

**working methods of**

**the apt telecommunication/ict development forum (adF)[[1]](#footnote-1)**

**Approved by**

**The 39th Session of the Management Committee of the Asia-Pacific Telecommunity**

**(MC-39)**

**08 - 11 December 2015**

**Phra Nakhon Si Ayutthaya, Thailand**

***(Source: MC-39/OUT-03)***

**WORKING METHODS OF**

**APT TELECOMMUNICATION/ICT DEVELOPMENT FORUM (ADF)**

## Introduction

### The Working Methods for the APT Telecommunication/ICT Development Forum (ADF) set out the objectives, participation arrangements and working methodology of the program. In keeping with the names of other APT programs, the program will be called the APT Telecommunication/ICT Development Forum (ADF).

## Objectives

### The Objectives of ADF are to:

* Focus on the telecommunications and ICT development issues for developing countries where policy makers, regulators and other relevant officials from the region come together on a common platform for a dialogue on issues of common concern with special attention on the rural areas.
* Provide an opportunity for Members to share information on the best practices and experiences for the common issues on ICT development.
* Promote sharing of expertise for addressing key issues of concern to the APT members on ICT development issues. Facilitating intra-regional collaboration on telecommunication and ICT development issues as required.

2.2 The ADF is also linked to the achievements of the ICT Pilot Projects in Rural Areas and any other ICT projects funded by the Extra-Budgetary Contribution. The results of the projects are reported in the ADF allotted session for the sharing the fruitful results under the close co-operation of the local collaborators and Experts in the APT Members from the various fields of telecommunication and ICT.

## Participation

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

3.2 Organizations which have MoU with the APT or other relevant international or regional organizations may send representatives to attend the meetings of the Forum on the same basis as they attend other APT meetings.

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

3.4 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.

## Working Methodology

4.1 The ADF will meet at least once a year.

4.2 The Chairman shall be nominated by the Forum on a consensus basis with the term of two years that is extendable once.

4.3 Vice Chairmen shall be selected as necessary with the term of two years that is extendable*.*

4.4 The Chairman is be responsible for:

* approving the tentative Agenda of the Forum,
* reviewing agenda items and issues of the previous forums, ensuring that issues requiring further discussions and follow up are being addressed,
* chairing the Forum
* reviewing the report of the ADF meeting before adoption, and
* attending the APT Management Committee to represent the ADF.

4.5 The Vice Chairmen shall assist the Chairman in performing his duties. Vice Chairmen are encouraged to chair the sessions.

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

4.7 If any of the Vice Chairman resigns or is no longer able to fulfil his or her role between the ADF Sessions, then a replacement Vice Chairman will be selected at the next meeting.

4.8 The Steering Group of the ADF shall include the Chairman, Vice Chairmen and interested members of the ADF. The Steering Group 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 ADF, in coordination with administrations, and
* propose any changes to the working methods of the ADF for consideration and adoption in the Forum.

4.9 Senior officials of regulatory authorities, key policy makers and high level executives from the private sector will be invited to moderate the sessions and to give presentations.

4.10 Other persons may be invited to give presentations.

4.11 ADF to cooperate with other regional and international organizations to accomplish its goals.

4.12 The APT Secretariat shall be responsible for the preparation of the meeting of the ADF in consultation with the Chairman, Vice Chairmen and Steering Group of the ADF. The APT Secretariat shall prepare the draft Agenda and Programme of the ADF as proposed by the Steering Group of the ADF and will provide secretarial support during the meeting.

4.13 The results of the ICT Pilot Projects in Rural Areas and any other ICT projects funded by the Extra-Budgetary Contribution are to be reported in the ADF allotted sessions.

## Inter-sessional Activities of the ADF

5.1 For the work between the ADF sessions, the ADF may establish Rapporteur groups to work electronically for producing practical outputs for the use of members or for the preparatory work for a future meeting. The term of office of Rapporteurs shall be decided by the Forum.

5.2 Where necessary, the ADF will recommend organizing of special spin-off seminars, workshops and other activities for the benefit of APT members.

5.3 The Forum may refer appropriate questions to the relevant APT programs for their consideration and study. It may also consider the outputs of relevant APT activities such as ASTAP, AWG, PRF, etc.

## Dialogue with Industry

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

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1. Proposed revision by the 12th Asia-Pacific Telecommunication and ICT Development Forum (ADF-12), Macao, China, 22-24 September 2015. [↑](#footnote-ref-1)