion* (A text to publish policy-related views in the name of participants in a particular APT event)
- 2.2 Approval and adoption of documents developed in the AWF, except in the case of an Opinion, is a two stage process. The procedure for this two stage process is detailed in Section 3 below.
- 2.3 Documents prepared by the AWF are:
 - (a) *Reports and Opinions* which may be approved directly by the AWF.
 - (b) *Draft Recommendations* and *draft APT Common Proposals* which may be adopted by the AWF and proposed to APT Members for approval as APT output documents.

3. Procedure for adoption and approval of documents

- 3.1 In their work programs, Working Groups and Task Groups should identify output documents that may be developed by the WG or TG.
- 3.2 As far as practicable, draft output documents should be distributed to AWF members before each AWF meeting for consideration. It is recommended that draft

Recommendations be distributed to APT members at least one month before the next AWF meeting.

- 3.3 The Working Group or Task Group shall be responsible for developing the text of draft output documents based on contributions from AWF members.
- 3.4 In its report to the AWF Plenary, each Working Group or Task Group shall:
 - (a) indicate whether the WG or TG is proposing a draft output document for adoption or approval by the AWF Plenary;
 - (b) include the text of any draft output document proposed for adoption or approval.
- 3.5 In its first consideration of documents developed in a Working Group or a Task Group, the AWF Plenary shall decide whether a draft text is ready to be circulated to APT members in order to seek:
 - (a) approval as an *AWF Report*, or
 - (b) adoption as a *draft Recommendation* or *draft APT Common Proposal* to be submitted for approval by the APT Management Committee.
- 3.6 Immediately after the AWF Plenary, the APT Secretariat shall circulate as appropriate, to APT members, all draft documents proposed for adoption or approval.
 - (a) A period of six weeks shall be allowed for responses and the Secretariat shall coordinate the responses received.
 - (b) Any Member who has not responded during the consultation period will be considered to have abstained.
- 3.7 Following the consultation period, the output document shall be considered adopted or approved if each of the following conditions are met:
 - (a) at least 25% of all APT members support the adoption or approval of the document, as appropriate; and
 - (b)
 - (i) in the case of a draft Recommendation, adoption of the document is not opposed by two or more APT members except if one member oppose for the reason of policy and regulatory issue in the document;
 - (ii) in the case of a draft APT Common Proposal, the proposal is not opposed by more than 50% of the number of APT members who support it.

The number of members needed to block adoption may be reviewed with the agreement of the APT Management Committee.

- 3.8 If, at the end of the consultation period, support of at least 25% of all APT members is not forthcoming even though the document is not opposed, as defined in 3.7 b), :
 - (a) the document, in the case where approval was sought, shall be referred to the next AWF meeting for approval by that meeting;
 - (b) the document, in the case where adoption was sought, shall be returned to the next AWF meeting for additional consideration.
- 3.9 If, at the end of the consultation period, a document is opposed, as defined in 3.7 b), it shall be returned to the next AWF meeting for additional consideration.

- 3.10 Documents adopted by AWF may be proposed immediately to the Management Committee for approval.
- (a) If the Chairman and Vice-Chairmen of MC are satisfied that the agreed AWF procedures have been applied, then the draft document proposed by AWF may be issued on a provisional basis.
 - (b) A provisional APT Recommendation must be confirmed at the next MC meeting, or be returned to AWF for review.
- 3.11 The AWF can approve an AWF Opinion in its plenary meeting.

4. Register of AWF output documents

- 4.1 The APT Secretariat shall maintain a register of approved AWF output documents including dates of provisional and final approval. AWF output documents shall be available from the APT/AWF website.
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