APT Telecommunication and ICT Development Forum (ADF)

Working Methods

1.0 Introduction

1.1 The Working Methods for the APT Telecommunication and ICT Development Forum (ADF) set out the objectives, participation arrangements and working methodology of the program. In keeping with the names of other APT programs, the program will be called the APT Telecommunication and ICT Development Forum (ADF).

2.0 Objectives

2.1 The Objectives of ADF are to:

- Focus on the telecommunications and ICT development issues for developing countries where policy makers, regulators and other relevant officials from the region come together on a common platform for a dialogue on issues of common concern with special attention on the rural areas.
- Provide an opportunity for Members to share information on the best practices and experiences for the common issues on ICT development.
- Promote sharing of expertise for addressing key issues of concern to the APT members on ICT development issues. Facilitating intra-regional collaboration on telecommunication and ICT development issues as required.

2.2 The ADF is also linked to the achievements of the HRD Programme for Exchange of ICT Researchers and Engineers and the ICT Development Programme for Supporting ICT Pilot Projects in Rural Areas and any other ICT projects funded by the Extra-Budgetary Contribution. The results of both programs are reported in the ADF allotted session for the sharing the fruitful results and research findings under the close co-operation of the local collaborators and Experts in the APT Members from the various fields of telecommunication and ICT.

3.0 Participation

3.1 All APT Members, Associate Members and Affiliate Members may participate in the activities of the Forum.

3.2 Organizations which have MoU with the APT or other relevant international or regional organizations may send representatives to attend the meetings of the Forum on the same basis as they attend other APT meetings.

3.3 Non APT members may be invited to participate in the activities of the Forum as a guest at the discretion of the Chairman of the Forum and the Secretary General in consultation with the relevant Member administration as appropriate.

3.4 Other non-APT members may participate as observer with the payment of the participation fee.

4.0 Working Methodology

4.1 The ADF will meet at least once a year.

4.2 The Chairman shall be nominated by the Forum on a consensus basis with the term of two years that is extendable once.

4.3 Vice Chairmen shall be selected as necessary with the term of two years that is extendable.
4.4 The Chairman shall:

- comment on and approve the tentative Agenda of the Forum,
- review agenda items and issues of the previous forums, ensuring that issues requiring further discussions and follow up are being addressed,
- chair the Forum,
- review the report of the ADF meeting before adoption and uploading onto the APT website, and
- The chairman is encouraged to attend the APT MC Meeting to present the report of ADF.

4.5 The Vice Chairmen shall assist the Chairman in performing his duties. Vice Chairmen are encouraged to chair the sessions.

4.6 The Steering Group of the ADF shall include the Chairman, Vice Chairmen and interested members of the ADF. The Steering Group shall:

- identify topics for discussion and assist the APT Secretariat in compiling a draft agenda for next Forum,
- identify the speakers for the topics and themes of the ADF, in coordination with administrations, and
- propose any changes to the working methods of the ADF for consideration and adoption in the Forum.

4.7 Senior officials of regulatory authorities, key policy makers and high level executives from the private sector will be invited to moderate the sessions and to give presentations.

4.8 Other persons may be invited to give presentations.

4.9 ADF to cooperate with other regional and international organizations to accomplish its goals: to foster the development of Telecommunications Services and Information Infrastructure in the Asia-Pacific region.

4.10 The APT Secretariat shall be responsible for the preparation of the annual meeting of the ADF in consultation with the Chairman, Vice Chairmen and Steering Group of the ADF. The APT Secretariat shall prepare the draft Agenda and Program of the ADF as proposed by the Steering Group of the ADF and will provide secretarial support during the meeting.

4.11 The results of the HRD Programme for Exchange of ICT Researchers and Engineers and the ICT Development Programme for Supporting ICT Pilot Projects in Rural Areas and any other ICT projects funded by the Extra-Budgetary Contribution are to be reported in the ADF allotted sessions.

5.0 Intercessional Activities of the ADF

5.1 For the work between the ADF sessions, the ADF may establish Rapporteur groups to work electronically for producing practical outputs for the use of members or for the preparatory work for a future meeting. The term of office of Rapporteurs shall be decided by the Forum.

5.2 Where necessary, the ADF will recommend organizing of special spin-off seminars, workshops and other activities for the benefit of APT members.

5.3 The Forum may refer appropriate questions to the relevant APT programs for their consideration and study. It may also consider the outputs of relevant APT activities such as ASTAP, AWG, PRF, etc.

6.0 Dialogue with Industry
6.1 The ADF shall encourage and promote dialogue with the industry and the participation of private sector shall be actively sought in most discussion topics and panels.

7.0 ADF Output

7.1 Develop a roadmap to implement the relevant actions of the Bali Plan of Action.

(End)