Lecture Text for

Module 3-1: Overview and management of APG

- History of APG and its roles and responsibilities
- Working methods of APG
- Structure and management of APG
  - Meetings of the APG (Objectives, role of plenary, working parties and drafting groups)
  - The workplan of the APG for the preparation of WRC

Lecturer: Dr. Kyu-Jin Wee

Introduction of the Lecturer

Dr. Kyu-Jin Wee

Biographical notes

Dr. Kyu-Jin Wee is a Fellow of Korea Radio Promotion Association (RAPA) since 2017. He is a Chairman of APG (APT WRC Preparatory Group) since 2016. Before he join RAPA, he was a Vice President of Telecommunications Technology Association (TTA) since 2012. TTA is an accredited standard development organization for ICT in the Republic of Korea. Before he joined TTA, he worked in Korean Government more than 20 years for spectrum management and standardization.

He has been participating in various international and regional conferences including ITU and APT since 1992. During his vice-chairmanship of APT Management Committee (2003 to 2006) and chairmanship (2009 - 2012), he has initiated to develop the APG Document Framework and to update all APT governing rules and guidelines.
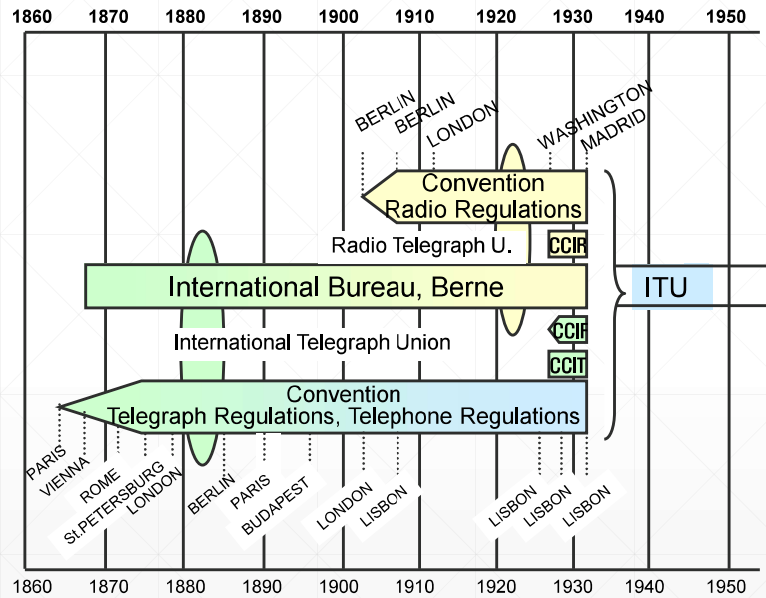He was also a Committee Chairman of ITU PP-10 and WTSA-12.

Overview and management of APG
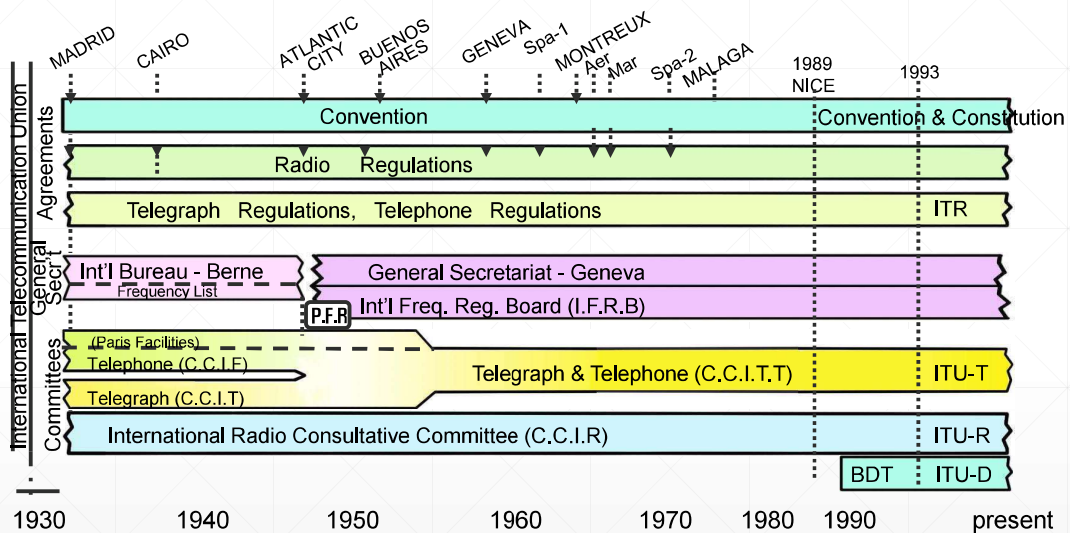
Kyu-Jin WEE
Chairman of APG

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- History of APG and its roles and responsibilities

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ITU History

The early years of the International Telegraph Union and the Radio Telegraph Union to the time of their consolidation in 1932 to form the International Telecommunication Union
(IEEE Commun. Soc., vol. 12, pp. 11-18, July 1974 Ernerst K.Smith and Richard C. Kirby)

ITU History

The main steams of the International Telecommunication Union from the consolidation date(1932) to the present time (updated by KJ Wee based on IEEE Commun. Soc., vol. 12, pp. 11-18, July 1974 Ernerst K.Smith and Richard C. Kirby)

Beginning of APG

- For WRC-97
  - APT Expert Group for WRC-97(1st Meeting, 1997. April, Bangkok)
    - Prepared the Working Methods
    - Draft output based on 4 countries inputs were sent to CPM(1997, May)
  - APT Regional Meeting for WRC-97(2nd Meeting, 1997, July, Seoul)
    - Contribution to WRC-97(Input number 14, 280 proposals)
  - Chairman: Mr. N.R.Agawal(India),
  - 3 Working Parties
    - Mr. David Hartley (Australia) for regulatory and associated issues,
    - Dr. K. Kosaka (Japan) for frequency allocations and associated issues
    - Mr. S. Sadhu (ABU) for broadcasting issues.

First Adoption of Resolution 72 by WRC-97 Now WRC Resolution 72(Rev. WRC-07)

- World and regional preparations for world radiocommunication conferences

- *Considering*

- f) that the success of future conferences will depend on greater efficiency of regional coordination and interaction at interregional level prior to future conferences, including possible face-to-face meetings between regional groups;

- *noting*

- that the plenipotentiary conferences have resolved that the Union should continue to develop stronger relations with regional telecommunication organizations,

- *resolves*

- to invite the regional groups to continue their preparations for WRCs, including the possible convening of joint meetings of regional groups formally and informally,

WRC Resolution 72

- *further resolves to instruct the Director of the Radiocommunication Bureau*

- 1 to continue consulting the regional telecommunication organizations on the means by which assistance can be given to their preparations for future world radiocommunication conferences in the following areas:
    - – organization of regional preparatory meetings;
    - – organization of information sessions, preferably before and after the second session of the Conference Preparatory Meeting (CPM);
    - – identification of major issues to be resolved by the future world radiocommunication conference;
    - – facilitation of regional and interregional formal and informal meetings, with the objective of reaching a possible convergence of interregional views on major issues;

- 2 pursuant to Resolution ITU-R 2-5 of the Radiocommunication Assembly on the CPM, to assist in ensuring that overview presentations of the chapters of the CPM Report will be made by the CPM management at an early stage in the CPM session, as part of the regularly scheduled meetings, in order to help all participants understand the contents of the CPM Report;

Selected provisions of APT Constitution(Amended 2002)

- *Article 2* OBJECTIVES

- 2. (e) Facilitate coordination within the region with regard to major issues pertaining to telecommunication services and information infrastructure with a view to strengthening the region's international position.

- *Article 7* ORGANS

- 1. The principal organs of the Telecommunity shall be:
    - (a) The General Assembly;
    - (b) The Management Committee; and
    - (c) The Secretariat.

- 2. The General Assembly or the Management Committee shall establish such subsidiary bodies and expert groups as they deem necessary for fulfilling the objectives of Telecommunity.

- 3. Whenever such bodies or groups are established, their terms of reference, period of tenure, other rules for the conduct of their activities, and budgetary provisions shall be simultaneously laid down.

APG

- APG 2000
- APG 03
- APG 07
- APG 11
- APG 15
- APG 19

APG-2000

- APT HF Interference and BSS Replanning Meeting(May, 1998) adopted the proposal of APT Secretary, which includes the new name(APG) and structure.

WP	Subject	Chapter of CPM Report	WP Chairmen	Chairman, Vice-Chairman
1	- Regulatory and procedural matters - Other matters	- 7	Mr. Philip McGill, Australia	Chairman : Mr. R. N. Agarwal, India Vice-Chairman: Mr. E. Behdad, Iran
2	- Mobile and radionavigation services - Mobile-satellite and radionavigation-satellite services - Space science services and radio astronomy	1 2 4	Dr. K. Kosaka, Japan	
3	- Appendices S30 and S30A - IRG & GTE matters	5 -	Mr. Sharad Sadhu, ABU	
4	- Fixed and fixed satellite services - Frequency sharing with Non-GSO FSS issues	6 3	Chairman: Rapporteur: Mr. Okada, Japan	

WRC-2000 (2000, May, Istanbul)	APG2000 - 1	1998. 5 Bangkok
	APG2000 - 2	1999. 4 Bangkok
	APG2000 - 3	1999.10 Gold coast
	APG2000 - 4	2000. 2 Tokyo

APG-03

WP	Subject	Chapter of CPM-03 Report	WP Chairmen	APG Chairman and Vice-Chairman
1	• Regulatory and procedural matters • Future work program • PP-98, PP-02 radio related issues • Other matters	- 7 6	Mr. Hugh Railton, NZL	Chairman : Mr. R.N. Agarwal, India
2	• Mobile, mobile-satellite and space science services	2	Dr. Kyu-Jin Wee, Republic of Korea	Vice-Chairman: Mr. Hugh Railton, NZL
3	• Radionavigation, radionavigation-satellite and radiolocation services	1	Dr. Katsuhiko Kosaka, Japan	
4	• Maritime mobile, amateur and amateur-satellite, and broadcasting services in MF and HF bands	5	Mr. Alan Ashman, AUS	
5	• Issues concerning fixed-satellite and broadcasting-satellite services	3	Dr. Hyangsuk SEONG, Republic of Korea	
6	• Fixed and fixed-satellite services and high altitude platform systems	4	Dr. Akira Hashimoto, Japan	

	APG2003 - 1	2000. 9 Bangkok
	APG2003 - 2	2001. 2 Bangkok
WRC-2003(2003.5 Geneva)	APG2003 - 3	2002. 6 Bangkok
	APG2003 - 4	2002. 8 Busan
	APG2003 - 5	2003. 2 Tokyo

APG-07

APG Chairman		Mr. R.N. Agarwal (India)
APG Vice-Chairman		Dr. Alan Jamieson (New Zealand)
Editorial Committee Chairman		Mr. John Lewis (Brunei Darussalam)
CHAPTER 1 Mobile, aeronautical mobile, radionavigation, and radiolocation services	WP 1	Dr. Kyu-Jin Wee (Republic of Korea)
CHAPTER 2 Space science services	WP 2	Mr. Wang Jian (China)
CHAPTER 3 Fixed-satellite, mobile satellite and broadcasting-satellite services below 3 GHz	WP 3	Dr. Katsuhiko Kosaka (Japan)
CHAPTER 4 Fixed service including HAPS and fixed satellite service above 3 GHz	WP 4	Dr. Akira Hashimoto (Japan)
CHAPTER 5 Services in LF, MF and HF bands and maritime mobile service	WP 5	Mr. Alan Ashman (Australia)
CHAPTER 6 Regulatory procedures and associated technical criteria applicable to satellite networks	WP 6	Dr. Hyangsuk Seong (Republic of Korea)
CHAPTER 7 Future WRC programmes and other issues	WP 7	Mr. Taghi Shafiee (Iran)

	APG2007 - 1	2003.11 Bangkok
	APG2007 - 2	2005. 2 Bangkok
WRC-2007(2007.11 Geneva)	APG2007 - 3	2006. 2 Kuala Rumph
	APG2007 - 4	2007. 1 Bangkok
	APG2007 - 5	2007. 6 Busan

APG 11/APG12

APG Chairman	Dr. Alan Jamieson (New Zealand)	
APG Vice-Chairmen	Dr. Kyu-Jin Wee (Republic of Korea) Mr. Kavouss Arasteh (Iran)	
Editorial Committee Chairman	Mr. John Lewis	
CPM11 Chapter	APG2011 Working Party	
	WP	Proposed Chairperson
CHAPTER 1 Maritime and Aeronautical Issues	WP 1	Mr. Darrell Ninham (Australia)
CHAPTER 2 Radiolocation and Amateur Issues	WP 2	Prof. Ahmad Faizal Mohd Zain (Malaysia)
CHAPTER 3 Fixed, Mobile and Broadcasting Issues	WP 3	Dr. Hyangsuk Seong (Republic of Korea)
CHAPTER 4 Science Issues	WP 4	Mr. Xingguo Zhou(China)
CHAPTER 5 Satellite Issues	WP 5	Mr. Muneo Abe(Japan)
CHAPTER 6 Future Work Programme and Other Issues	WP 6	Mr. Taghi Shafiee (Iran)

	APG2011 - 1	2008. 3 Bangkok
	APG2011 - 2	2009. 6 Hang Zhou
WRC-2012(2012.2 Geneva)	APG2011 - 3	2009. 3 Bangkok
	APG2012 - 4	2010.12 HongKong
	APG2012 - 5	2011. 9 Busan

APG-15

APG Chairman	Dr. Alan Jamieson (New Zealand)	
APG Vice-Chairmen	Dr. Kyu-Jin Wee (Republic of Korea) Mr. Kavouss Arasteh (Iran)	
Editorial Committee Chairman	Mr. John Lewis	
Working Party 1 (WP1): Mobile and Amateur Issues	Chapter 1: Mobile and Amateur Issues	Ms. Kyung-Mee Kim (Rep. of Korea)
Working Party 2 (WP2): Science Issues	Chapter 2: Science Issues	Ms. Zhu Keer (P. R. of China)
Working Party 3 (WP3): Aeronautical, Maritime and Radiolocation	Chapter 3: Aeronautical, Maritime and Radiolocation	Mr. Neil Meaney (Australia)
Working Party 4 (WP4): Satellite Services	Chapter 4: Satellite Services	Mr. Gao Xiaoyang (P. R. of China)
Working Party 5 (WP5): Satellite Regulatory Issues	Chapter 5: Satellite Regulatory Issues	Mr. Muneo Abe (Japan)
Working Party 6 (WP6): General Issues	Chapter 6: General Issues	Mr. Taghi Shafiee (I. R of Iran)

	APG15-1	2012. 9 DaNang
	APG15-2	2013. 7 Bangkok
WRC-15(2015.11 Geneva)	APG15-3	2014. 6 Brisbane
	APG15-4	2015. 2 Bangkok
	APG15-5	2015. 8 Seoul

APG-19

APG chairman		Dr. Kyu-Jin Wee (Republic of Korea)	
APG Vice-Chairmen		Mr. Neil Meaney (Australia) Mr. Gao Xiaoyang (People's Republic of China)	
Editorial Committee Chairman		Dr. Tommy Chee (New Zealand)	
WP 1	Chapter 1: Land mobile and fixed services	1.11, 1.12, 1.14, 1.15	Ms. Zhu Keer (People's Republic of China)
WP 2	Chapter 2: Broadband applications in the mobile service	1.13, 1.16, 9.1 (issues 9.1.1, 9.1.5, 9.1.8)	Dr. Kyung-Mee Kim (Republic of Korea)
WP 3	Chapter 3: Satellite services	1.4, 1.5, 1.6, 7, 9.1 (issues 9.1.2, 9.1.3, 9.1.9)	Mr. Muneo Abe (Japan)
WP 4	Chapter 4: Science services	1.2, 1.3, 1.7	Dr. Atmadji Wiseso Soewito (Indonesia)
WP 5	Chapter 5: Maritime, aeronautical and amateur services	1.1, 1.8, 1.9.1, 1.9.2, 1.10, 9.1 (issue 9.1.4)	Mr. Bui Ha Long (Socialist Republic of Vietnam)
WP 6	Chapter 6: General issues	2, 4, 8, 9.1 (issues 9.1.6, 9.1.7), 10	Mr. Taghi Shafiee (Islamic Republic of Iran)

	APG19-1	2016. 7 Cheng Du
	APG19-2	2017. 7 Bali
WRC-19(2019.11 Sharm el sheikh)	APG19-3	2018. 3 Perth
	APG19-4	2019. 1 Seoul(planned)
	APG19-5	2019. 7Tokyo(Planned)

OBJECTIVES

- The main objective of APG is to organize coordinated regional activities for WRCs and RAs in order to ensure that the interests of APT Members on Radiocommunication issues are properly represented. The activities include but are not limited to:

  - develop APT Common Proposals (herein after referred to as "ACPs") for WRCs and on matters related to ITU Radiocommunication Assemblies (RAs),;

  - develop APT contributions to ITU-R Conference Preparatory Meetings (CPMs); and

  - assist APT Member countries, especially developing countries, in their preparations for WRCs, RAs and CPMs .

- Contributions are prepared and agreed in accordance with the "Output Document Types and Approval Procedure of the Output Documents of APG".

TERMS OF REFERENCE
for WRC activities

- to identify, study and review issues associated with each WRC Agenda Item, taking into account ,where appropriate, the results of the studies undertaken in the relevant ITU-R Study Groups and Working Parties associated with these Agenda Items;

- to develop preliminary views;

- to review the text of the Draft CPM Report and to develop APT contributions, if thought appropriate, to the CPM;

- to develop Preliminary APT Common Proposals (herein after referred to as "PACPs') for each WRC Agenda Item;

- to provide input if necessary to the APT Preparatory Group for the ITU Plenipotentiary Conference on issues related to ITU-R and APG activities, ;

- to coordinate activities at the CPM, including the identification of coordinators for each WRC Agenda Item;

- to coordinate activities at the WRC, including the identification of coordinators for each Agenda Item;

- to prepare, as far as possible and with the assistance of the secretariat, information on the views of other regional groups to the extent available relating to the WRC Agenda items for distribution to APT Members.

TERMS OF REFERENCE
for RA activities

- to identify and review issues associated with RA activities;

- to review contributions from the ITU-R Study Groups and ITU Member administrations to RA and to develop preliminary views on these issues, as appropriate;

- to develop APT common proposals to RA on these issues, if required;

- to coordinate any other issues relating to RA activities, including the coordination of activities at RAs and the identification of coordinators, as appropriate;

TERMS OF REFERENCE
for other Tasks

- throughout the above process, to cooperate with other regional telecommunication organisations;

- to inform APG participants of the activities of these regional telecommunication organisations as well as the activities of global and regional broadcasting and other organisations having spectrum management interests, by reports from the representatives of these organisations attending APG meetings, or by reports of representatives nominated to represent APT at the meetings of these organisations, or by reports of APT member administrations attending these meetings;

- to inform APG participants of the activities of the ITU-R informal group meetings on WRC and RA preparations;

- to develop and submit, where appropriate, inputs to Study Groups, Working Parties, Joint Task Groups or Task Groups related to WRC Agenda Items that are approved by the Plenary in accordance with the APG Document "Output Document Types and Approval Procedure of the Output Documents of APG".

APT Documents Framework *(MC35, Jeju, 2011)*

Document Types	Description of Document	Notes
Regulations/ Rules	An administrative document governing the processes of APT	e.g. Rules of Procedure of GA / MC, Financial Regulations, Staff Regulations and Staff Rules of the APT
	A document which sets out such matters as objectives, terms of reference (purpose, scope), period of tenure, structure, rules of conduct of activity (working procedures including document approval procedures, participation arrangements, treatment of contributions, etc).	e.g. Working Methods, Terms of Reference
Policy Document	A document containing policy and/or strategy of APT	e.g. Strategic Plan of APT, Strategic Plan of WP
Resolution	A document containing formal decisions of the GA and MC A document containing directions or instructions to the Secretariat	

APT Documents Framework *(MC35, Jeju, 2011)*

Recommendation	A document providing specifications, guidance or a recommended procedure	Containing "What we should do"
Guideline	A document that provides operational guidance to streamline particular procedures or issues in undertaking APT activities	Needs GA/MC approval
	A document for use by members containing "Best practices" on generally-accepted methods or processes that have been proven to accomplish given tasks	Needs Plenary approval
	A document developed by a WP expressing an agreed view by participants on a particular technical or regulatory issue intended as a guideline for use by members when considered appropriate.	Needs Plenary approval
Report	A summary record of a meeting including summaries of discussions, decisions and conclusions. It may include proposals and other items that may require the consideration of the GA / MC	e.g. Summary records, Meeting Reports
	A document containing results of a study made by a WP	

APT Documents Framework *(MC35, Jeju, 2011)*

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)
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

APG Structure

- Plenary
  - responsible for making final decisions and approvals regarding all matters considered within the APG
  - shall meet at least once a year to update the APT preliminary views
  - elects Chairman and Vice Chairman. eligible for re-election once.
  - establishes or abolishes the Editorial Committee and Working Parties, as appropriate.
- Editorial Committee
  - all Working Parties will be ex officio members
  - draft the final report of each APG meeting
  - all APG output documents are editorially corrected and updated.
  - prepare ACPs and other documents in the ITU format for submission

APG Structure

- Working Parties
  - based on the CPM Report Chapters and consultations with the Administrations
  - Working Party Chairmen can create Drafting Groups
  - Working Party Chairman can appoint a number of Agenda Item Coordinators/Rapporteurs based on the complexity of an Agenda Item
  - In between APG meetings, a Working Party can discuss the issues and work progress by electronic means
- Steering Committee
  - consist of the APG Office Bearers and representatives from the APT Secretariat
  - to review and recommend the draft meeting agenda and program to the APG Plenary
  - to monitor the progress of the work during the meeting and review the program as appropriate

Coordination Meetings of the APG

- ensure that APT Common Proposals are presented effectively;

- ensure that APG participates actively;

- harmonise the views of APT Members which will be represented to other regional organizations with the objective of promoting consensus building and developing common understanding on issues.

- Inter-Regional Group coordination during WRCs, RAs and as required at CPMs shall be undertaken using an APG Inter-Regional Coordination Team (APGICT)
  - The mandate for the Coordination Team to operate shall be established by coordination meetings of all APT members present at the particular WRC, RA or CPM at which Inter-Regional Coordination meetings are required
  - The role of the Coordination Team will be to represent the views of APT members at Inter-Regional Coordination meetings
  - The role of the Coordination Team will not extend to undertaking negotiations on APT Common Proposals or positions unless explicitly approved to do so by a coordination meeting of APT members
  - The Coordination Team shall not negotiate or commit to decisions on issues likely to impact on individual APT members without prior approval from the specific APT member likely to be affected

Participation in APG Activities

- All APT Members, Associate Members and Affiliate Members

- Organizations which have a Memorandum of Understanding (MoU) with the APT or other relevant international or regional organizations may send representatives

- Non APT members may be invited to participate in the activities of APG as a guest at the discretion of the Chairman of APG and the Secretary General in consultation with the relevant Member Administration as appropriate

- Other non-APT members may participate with observer status with the payment of the relevant participation fee and subject to consultation between the Secretary General and the relevant Member Administrations, as appropriate

Submission of Documents to APG meetings

- All APT Members may submit input documents

- Associate and Affiliate members can submit input documents based on the agreement with the corresponding APT Member. Otherwise, the document will be treated as an "Information" document.

- Contributions from the ITU will be treated as information documents

- Regional telecommunications, broadcasting and other relevant organizations, Organizations which have an MoU with the APT can submit information documents

- Other observers cannot submit any type of document to the APG Meetings

- Input documents should be submitted at least one week, before the start of the meeting.

- after the due date of submitting contributions the documents will be considered as information documents for the coming meeting and will be treated as input documents for the next but one APG meeting. However, the APG Plenary may decide to accept such documents as input documents, even though they have been received after the due date.

OUTPUT Documents

- **OUTPUT DOCUMENT TYPES AND APPROVAL PROCEDURES OF OUTPUT DOCUMENTS FOR THE APT CONFERENCE PREPARATORY GROUP FOR WORLD RADIOCOMMUNICATION CONFERENCES**

Approved By

The 36th Session of the APT Management Committee

06 – 09 November 2012

Bangkok, Thailand

Output documents

- 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.

- Output documents of APG, 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.

- 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"

Adoption and Approval of APT Common Proposals

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

- 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/approved provided that;
    - the document is supported by at least one quarter (25%) of the APT Members present at the Plenary and;
    - the document is not opposed by a number of Members present at the Plenary greater than the number of Members who support it.
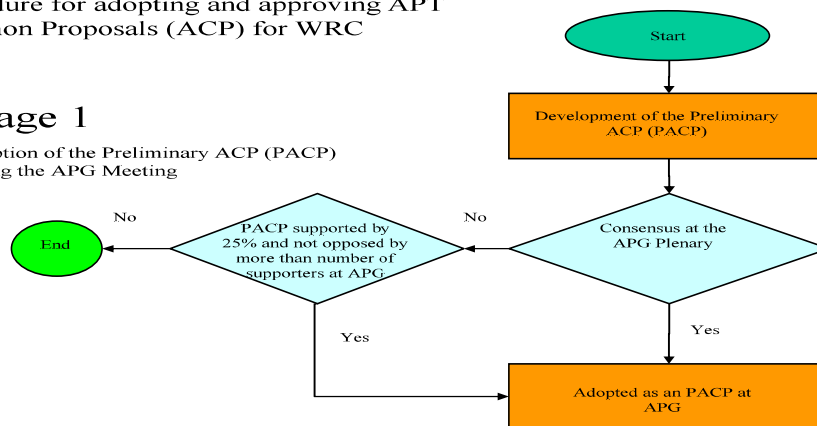
Criteria for APT Common Proposal (ACP)

- A draft APT Common Proposal (ACP) is developed by the relevant APT Work Programme(APG) and will became a Preliminary APT Common Proposal (PACP) once it is adopted by the Work Programme. PACPs are required to be circulated to all APT Members through the APT Secretariat for endorsement. Once the PACPs meet the criteria below, the PACPs become ACPs.

- On confirmation of a proposal as a PACP, all APT Members will be asked to consider inclusion of their country name as a signatory to that proposal. A PACP becomes an ACP provided that:

  - (a) the proposal is supported by at least one quarter (25%) of all the APT Members and;

  - (b) the proposal is not opposed by more than 50% of the number of Members who support it.

Procedure for adopting and approving APT
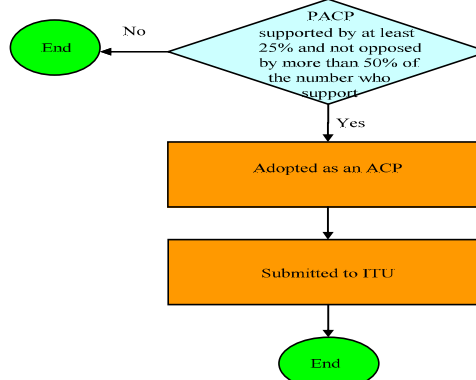Common Proposals (ACP) for WRC

Stage 1

Adoption of the Preliminary ACP (PACP)
during the APG Meeting

Start

Development of the Preliminary ACP (PACP)

Consensus at the APG Plenary

No

PACP supported by 25% and not opposed by more than number of supporters at APG

No

End

Yes

Yes

Adopted as an PACP at APG

Stage 2

Adoption of the ACP by correspondence
following the APG Meeting

PACP supported by at least 25% and not opposed by more than 50% of the number who support

No

End

Yes

Adopted as an ACP

Submitted to ITU

End

RELATIONSHIP WITH THE ITU AND OTHER ORGANIZATIONS

- Due to the nature of work of the APG, coordination activities not only within the APT but also with the ITU and with other international/regional organizations would be required.

- The major role of the APG is to develop regional inputs on WRC related matters. As a result, cooperation and the exchange of views and information related to WRCs with other organizations is a key to the success of the work.

- Representatives from the ITU and regional telecommunications organizations are welcome to attend APG meetings as observers.

- Equally, APG can nominate office bearers or other representatives to attend, on APT's behalf.

- These APT representatives will be required to report on the discussions at these meetings to the APG membership.

ROLE OF THE APT SECRETARIAT

- The role of the APT Secretariat includes but is not limited to:
  - organize APG meetings and coordination meetings;
  - coordinate with the APG Office Bearers, the APT membership, and other concerned organizations and parties with the view of accelerating the work of the APG;
  - maintain the APG website and e-mail reflectors, and to facilitate linkage to other relevant websites;
  - make the necessary arrangements for and follow-up of the submission of contributions to relevant ITU-R conferences and other meetings (for example, RAs and CPMs,), as required;
  - make necessary arrangements for ACPs in accordance with the document approval procedure; and
  - prepare and submit proposals for the consideration of the APT Management Committee.

Workplan of APG

Meeting Schedule of Responsible Groups	Normally March to June/July September to November
Radiocommunication Advisory Group	First half of Every year
Inter-regional Workshop for WRC	4th Quarter of the year, normally 3 times for WRC
Informal Meetings	3 or 4 times for WRC
APG19-3	12 – 16 March 2018, Perth
Plenipotentiary Conference	29 October – 16 November 2018 Dubai
APG19-4	7 – 12 January 2019 (6 Working days), Korea(Rep. of)
CPM 19-2	18 – 28 February 2019, Geneva
APG19-5	31 July – 6 August 2019 (6 Working Days) Japan
RA-19	21 – 25 October 2019, Sharm el-Sheikh, Egypt
WRC-19	28 October – 22 November 2019, Sharm el-Sheikh, Egypt
APG23-1	[Q2 or Q3 2020]