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|  | ASIA-PACIFIC TELECOMMUNITY |  |  |
| **The 2nd Meeting of the APT Conference Preparatory Group for WRC-19 (APG19-2)** |  |
| 17 – 21 July 2017, Bali, Republic of Indonesia |

**Guideline of submitting contributions to the apg19-2 meeting**

Following guideline principles will be maintained for submitting contributions to the APG19-2:

**Right of Document Submission:**

* 1. All APT Member Administrations may submit input contributions related to the agenda of each of the meetings of APG
	2. Associate Members and Affiliate members can submit input contributions based on the agreement with the corresponding APT Member or Associate Member. Otherwise, the contribution will be treated as an “Information” document.
	3. Contributions from the ITU Radiocommunication Bureau as well as sister regional telecommunications, broadcasting and other relevant organizations having spectrum management interests will be treated as an “Information” document.
	4. Organizations which have an MoU with the APT and which have global or regional membership may submit contributions as “Information” Documents on the same basis as they attend other APT meetings.
	5. Other observers cannot submit any type of contribution to the APG Meetings

**Submission Procedure for Documents:**

Members Administrations, Associate Members and Affiliate Members are requested to submit documents based on APG-19 Working Party Structure. Please use separate documents for each APG-19 Working Party. APG-19 WP structure is attached below:



**Closing Date for Submission:**

Input contributions should be submitted by **10 July 2017**. 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 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.

**Document Templates for Submitting Contributions**:

Please use the following document templates for submitting your contributions.

* In case of submitting the Preliminary Views on Agenda Items please use following template:



* In case of submitting other contributions please use following template:



**Format of the Outcomes of APG19-2:**

As discussed at the APG19-1, the outcomes of APG19-2, particularly the APT Preliminary Views on WRC-19 Agenda Items will be in the following template.

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**Secretariat Contact:**

You can send your contributions to aptapg@apt.int. If you have any query and clarification on the document submission please feel free to contact with Mr. Forhadul Parvez by email: parvez@apt.int.

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