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**working methods of**

**the apt POLICY AND REGULATORY FORUM**

**Adopted By**

**The 22nd Meeting of the APT Policy and Regulatory Forum**

**19 – 21 July 2022**

**Bangkok, Thailand (Hybrid)**

**Approved By**

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**Working methods of  
THE APT** POLICY AND REGULATORY FORUM (PRF)

1. **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. **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.
* Facilitate intra-regional collaboration on policy and regulatory issues as required.
* Discuss sub-regional issues on an equal representation basis.

1. **Structure**

3.1 The PRF will meet at least once a year or as deemed necessary. The PRF will be organized as a physical meeting, virtual/online meeting, or hybrid meeting (combination of both physical and virtual/online).

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, sub-regional and regional levels.

1. **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 Chair 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 and subject to consultation between the Secretary General and the relevant Member Administrations, as appropriate.

1. **Working Methodology**

5.1 The Chair and two Vice-Chairs will be elected based on competency and interest to lead the work of the PRF with the term of two years that is extendable once.

5.2 The Chair will be elected from the senior posts of APT Members.

5.3 Two Vice-Chairs will be elected from APT members.

5.4 The Chair 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.

5.5 The Vice-Chairs shall

* assist the Chair in performing their duties;
* identify and suggest topics to be covered at PRF as necessary;
* monitor the progress of the work of Rapporteur Group and provide guidance as appropriate.

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

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

5.8 The Steering Committee of the PRF will consist of the Chair, Vice-Chairs and representatives from the APT Secretariat. Representatives from the host administration are invited to the Steering Committee, in the case where the PRF meeting takes place in a host country. The Steering Committee shall:

* meet virtually between the session of the PRF in preparing a draft programme for next Forum,
* 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,
* propose any changes to the working structure of the PRF for consideration and adoption in the Forum.

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

5.10 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.

1. **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. The term of reference of Rapporteur group is provided in annex 1.

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, AWG, ADF, etc.

1. **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.

1. **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 Chair, in consultation with the Secretary General.

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**Annex 1**

**TERMS OF REFERENCE OF THE RAPPORTEUR GROUP UNDER THE PRF**

* 1. **Introduction**
  2. The Terms of Reference of the Rapporteur Group set out general role and responsibilities, members, working methods and workplan.
  3. **Role and Responsibilities of the Rapporteur Groups**

2.1 Conduct studies on the topics of interest of members as decided by the PRF.

2.2 Develop output(s) and report the outcome(s) to the following PRF.

* 1. **Participation**

3.1 All APT members may participate in the work of the Rapporteur Group.

* 1. **Leadership**

4.1 The Rapporteur and Assistant Rapporteurs will be nominated by PRF

4.2 Members, Associate Members, and Affiliate Members may nominate the candidate who are expertise in the specific area of the work.

* 1. **Working Methods**

5.1 The Rapporteur Group should work through correspondence means.

5.2 Virtual meeting could be arranged, if needed.

* 1. **Life span of the Rapporteur Group**

6.1 The Rapporteur Group should be dissolved after concluding the task assigned by the PRF.

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