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|  | **The 40th Session of the Management Committee****of the Asia-Pacific Telecommunity**29 November - 2 December 2016, Nadi, Fiji | **Document No:****MC-40/OUT-01****1 December 2016** |

Ad-Hoc Group on Work Programme

**working methods of**

**the apt Policy and regulatory forum (PRF)**

## Introduction

* 1. The Working Methods for the APT Policy and Regulatory Forum set out the purpose, scope, participation arrangements etc., for the programme. In keeping with the names of other APT programmes, the programme will be called the APT Policy and Regulatory Forum (APT Policy and Regulatory Forum, PRF).
	2. The Working Methods of PRF was revised at PRF-16 in July 2016 for approval at the 40th Session of the Management Committee.

## Objectives

2.1 The Primary Objectives of the Forum are to:

* Bring the telecommunications and ICT policy makers and regulators from the region together to a common platform for a dialogue on issues faced by them as a result of the unprecedented changes taking place in the ICT sectors. To achieve this objective, panel discussion or round table discussion could be arranged.
* Provide an opportunity for the top policy makers and regulators to share information, best practices and experiences for the common benefit of the members. Panel discussion or round table discussion could be helpful for this purpose.
* Provide consultative support to members on one to one basis when required. This could be achieved through special arrangements made for private meetings among Members.
* Promote sharing of expertise for addressing key issues of concern to the APT members. To stimulate Members in addressing key issues, at least one expert presentation on each of the main topics of discussion could be allowed.
* Facilitating intra-regional collaboration on policy and regulatory issues as required.
* Facilitating the Forum to provide substantial inputs to the Global Symposium of Regulators (GSR).

## Structure

3.1 The PRF will meet at least once a year.

3.2 The Forum will have detailed presentations and panel discussions. The participants will get an opportunity to discuss and decide on practical actions at national and regional levels.

## Participation

4.1 All APT Members, Associate Members and Affiliate Members may participate in the activities of the Forum.

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

4.3 Non APT members may be invited to participate in the activities of the Forum as Guest at the discretion of the Chairman of the Forum and the Secretary General in consultation with the relevant Member administration as appropriate.

4.4 Other non-APT members may participate as Observer with the payment of the participation fee.

## Working Methodology

5.1 The Chairman will be nominated by the Forum each year on a consensus basis where possible from the host country of that Forum and hold officeuntil the next Forum. If there is no hosting country, the Chairmanship will remain with the existing Chairman.

5.2 Four Vice -Chairmen will be nominated to represent the four sub-regions of the Asia Pacific (i.e. East Asia, South Asia, SouthEast Asia, and the Pacific) with a term of two years and extendable*.*

5.3 The Chairman shall:

* comment on and approve the PRF Agenda, including discussion topics;
* review agenda items and issues of the previous forums, ensuring that issues requiring further discussion and follow-up are being addressed;
* chair the Forum;
* review the report of the PRF before its adoption; and
* attend the APT Management Committee to represent the PRF

5.4 The Vice -Chairman shall:

* assist the Chairman in performing his duties;
* coordinate within sub-regions and submit a nominee to the Steering Committee prior to PRF; and
* provide updates on sub-regional issues on policy and regulation during PRF.

5.5 If the Chairman resigns or is no longer able to fulfil his role between the sessions, the Secretary General will invite one of the Vice -Chairmen to take over as an acting Chairman until the next PRF meeting where a new Chairman will be nominated at the earliest plenary session.

5.6 If a Vice-Chairman resigns or is unable to fulfil his role between the sessions, a replacement of Vice Chairman will be nominated by the next meeting.

5.7 The Steering Committee of the PRF will consist of the Chairman and the four Vice-Chairmen of the PRF. The Steering Committee shall:

* identify topics for discussion and assist the APT Secretariat in compiling a draft agenda for next Forum,
* identify the speakers for the topics and themes of the PRF, in coordination with administrations,
* liaise with GSR on issue relevant to the PRF,
* propose any changes to the working structure of the PRF for consideration and adoption in the Forum.

5.8 Heads of regulatory authorities, key policy makers and high level executives will be invited to moderate the sessions and be the speakers.

5.9 The APT Secretariat shall be responsible for the preparation of the meeting of the PRF in consultation with the Steering Committee of the PRF. The APT Secretariat shall prepare the Agenda and Programme of the PRF as proposed by the Steering Committee of the PRF and will provide secretarial support during the meeting.

## Intersessional Electronic Working of the APT Policy & Regulatory Forum

6.1. For work in between the sessions, the Forum may establish Rapporteur groups to work electronically for producing practical outputs for use of members or for providing input to international fora on issues related to the policy and regulation. The term of office of Rapporteurs will be decided by the Forum.

6.2 Where necessary, the Forum will recommend to the Management Committee the organization of special spin-off seminars, workshops and other activities for the benefit of APT members.

6.3 The Forum will refer appropriate questions to the relevant APT programmes for their consideration and study. It will also consider the outputs of relevant APT activities such as ASTAP, AWF, ADF, etc.

## Dialogue with Industry

7.1 The Forum will encourage and promote dialogue with the industry and participation of private sector shall be actively sought in most discussion topics and panels.

7.2 The PRF may include a special session as Industry Dialogue to facilitate the above.

## Closed Session for Policy Makers and Regulators

8.1 The Forum may include a Closed Session for Policy Makers and Regulators. The closed session is designed to facilitate policy makers and regulators in the exchange of candid views and opinions on issues in the Asia-Pacific region.

8.2 Participation in the Closed Session will be limited to Policy Makers and Regulators from the Members and Associate Members of APT. Representatives from international, regional and other organisations may participate in the Session if they are invited by the Chairman, in consultation with the Secretary General.

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