

APPROVAL PROCEDURES FOR ASTAP OUTPUT DOCUMENTS

1. Objective of approval procedures

- 1.1 This document sets out the procedures for both approval and adoption by ASTAP of output documents that have been developed by ASTAP in accordance with the APT Documentation Scheme.
- 1.2 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 that provides maximum benefits to ASTAP members. Each type of document should have an appropriate procedure.

2. Types of output documents

- 2.1 These approval procedures apply to ASTAP development of the following APT output document types:
- (a) *Recommendation* (A specification, a guidance, a recommended way or a recommended procedure on a specified task)
 - (b) *Report* (A technical, operational or procedural statement, not including recommendations, prepared by work program)
 - (c) *APT Common Proposal* (A text containing subject matter developed by a work program for submission to another organization in the name of all or some APT Members)
 - (d) *APT Common Views* (A text containing subject matters developed by a work program for submission to the Study Groups and Working Parties of ITU)
 - (e) *Opinion* (A text to publish policy-related views in the name of participants in ASTAP meetings)
 - (f) *Liaison* (A text addressed to the other APT work program to provide information, to make a query or request for cooperation)

- 2.2 (a) *Reports, Opinion, Liaison and APT Common Views* may be approved directly by ASTAP.
- (b) *Draft Recommendations* and *draft APT Common Proposals* may be adopted by ASTAP and proposed to the APT Members for adoption or approval as APT output documents.

3. Procedure for adoption and approval of documents

- 3.1 In their work programs, Working Groups (WG) and Expert Groups (EG) should identify output documents that may be developed by the WG or EG.
- 3.2 As far as practicable, draft output documents should be distributed to ASTAP members before each ASTAP Forum for consideration. It is recommended that draft Recommendations be distributed to APT Members at least one month before the next ASTAP Forum.
- 3.3 The WG or EG shall be responsible for developing the text of draft output documents based on contributions from ASTAP members.
- 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 The ASTAP Plenary shall decide whether a draft text is ready to be issued directly or submitted to APT Members in order to seek:
- (a) approval as *APT Common Proposals* or
- (b) adoption as a *draft Recommendation* to be subsequently submitted for approval by the APT Management Committee.
- 3.6 Immediately after the ASTAP Forum, the APT Secretariat shall circulate as appropriate, to APT Members, all draft documents proposed for adoption or approval.
- (a) A period of six weeks shall be allowed for responses and the Secretariat shall coordinate the responses received.

- (b) Any member who has not responded during the consultation period will be considered to have abstained.

3.7 Following the consultation period, the output document shall be considered adopted or approved if the following conditions are met:

- (a) at least 25% of all APT members must support the adoption or approval of the document and
- (b) (i) in the case of a draft Recommendation adoption of the document is not opposed by two or more APT Members.
(ii) in the case of a draft APT Common Proposal, the proposal is not opposed by more than 50% of the number of APT Members who support it.

The number of members needed to block adoption may be reviewed with the agreement of the APT Management Committee.

3.8 If, at the end of the consultation period, support of at least 25% of all APT Members is not forthcoming even though the document is not opposed (as defined in 3.7 b) the document shall be returned to the next ASTAP Forum for additional consideration.

3.9 If, at the end of the consultation period, a document is opposed (as defined in 3.7 b) it shall be returned to the next ASTAP Forum for additional consideration.

3.10 If a proposal does not meet the requirements in paragraph 3.7 to be submitted as an APT Common Proposal, the countries supporting the proposal may submit the proposal to an outside organization as a joint proposal. The process for submission of a joint proposal will depend on each individual supporting country's national procedures for developing contributions, and is not covered by this document.

3.11 Joint proposals can be upgraded to the status of an APT Common Proposal if, at a later date, they meet the level of support as indicated in paragraph 3.7

- 3.12 A draft Recommendation adopted by ASTAP may be proposed immediately to the Management Committee for approval.
- (a) If the Chairman and Vice-Chairmen of MC are satisfied that the agreed ASTAP procedures have been applied, then the draft Recommendation proposed by ASTAP may be issued on a provisional basis.
 - (b) A provisional APT Recommendation must be confirmed at the next MC meeting, or be returned to ASTAP for review if the MC does not approve it.
- 3.13 The ASTAP can approve Opinions, Liaisons and Reports in its Plenary.
- 3.14 In case of the “APT Common Views” following procedure will be maintained:
- a) Would be approved by consensus in the ASTAP Plenary.
 - b) Would carry a footnote stating “This document was considered and accepted by consensus at the ASTAP-x Forum held in [Town] from [date] to [date].” The footnote could also carry the name of the supporting Administrations who attended the Plenary. Such an approved text would be presented to the relevant ITU group by the representative of an APT Member administration named by that Plenary at the time of approval. Several APT member administrations could be named for this role.
 - c) After approval by the ASTAP Plenary, would be sent by the APT Secretariat to the ITU Secretariat in a timely fashion.
 - d) If consensus could not be reached to proceed in this way in the Plenary, would be subject to the current document approval process for the document type “APT Common Proposal”, which is a text containing subject matter developed by a work programme for submission to another organisation in the name of APT Members.

4. Register of ASTAP output documents

- 4.1 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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