**ANNEX 2**

**REVISED APPROVAL Procedures for
APT STANDARDIZATION PROGRAM OUTPUT Documents
(aPPROVED BY MC-36)**

**1. Objective of approval procedures**

1.1 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 procedures for approval of output documents that are developed by APT Standardization Program (herein after referred to as “ASTAP”).

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

**2. Types of output documents**

2.1 The ASTAP may develop the following types of output documents as described in the APT Documents Framework:

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| Document Types | Description of Document | *Notes* |
| Regulations/ Rules | 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* |
| 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 |  |
| 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 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)* |

2.1 Document types such as APT Common Proposal (ACP) and APT Position given in the APT Documents Framework are not applicable to ASTAP as those types of documents are produced for Conference/Assemblies by the respective Preparatory Groups.

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

3.1 Documents such as Regulations/ Rules, Policy Document, Recommendation and Guidelines (procedural type) needs approval of General Assembly or Management Committee. Other documents can be approved by the plenary of ASTAP. In the case of APT Recommendations two stage process as given in Section 3.7 should be followed.

3.2 The ASTAP Working Group (WG) or Expert Group (EG) shall be responsible for developing the text of draft output documents based on contributions from APT members in accordance with the type of output documents given in paragraph 2.

3.3 As far as practicable, draft output documents should be distributed to APT members before each ASTAP Forum for consideration.

3.4 In its report to the ASTAP Plenary, each WG or EG shall:

(a) indicate whether the WG or EG is proposing a draft output document for adoption or approval by the ASTAP Forum;

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

3.5 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”.

3.6 APT View approved by the Plenary requires the names of Members participating at the Forum included in the documents as a footnote.

3.7 Adoption and Approval of APT Recommendation

3.7.1 The plenary shall decide whether a draft text is ready to be circulated to APT Members in order to seek adoption as a draft APT Recommendation to be submitted for approval by the APT Management Committee.

3.7.2 The procedure for adoption of APT Recommedation by APT Members and approval by the Management Committee of APT should follow the Criteria described in Section 3.2 of the APT Documents Framework.

**4. Register of ASTAP output documents**

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

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