****

**WORKING METHOD OF THE APT WIRELESS GROUP**

**Adopted By**

**The 18th Meeting of the APT Wireless Group**

**9 - 13 March 2015**

**Kyoto, Japan**

**Approved By**

**The 39th Session of the Management Committee of the APT**

**8 - 11 December 2015**

**Phra Nakhon Si Ayutthaya, Thailand**

WORKING METHODS OF

**apt wireless GROUP (AWG)**

## Introduction

The APT Wireless Group (AWG) is a successor to the APT Wireless Forum (AWF) which, in turn, was a successor to and a renewal of the APT IMT-2000 Forum. AWF covered not only the aspects of APT IMT-2000 systems but also the various aspects of emerging wireless systems to meet the upcoming digital convergence era for the Asia-Pacific region. The APT Wireless Forum has been assisting in the process of bringing cost-effective telecommunications and information infrastructures to the developing countries of the Asia-Pacific region through the introduction of various radio communication technologies. The Forum has been reporting and presenting its activities and outputs to the APT Management Committee and recommended conducting electronic meetings in between physical meetings. The APT Wireless Group continues this activity with a revised structure. This restructuring has taken account of the development of new technologies and of the ever-increasing interest in modern wireless applications in the Asia-Pacific region.

## Objectives of the AWG

* To facilitate regional harmonisation of spectrum usage,
* To assist and support APT Members in using the radio-frequency spectrum effectively
* To facilitate the efficient and effective deployment of radiocommunication systems in the Asia-Pacific region
* To promote the introduction and development of new radiocommunication technologies and applications in the Asia-Pacific region and to propose cost effective implementation solutions
* To promote interests of APT Members in related international and regional organizations on radiocommunication matters, as appropriate.

## Terms of Reference of the AWG

The APT Wireless Group focuses primarily on the following areas:

* Carry out studies and develop outputs to facilitate the harmonization of spectrum usage, the efficient and effective deployment of radiocommunication systems, and the development of new radiocommunication technologies and applications
* Support and assist APT Members in using the radio frequency spectrum and deploying radio networks effectively.
* Share information on spectrum usage and emerging radiocommunication technologies and applications, within the Asia-Pacific region
* Encourage radiocommunication industry research and development, and promote related telecommunication business activities
* Perform technical and operational studies to support preparation for World Radiocommunication Conferences if requested by the APT Preparatory Group for WRCs
* To communicate with, as well as develop APT proposals to related international and regional organizations on radiocommunication matters, as appropriate, to promote interests of APT Members

## Structure of the AWG

* 1. **Structure:**

The APT Wireless Group consists of a Chairman, two Vice Chairmen and Working Groups, which include Sub-Working Groups and/or Task Groups. At each AWG meeting, a Steering Committee shall be established.

* 1. **Plenary:**
* Plenary is responsible for making final decisions and approvals regarding all matters within the APT Wireless Group
* Plenary shall meet at least once a year to discuss outstanding issues, to monitor the status of work items and the associated AWG Work Plan, to review approved APTRecommendations, and to take action when required
* The Plenary elects the Chairman and Vice-Chairmen with a two-year term. They are eligible for re-election once. Nomination of the candidates shall come from APT Members.
* Plenary establishes or abolishes Working Groups and approves the establishment or disbanding of Sub-Working Groups and Task Groups
* Plenary decides the terms of reference of Working Groups and approves the terms of reference of Sub-Working Groups and Task Groups.
* Plenary can establish Ad Hoc Groups and appoint Chairmen of such groups.
	1. **Chairman and Vice Chairmen:**
* The Chairman of AWG is responsible for overall administrative matters regarding the APT Wireless Group and presides over the Plenary Meeting. The Chairman shall report on the AWG activities to the APT Management Committee.
* Vice Chairmen of AWG shall support Chairman of AWG in their capacity. In the absence of the Chairman, one of the Vice Chairmen shall chair the Plenary.
* Plenary appoints Chairmen of Working Groups and approves Chairmen of Sub-Working Groups and Task Groups

**Working Groups:**

* Each Working Group will have a Chairman appointed by the Plenary.
* Each Working Group will promote an exchange of information, the sharing of available resources and the pooling of expertise.
* Each Working Group can have a number of Sub-Working Groups and/or Task Groups depending on the working activities of the Working Group.
* Establishment and abolishment of the Sub-Working Groups and/or Task Groups under a Working Group is to be considered at the meeting of the relevant Working Group and subsequently proposed to the Plenary for approval. Sub-Working Groups and Task Groups are only established with a clear indication on how the newly established group would contribute to the achievement of AWG Objectives and to assist AWG in implementing its Terms of Reference.
* Each Working Group will adopt the terms of reference and work plans of its Sub-Working Groups and Task Groups at the Working Group meeting and submit them to the Plenary for approval.
* Each Working Group will consider candidatures for Chairmen of its Sub-Working Groups and/or Task Groups at the Working Group meeting and submit the recommended candidates to the Plenary for approval.
* Working Groups may appoint an editor for each deliverable in their Sub-Working Groups and/or Task Groups, if so required.
* Chairmen of Sub-Working Groups and/or Task Groups will report to their corresponding Working Groups.
* A Working Group can have physical meetings during the AWG meetings. In between AWG meetings, a Working Group can discuss the issues and progress work by electronic means.
* Task Groups should focus on specified work items. Task Groups should have clear and limited Terms of Reference and their detailed work plans should be defined with time bound deliverables. After completing its tasks, a Task Group should be disbanded unless Plenary approves that the group continues with a revised Terms of Reference
* In the absence of a Working Group Chairman, one of the AWG Vice Chairmen or Chairmen of the Sub-Working Groups and/or Task Groups of that Working Group could be appointed as the acting Chairman for that AWG meeting with the approval of the Plenary.
* In absence of Sub-Working groups and Task Groups Chairmen, the corresponding Working Group Chairman will consult with the AWG Steering Committee and the APT Secretariat and appoint an acting Chairman for that group with the approval of the Plenary.
	1. **Steering Committee**
* The Steering Committee shall be presided over by the Chairman of the AWG and composed of the AWG Office Bearers and representatives from the APT Secretariat. Representatives from the host administration are invited to the Steering Committee, in the case where the AWG meeting takes place in a host country.
* The Steering Committee will meet, normally in the evening, prior to the start of the full AWG meeting as well as during the meeting as required.
* The responsibilities of the Steering Committee are to review and recommend the draft meeting agenda and program to the AWG Plenary, to ensure that appropriate arrangements are made for the meeting, and to monitor the progress of the work during the meeting and review the program and AWG Work Plan as appropriate.

## Meetings of the APT Wireless Group

* 1. **Physical Meetings of the AWG**

The physical meetings of the AWG will be held accor**d**ing to the decision of the AWG Plenary and approval by the APT Management Committee.

* 1. **Physical Meetings of the Working Groups**
		1. The Working Groups will have physical meetings during the meeting of AWG.
		2. Exceptionally, the Chairman of a Working Group may request the AWG Chairman to recommend supporting interim meetings of the group. These additional meetings shall have the intention of enhancing activities of the group, and in general will have a limited scope and agenda. The Chairman of a Working Group shall provide the AWG Chairman with details of objectives, work program, proposed agenda and expected output of the meeting.
		3. The request for support for physical meetings is examined in terms of importance, necessity and urgency at the AWG Meetings. In accordance with the principle of minimizing the load on APT resources, the AWG Chairman shall request the Management Committee to allocate a budget for the physical meetings that the AWG approves. After getting approval of the Management Committee, Working Groups shall hold physical meetings as planned, achieve substantial and valuable results and report the results to the AWG Chairman with the assistance of the APT Secretariat.
		4. If a Working Group needs to obtain approval for holding an unscheduled meeting under APT financial support urgently, the Working Group Chairman should consult with the AWG Chairman, Vice-Chairmen and the Secretary-General of APT.

## Participation at APT Wireless Group Meetings

6.1 All APT Members, Associate Members and Affiliate Members may participate in the activities of AWG.

6.2 Organizations which have a Memorandum of Understanding (MoU) with the APT or other relevant international or regional organizations may send representatives to attend the meetings of AWG on the same basis as they attend other APT meetings.

6.3 Non-APT members may be invited to participate in the activities of work programs as a guest at the discretion of the Chairman of AWG and the Secretary General of APT in consultation with the relevant Member administrations as appropriate.

6.4 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.

## Contributions at the APT Wireless Group

* 1. All APT Members, Associate Members and Affiliate Members may submit contributions related to the agenda of the meeting of AWG.
	2. Organizations which have MoU with the APT and other relevant international or regional organizations may submit contributions as Information Document on the same basis as they attend other APT meetings.
	3. Non-APT members cannot submit contributions to the AWG. However, considering the importance of the subject matters, the AWG Chairman may allow non-APT members to submit and present contributions. In this case, the contributions will be treated as Information Documents.
	4. Each input document should be based on the terms of reference, agenda and work of the AWG. Contributions not so based will be considered as information documents.
	5. Contributions should be submitted at least one week before the start of the meeting. The APT Secretariat will post the contributions on the APT web site. In case there are Input Documents received after the due date for submitting contributions, the documents will be considered as Information Documents for the coming meeting and will be treated as Input Documents for the next AWG meeting. However, contributions that are received after the date may be considered as Input Documents if agreed by the AWG Plenary.

## Editorial Activities, Output Documents and Approval Procedures

8.1 The types of the AWG output documents and the approval procedures are defined in document “*Document Approval Procedures for Asia-Pacific Telecommunity Wireless Group”*

8.2 In terms of editorial activities:

* The Chairmen of all working groups will contribute to the AWG’s editorial activities.
* Working in coordination with the AWG Chairman, the Vice-Chairmen and the Working Group Chairmen, the APT Secretariat will draft the Meeting Report of each AWG meeting. The draft report will be available on the APT website for comments for 30 days before it is finalized.
* The Working Group Chairmen, in conjunction with the APT Secretariat, will ensure that all AWG Output Documents are editorially corrected and updated.

8.3 The AWG Meeting Report will include decisions taken by the Plenary, summary of the reports from each of the Working Groups, references to approved documents and documents being carried forward to the subsequent AWG meeting as well as references to the AWG Work Plan and terms of reference, as updated by the meeting.

## Internal and External Relationships

To significantly perform the objectives of AWG, coordination activities with APT internal programs as well as with external organizations would be required. One important role of AWG is to develop inputs to relevant APT internal programs, and to international or regional organizations. The important task of AWG is to contribute to global activities through cooperation and exchange of views and information. The work of AWG will take account of and coordinate with the work of ITU and relevant organizations including 3GPP.

## Role of the APT Secretariat

* Organize the APT Wireless Group Meeting.
* Coordinate with the AWG Office Bearers, APT members, and other concerned organizations and parties for accelerating the work of AWG.
* Maintain the AWG website and to facilitate linkage to other relevant websites.
* Make the necessary arrangement for APT Recommendations in accordance with the “*APT Document Framework”*.
* Prepare and submit proposals for consideration of APT Management Committee.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_