



Asia-Pacific Telecommunity Standardization Program (ASTAP)

Working Methods

1.0 Introduction

- 1.1 The APT Standardization Program (ASTAP), as a merged ASTAP and APT Study Groups programs, covers not only the aspects of standardization program but also to make use of the experts to deal with the study questions that may arise.

In order to provide an openness and transparency to the activities of APT Standardization Program (ASTAP), this document describes the organization, working methods, procedures and related rules of ASTAP.

2.0 Objectives of ASTAP

- 2.1 The Objectives of the APT Standardization Program (ASTAP) is:
- To establish regional cooperation on standardization and to contribute to global standardization activities
 - To harmonize standardization activities in the region through cooperative standardization activities such as exchange of views and information
 - To share knowledge and experience among APT members through studies, research and analysis on telecommunications/ICT areas
 - To assist APT members, especially developing country members, to develop the skills in telecommunications/ICT areas by providing research and analysis-based study results and surveys on key telecommunications/ICT areas
 - To enhance the level of expertise on standardization for telecommunications/ICT areas among APT members
 - To foster appropriate institutional arrangements for promotion of telecommunications/ICT standardization in the Asia-Pacific region

3.0 Scope of Activities

- 3.1 To promote research and analysis-based activities and standardization-related activities on telecommunications/ICT areas, including radio communications and multimedia technologies; and in particular:
- To establish Working Groups and Expert Groups, to set up study questions for research and analysis as for the needs of APT members and to coordinate regional views on standardization issues
 - To develop technical recommendations to complement global standards, where requested by members
 - To identify members needs in the field of telecommunications/ICT and to develop relevant measures to prepare outputs in the form of guidelines, reports, recommendations, etc. that are practical, focused and relevant to the needs of APT members as the outputs of activities mentioned above

- To prepare proposals to ITU meetings and other global events, as required
- To cooperate and coordinate on standardization matters with ESCAP, ITU, ABU and other related organizations, as required
- Liaison to and collaboration with other relevant APT groups to avoid the duplication of work

3.2 The following technical areas are included on the activities:

- Telecommunications/ICT regulatory matters and strategies
- Wireless and fixed networks & infrastructure
- Service & system, and its operation
- ICT application and user related issues

4.0 Structure of ASTAP

4.1 ASTAP consists of Plenary, Working Groups, Expert Groups, Advisory Board and other related groups.

ASTAP has a Chairman and Vice-Chairmen.

Working Groups and Expert Groups have Chairmen and if necessary Vice-Chairmen.

4.2 Plenary

4.2.1 The Plenary will review the activities of the program to ensure that they are useful and efficient and is responsible for making final decisions and approvals regarding all matters within ASTAP:

- Plenary elects a Chairman and Vice-Chairmen of ASTAP, who will coordinate the work program with a two year term and maybe re-nominated once.
- Plenary establishes and abolishes Working Groups and Expert Groups.
- Plenary decides the terms of reference and work scope of Working Groups and Expert Groups.
- Plenary undertakes periodic reviews of the Working Groups and Expert groups to ensure satisfactory progress is made and if insufficient work has been undertaken, terminates the Group.
- Plenary appoints Chairmen and Vice-Chairmen for Working Groups and Expert Groups.
- Plenary adopts or approves ASTAP output documents.

4.2.2 Role and responsibilities of Chairman and Vice-Chairmen

The role of the Chairman is to chair the Plenary and is responsible for overall administrative matters regarding ASTAP. Vice Chairmen support the Chairman in their capacity.

The Chairman shall also guide preparations for the next ASTAP Forum.

4.2.3 A Vice-Chairman shall be appointed for each priority area of related work identified by the Plenary. The number of Vice-Chairmen will depend on the number of such areas agreed by the ASTAP Forum.

4.3 Working Groups (WG) and Expert Groups (EG)

4.3.1 Establishment, Abolishment and Leadership of Working groups and Expert Groups

Working Groups (WG) and Expert Groups (EG) shall be established or abolished at the Plenary or in between the ASTAP Forums by consultation among Chairman, Vice-Chairmen of ASTAP and Secretary General of APT.

4.3.2 When a WG or EG is proposed to be established, the proposal should include a clear scope of the work of the group, the expected output, work plan, working method, relation to other standardization activities and offer of the resources.

4.3.3 The WGs' primary tasks will be set by their terms of reference but in general the WGs are to consider issues of a general nature and to share valuable information. EGs' primary tasks will also be set by their terms of reference but are more focused on technical issues with a unique function of dealing with technical specifications.

4.3.4 Each WG and EG shall have a Chairman and if necessary Vice-Chairmen appointed by the Plenary.

The role of the Chairman of WG or EG is to coordinate the work of the WG or EG and to report to the ASTAP Chairman and to the next ASTAP Forum on the progress of the work of the Group so that the meeting can review the work program.

A Chairman or Vice-Chairman of ASTAP can also be a Chairman for a WG or EG.

4.3.5 Each WG or EG may appoint Rapporteurs and Assistant Rapporteurs to study work areas or study questions if necessary.

4.3.6 Work Methods

Each WG or EG may adopt its own methods of working other than described in this document provided that the method does not conflict with the Working Methods mentioned in this document.

4.3.7 Funding of Activities

All WG and EG activities shall be supported as much as possible by the participants, except where the Management Committee has agreed to allocate funds for a particular activity.

4.3.8 Termination

In principle, a WG or EG that has not provided output or has not received input from experts in accordance with the work plan should be abolished at the ASTAP Forum.

5.0 Meetings of ASTAP

5.1 The physical meeting of ASTAP Forum will be held according to the decision of the APT Management Committee. Normally the ASTAP Forum includes meetings of WG and EG.

5.2.1 The Chairman of WG or EG may request the ASTAP Chairman to recommend supporting a physical meeting of the group between ASTAP Forums to enhance the standardization activities of the group.

The Chairman of WG or EG shall provide the ASTAP Chairman with details of objectives, work program, proposed agenda and expected output of the meeting.

5.2.2 Support for physical meetings is examined in terms of importance, necessity and urgency at the ASTAP Forum.

In accordance with the principle of minimizing the load on APT resources, the ASTAP Chairman requests the Management Committee to allocate a budget for the meetings that the ASTAP Forum approves.

After getting approval of the Management Committee, WG or EG shall hold meetings as planned, achieve substantial and valuable results and report the results to the ASATP Chairman with assistance of APT Secretariat.

5.2.3 If a WG or EG needs to obtain approval of holding an unscheduled meeting under APT financial support urgently, the Chairman of WG or EG may consult with the ASTAP Chairman, Vice-Chairmen and the Secretary General.

Only when the Chairman of WG or EG, the ASTAP Chairman, Vice-Chairmen and the Secretary General have agreed for such a meeting and financial support is available within the budget approved by the Management Committee, the WG or EG can hold the meeting with assistance of APT Secretariat.

6.0 Advisory Board

6.1 ASTAP Advisory Board is established to provide advice to ASTAP on its work activities.

The role and responsibilities of the Advisory Board, members and working methods are set out in Annex 1.

7.0 Study Questions

7.1 Principles

Specific questions will be passed to a Working Group or Expert Group to study and are to be studied within a short and flexible time frame preferably within one year but a maximum of two years.

Study Questions must avoid duplication of work done by other organizations and other APT work programs.

The focus will be on practical questions that are of common concern and particular relevance to the Asia Pacific region.

7.2 Proposal for Study Questions

The objective of the question and the focus of the study must be clearly stated. The proposal should clearly mention the expected output.

The question should have the potential for attracting industry participation.

7.3 Submission of questions for study

Any member of APT can submit questions for study.

Proposals for study questions should be submitted preferably two months prior to an ASTAP Forum to enable enough time for discussion and finalization.

Once a study question has been received, the APT Secretariat will circulate to members for comment and request support for carrying the study out.

7.4 Selection of questions

The Plenary will make a decision on the number and title of Study Questions recommended for study at the ASTAP Forum.

8.0 Participation at ASTAP meetings

8.1 Participation in activities of ASTAP is as follows:

- All APT Members, Associate Members and Affiliate Members may participate in the activities of ASTAP.
- Organizations which have MoU with the APT or other relevant international or regional organizations may send representatives to attend the meetings of ASTAP on the same basis as they attend other APT meetings.
- Non APT members may be invited to participate in the activities of ASTAP as a guest at the discretion of the Chairman of ASTAP and the Secretary General in consultation with the relevant Member administration as appropriate.
- Other non APT members may participate as an observer with the payment of the participation fee.

9.0 Input Contributions

9.1 All APT Members, Associate Members and Affiliate Members may submit input contributions related to the agenda of the meeting of ASTAP.

9.2 Input contributions should be submitted to the APT Secretariat at least one week before the meeting starts. The APT Secretariat will post the input contributions over the APT website. In case if there are input contributions after the due date of submitting the input contributions the documents will be considered as Information Document for the coming meeting and will be treated as Input Document for the next ASTAP meeting. However, Plenary may decide the acceptance of the documents as Input Documents or Information Document which are received after the due date.

9.3 Each input contribution should be based on the terms of reference, agenda and work of the ASTAP. Contributions other than that will be considered as Information Document.

9.4 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.

9.5 Non-members of APT cannot submit input contributions to ASTAP. Considering the importance of the subject matters, the ASTAP Chairman may allow non-members to

submit and present contributions. In this case, the contributions will be treated as Information Documents.

10.0 Output Documents and Approval Procedures

The types of ASTAP output documents and approval procedures are defined in Annex 2.

11.0 Internal and External Relationships

11.1 To perform the objectives of ASTAP, co-ordination activities must be carried out with the other APT work programs and also with the relevant external forums. ASTAP shall contribute to global activities through co-operation and exchange of views and information.

11.2 The work of ASTAP shall take account of and coordinate with the work of relevant organizations including ITU, ISO, IEC, GSC and ABU; any existing ITU agreements and standards; and any other intra- and inter-regional standardization activities.

12.0 Role and task of the APT Secretariat

12.1 APT Secretariat is responsible for the administrative works of ASTAP, including:

- organizing the ASTAP Forum;
- coordinating with the ASTAP Chairman, Vice-Chairmen, Chairmen of Working Groups and Expert Groups, APT membership, and other concerned organizations and persons for accelerating the work of ASTAP;
- maintaining the APT Website and to facilitate linkage to other relevant Websites;
- making ASTAP output documents available at the ASTAP website;
- preparing and submitting proposals for consideration of APT Management Committee;
- maintaining a register of approved ASTAP output documents including dates of provisional and final approval; and
- making the necessary arrangements for and follow-up of the submission of contributions to the ITU or other standard-making bodies, in accordance with Annex 2;