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Ad-Hoc Group on Work Programme

**working methods of**

**the apt preparatory group for WORLD TELECOMMUNCATION DEVELOPMENT CONFERENCES (APT-WTDC)**

1. **INTRODUCTION**

The APT Preparatory Group for World Telecommunication Development Conferences (APT-WTDC) is to assist APT Members to prepare for a World Telecommunication Development Conference (WTDC) in coordinating issues of regional interest and preparing coordinated regional contributions to the Conference.

This document covers the objectives, terms of references, structure, meetings, participation, input contributions, document approval procedure, relation with other organizations and role of the APT Secretariat for the APT-WTDC. In case any procedural issues, which has not been covered in this document, the “Rules of Procedure of the APT Management Committee” should be followed.

1. **OBJECTIVES**

The main objective of APT-WTDC is to coordinate on regional activities for World Telecommunication Development Conferences (WTDCs) and as well as Regional Preparatory Meeting (RPM) in the Asia-Pacific region to ensure that the interests of APT members on ICT development issues are properly represented. The activities include but not limited to:

1. To assist APT Members to prepare for World Telecommunication Development Conferences in coordinating issues of regional interest and the submission of regional contributions to the Conference.
2. To develop proposals from APT Members that considers the interest of the Asia-Pacific region as inputs for WTDCs.
3. To develop inputs from APT Members for ITU Regional Preparatory Meeting (RPM) for Asia and the Pacific.
4. To assist APT Members during the WTDC.
5. **TERMS OF REFERENCE**

The Terms of Reference of the APT Preparatory Group for WTDCs are as follows:

1. To hold meetings during a preparatory cycle of a WTDC.
2. To establish necessary Working Methods including Documents Approval Procedure and Structures of the Group in line with the APT practices and for the effective delivery of the objectives of the Group. The Working Methods of the Group are to be approved by the Management Committee.
3. To identify and develop inputs from APT Members for ITU Regional Preparatory Meeting (RPM) for Asia and the Pacific
4. To identify and study issues associated with the agenda of the WTDC, taking into account, where appropriate, the developments on the decisions of the previous WTDCs, and any relevant decisions of the PP, ITU Council and the TDAG.
5. To develop APT Common Proposals and any other appropriate documents in line with APT’s Documents Framework on the agenda items of the WTDC.
6. To develop APT Positions as may be required on issues for consideration at the WTDC and on proposals from other regions to the WTDC.
7. To review the preparatory work of other regions and undertake with those regions if deemed necessary.
8. To arrange coordination meetings during the WTDC for the APT Members attending the WTDC and provide collaborative support and guidance for the APT Common Proposals presented at the WTDC.
9. To report the activities and the progress of the work of the Group to the Management Committee on an annual basis as appropriate.
10. **STRUCTURE**

The APT-WTDC consists of the Plenary, a Chairman, Vice-Chairmen, Working Groups and a Steering Committee.

* 1. **Plenary**
1. The Plenary is responsible for making final decisions and approvals regarding all matters considered within APT-WTDC.
2. The Plenary shall meet as decided by the APT Management Committee to discuss outstanding issues related to WTDC, to monitor the status of work items and to take action when required.
3. The Plenary elects the Chairman at the 1st Meeting of a WTDC preparatory period for duration of the whole preparatory period.
4. The Plenary establishes or abolishes Working Groups as appropriate.
5. The Plenary elects the Chairman of the Working Groups
6. The Plenary decides the terms of reference and work scopes of each of the Working Groups
7. The Plenary will approve the Preliminary APT Common Proposals, APT Positions and APT Views as necessary in accordance to the approval procedure
	1. **Chairman and Vice-Chairmen**
	2. The Chairman is responsible for overall administrative matters regarding the APT-WTDC, he presides over Plenary Meeting and he reports on the activities to the APT Management Committee.
	3. The Chairman represents APT-WTDC while discussing related issues with other international/regional organizations
	4. The Chairman reviews the report of APT-WTDC before adoption
	5. The Chairman attends the APT Management Committee to represent APT-WTDC
	6. The Vice-Chairmen supports the Chairman in his own capacity and as requested by the Chairman
	7. The Chairman and Vice-Chairmen is expected to be available for the whole preparatory period. The term of Chairmanship will finish by the formation of new Preparatory Group for subsequent WTDC.
	8. A Vice-Chairman chairs the Plenary in the absence of the Chairman
	9. If the Chairman is unable to continue with his roles for the whole preparatory period then one of the Vice-Chairmen will assume the responsibilities of Chairman for the remainder of the preparatory period
	10. If any Vice-Chairman is unable to continue for the whole preparatory period, then the Chairman will consult with the Secretary General of the APT and the corresponding Administrations to appoint new Vice-Chairman for the remainder of the preparatory period.
	11. **Working Groups**
		1. Working Groups will be created by the Plenary and number of Working Groups will be decided by the Plenary based on the issues/items related to the WTDC
		2. Each Working Group will be assigned with a set of related issues/items as decided by the Plenary.
		3. Each Working Group will have a Chairman and a Vice-Chairman or Vice-Chairmen, when necessary appointed by the Plenary
		4. If necessary, Working Group Chairman can create Sub-Working Groups for the issue/items assigned to the Group and can nominate chairs for the Sub-Working Groups
		5. The Terms of Reference of the Sub-Working Groups will be decided by the Working Group and Sub-Working Group Chairs will report to the Working Group Chairman.
		6. A Working Group can have physical meetings during the preparatory meetings of APT-WTDC. In between meetings, a Sub-Working Group can discuss the issues and work progress by electronic means, such as e-mail reflectors.
		7. If any Working Group Chairman is unable to perform his roles due to some unavoidable situation then the APT-WTDC Chairman will consult with the APT Secretary General and interested Administrations and appoint a new Chairman of the WG.
	12. **Steering Committee**
8. The Steering Committee will consist of the APT-WTDC Office Bearers and representatives of the APT Secretariat. Representatives from the host administration are invited to the Steering Committee meeting in the case where the APT-WTDC meeting takes place in a host country.
9. The Steering Committee will meet, typically in the evening, prior to the start of the APT-WTDC meeting. It will also meet during the meeting when necessary.
10. The responsibilities of the Steering Committee are to ensure the smooth running of the meeting. These responsibilities include review of the draft meeting agenda and program arrangements for the meeting, documentation arrangements.
11. **MEETINGS**
	1. **Regular Meetings**

1. The regular meetings of the APT-WTDC will be held according to the time frame planned by the APT-WTDC Plenary and approved by the APT Management Committee.
2. The Working Groups mainly work by correspondence and will have physical meetings during each meeting of the APT-WTDC.
3. The duration of each meeting will be fixed as a result of discussions amongst the APT Secretariat and the APT-WTDC office bearers
	1. **Coordination Meetings**
4. APT-WTDC coordination meetings can be organized by the APT Secretariat during WTDCs in order to:
* ensure that APT Common Proposals on are presented effectively
* ensure that APT-WTDC participates actively in the relevant Committees and other meetings during WTDCs
* negotiate with other regional organizations with the objective of promoting consensus building and developing common understanding on issues
1. The Chairman of the APT-WTDC will preside over the coordination meetings
2. The structure and schedule of the coordination meetings will be decided by the regular meeting held immediately before WTDC.
3. **PARTICIPATION**
	* 1. All APT Members, Associate Members and Affiliate Members may participate in the activities of the APT-WTDC.
		2. Organizations which have a Memorandum of Understanding (MoU) with the APT or other relevant international or regional organizations may send representatives to attend APT-WTDC meetings on the same basis as they attend other APT meetings.
		3. Non APT members may be invited to participate in the activities of APT-WTDC as a guest at the discretion of the Chairman and the Secretary General in consultation with the relevant Member Administration as appropriate.
		4. Other non-APT members may participate with the observer status with the payment of the relevant participation fee.
4. **INPUT CONTRIBUTIONS TO THE MEETINGS**
	1. All APT Members, Associate Members and Affiliate Members may submit input contributions related to the agenda of each of the meetings
	2. Contributions from the ITU and other related recognized international and regional organizations having interests to WTDC will be treated as information document.
	3. Organizations which have a MoU with the APT may submit contributions as “Information” Documents on the same basis as they attend other APT meetings.
	4. Input contributions should be submitted at least one week, as decided by the APT Secretariat, before the start of the meeting. The APT Secretariat will distribute the input contributions to the members before the meeting starts. In the case where there are input contributions received after the due date of submitting input contributions the documents will be considered as Information Documents for the coming meeting and will be treated as Input Document for the next APT-WTDC meeting. However, the Plenary may decide to accept such documents as Input Documents, even though they have been received after the due date.
	5. Each input contribution should be based on the terms of reference, agenda and work of the APT-WTDC. Contributions based otherwise will be considered as Information documents.
5. **OUTPUT DOCUMENTS AND APPROVAL PROCEDURE**

Types of Output Documents and approval procedures of the Output Documents can be found in Annex 1: “Output Documents and Approval Procedures of the APT Conference Preparatory Group for ITU World Telecommunication Development Conferences”.

1. **RELATIONSHIP WITH ITU AND OTHER REGIONAL ORGANIZATIONS**

Due to the nature of work of the APT-WTDC, coordination activities not only within the APT community but also with the ITU and other international/regional organizations would be required. The important work of the APT-WTDC is to develop regional positions on WTDC related matters. As a result, cooperation and the exchange of views and information related to WTDC with other organizations is a key to the success of the work.

Representatives from the ITU and regional telecommunications organizations would be welcome to attend preparatory meetings as observers. Equally, the APT-WTDC can nominate office bearers or other representatives to attend, on APT’s behalf, relevant meetings of these organizations.

1. **ROLE OF THE APT SECRETARIAT**

The role of the APT Secretariat is to:

1. Organize APT-WTDC Meetings
2. Coordinate with the Office Bearers, the APT membership, and other concerned organizations and parties with the view of accelerating the work of the preparation for WTDCs
3. Maintain the APT-WTDC website and e-mail reflectors, and to facilitate linkage to other relevant Websites.
4. Make the necessary arrangements for and follow-up of the submission of contributions to relevant meetings
5. Make the necessary arrangement for ACPs to WTDC in accordance with the ACP approval procedure and submit any other output documents to ITU as appropriate.
6. Prepare and submit proposals for the consideration of the APT Management Committee.

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**Annex**

**OUTPUT DOCUMENT TYPES AND APPROVAL PROCEDURES FOR THE APT CONFERENCE PREPARATORY GROUP FOR ITU WORLD TELECOMMUNICATION DEVELOPMENT CONFERENCES**

**1. Context and Objective of Approval Procedures**

* 1. The APT Documents Framework, adopted by the 35th Session of the APT Management Committee, requires APT Work Programs (WPs) to have procedures for the approval of output documents in the working methods of each Work Program.

1.2 This document sets out the types of Output documents and the procedures for approval of Output documents that are developed by the Asia-Pacific Telecommunity Conference Preparatory Group for ITU World Telecommunication Development Conferences (APT-WTDC).

1.3 The objective of this document is to provide an open, transparent and inclusive process for the adoption and approval of such output documents.

**2. Types of output documents**

2.1 The APT-WTDC may develop the following types of output documents as described in the APT Document Framework:

| **Document Types** | **Description of Document** | **Notes** |
| --- | --- | --- |
| Report | A summary record of a meeting including summaries of discussions, decisions and conclusions.  | *e.g. Summary records, Meeting Reports* |
| Liaison Statement | A statement of communication between different WPs intending to convey important information to and/or requesting important information from other WPs  |  |
| A document containing information or reference which is sent to external organizations  | *A Liaison Statement should be sent to an external organization by the APT Secretary General* |
| APT Common Proposal (ACP)  | A document containing subject matter developed by a WP and endorsed by the required number of APT Members for submission by the Secretary General as a multi-country proposal to another organization  | *Documents to international or regional Conferences/Assemblies**Member consultation is required* |
| APT Position | A document containing an agreed view of APT Members on certain matters to be used internally prior to or during the debate at international Conferences/Assemblies | *Needs Plenary approval and the name of participating Members* |
| APT View | A view approved by the plenary of WP on certain matters, which can be submitted to an international organization by the Secretary General on behalf of Members participating at that plenary  | *Requires Plenary approval and the names of participating Members (for submission to the international organizations mainly at no higher level than ITU Study Group activities or equivalent)* |

**3. Procedure for adoption and approval of output documents**

3.1 Output documents of APT-WTDC, except APT Common Proposals (ACPs), can be approved by the plenary. In the case of ACPs, the two stage process as given in Section 3.8 is to be followed.

3.2 Working Groups of APT-WTDC may develop draft output documents as required by their respective terms of reference according the relevant document types as given in Paragraph 2.

3.4 Working Groups shall be responsible for developing the text of draft output documents based on contributions from APT members.

3.5 In its report to the Plenary, each Working Group shall:

(a) indicate whether the Working Group is proposing a draft output document for adoption or approval by the Plenary;

(b) include the text of any draft output document proposed for adoption or approval.

3.6 All output documents should, as far as possible, be approved by consensus at the plenary. In the case where consensus cannot be reached, then the output documents may be approved by voting in accordance with the “Rules of Procedure of the Management Committee”.

3.7 APT Position and APT View approved by the Plenary require the names of Members participating in the meeting to be included in the document as a footnote.

3.8 **Adoption and Approval of APT Common Proposals:**

3.8.1 Proposals are developed by the APT-WTDC Working Group during APT-WTDC meetings.

3.8.2 A proposal will become a Preliminary APT Common Proposal (PACP) once it is adopted by the Plenary.

3.8.3 Proposals for PACP should, as far as possible, be adopted by consensus at the Plenary. However, if there is a difference of opinion at the plenary and further discussion cannot produce consensus then, as last resort, document can be adopted provided that;

1. the document is supported by at least one quarter (25%) of the APT Members present at the Plenary and;
2. the document is not opposed by a number of Members present at the Plenary greater than the number of Members who support it.

3.8.4 The remainder of the process for a proposal to become ACP is to follow the process as described in ‘*Section 3.3: Criteria for APT Common Proposal (ACP)*’ of the APT Documents Framework.

3.8.5 The APT Secretariat shall prepare the result of the Member consultation process mentioned above with respect to ACPs before submitting them to ITU in order to inform Members that the criterion for ACP approval has been satisfied accordingly.

**Attachment to Annex:**

* APT Document Framework

