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| APTlogogreen3 | ASIA-PACIFIC TELECOMMUNITY | **Document No.:** |
| **1st Meeting of the APT Preparatory Group for PP-22 (APT PP22-1)** | **APT PP22-1/OUT-03** |
| 1 July 2021, Virtual/Online Meeting | 2 July 2021 |

Chairman, APT PP-22

**WORKING METHODS OF the apt preparatory group for itu plenipotentiary conference**

1. **INTRODUCTION**

The APT Preparatory Group for ITU Plenipotentiary Conferences (APT-PP) is to assist the APT Members to prepare for the ITU Plenipotentiary Conference (PP) in coordinating issues of regional interest and preparing coordinated regional contributions to the Conference.

This document covers the objectives, Terms of References, structure, meetings, participation, input contributions, document approval procedure, relation with other organizations and role of the APT Secretariat for the APT-PP. In case any procedural issues, which has not been covered in this document, the “Rules of Procedure of the APT Management Committee” should be followed.

1. **OBJECTIVES**

The main objective of APT-PP is to organize coordinated regional activities for ITU Plenipotentiary Conference (PP) in order to ensure that the interests of APT Members on the overall operation of the ITU are properly represented. The activities include, but are not limited to:

1. to assist APT Members to prepare for the ITU PPs in coordinating issues of regional interest and the submission of regional contributions to the Conference.
2. to develop proposals from APT Members that considers the interest of the Asia-Pacific region as inputs for PPs
3. To assist APT Members during the PPs.
4. **TERMS OF REFERENCE**

The Terms of Reference of the APT Preparatory Group for the PP are as follows:

1. To hold meetings during a preparatory cycle of PP.
2. To establish necessary Working Methods including Documents Approval Procedure and Structures of the Group in line with the APT practices and for the effective delivery of the objectives of the Group. The Working Methods of the Group are to be approved by the Management Committee of the APT.
3. To identify and study issues associated with the agenda of the PP, taking into account, where appropriate, the developments on the decisions of the previous PPs and relevant decisions of the ITU Council.
4. To develop Preliminary APT Common Proposals (PACPs) and any other appropriate documents on the agenda items of the PP, in accordance with APT’s Document Framework
5. To develop APT Positions as may be required on issues for consideration at the PP and on proposals from other regions to the PP.
6. To represent APT in other regions’ preparatory meetings.
7. To review the preparatory work of other regions and to undertake coordination with those regions if deemed necessary.
8. To arrange coordination meetings during the PP for the APT Members attending the PP and provide collaborative support and guidance for the APT Common Proposals presented at the PP.
9. To report the activities and the progress of the work of the Group to the Management Committee on an annual basis as appropriate.
10. **STRUCTURE**

The APT-PP consists of the Plenary, a Chairman, Vice-Chairmen, Working Groups and a Steering Committee.

* 1. **Plenary**

1. The Plenary is responsible for making final decisions and approvals regarding all matters considered within APT-PP.
2. The Plenary shall meet as decided by the APT Management Committee to discuss outstanding issues related to ITU PPs, to monitor the status of work items and to take action when required.
3. The Plenary elects the Chairman and Vice-Chairmen at the 1st Meeting of the APT-PP of a PP preparatory period for duration of the whole preparatory period. They are eligible for re-election once. Nomination of the candidates shall come from APT Members.
4. The Plenary establishes or abolishes Working Groups as appropriate.
5. The Plenary appoints the Chairman and Vice-Chairman of the Working Groups.
6. The Plenary decides the Terms of Reference and work scopes of each of the Working Groups.
7. The Plenary will approve the Preliminary APT Common Proposals, APT Positions and APT Views as necessary in accordance to the approval procedure.
   1. **Chairman and Vice-Chairmen**
   2. The Chairman is responsible for overall administrative matters regarding the APT-PP. He presides over Plenary Meetings.
   3. The Chairman represents APT-PP while discussing related issues with other international/regional organizations.
   4. The Chairman reviews the reports of APT-PP before adoption.
   5. The Chairman attends the APT Management Committee to represent APT-PP and reports on the activities of APT-PP to the APT Management Committee.
   6. The Chairman presides over the coordination meetings during PP.
   7. The Vice-Chairmen support the Chairman in their own capacity and as requested by the Chairman.
   8. A Vice-Chairman chairs the Plenary and coordination meetings in the absence of the Chairman.
   9. The Chairman and Vice-Chairmen are expected to be available for the whole preparatory period. The term of the Chairman and Vice-Chairmen will finish when the formation of new Preparatory Group for subsequent PP is established.
   10. If the Chairman is unable to continue with his role for the whole preparatory period then one of the Vice-Chairmen will assume the responsibilities of Chairman until a new Chairman is elected by the next Plenary of the APT-PP.
   11. If any of the Vice-Chairmen is unable to continue with his role for the whole preparatory period, then the Chairman will consult with the Secretary General of the APT and the corresponding Administrations to appoint new Vice-Chairman for the remainder of the preparatory period.
   12. **Working Groups**
       1. Working Groups will be established by the Plenary and number of Working Groups will be decided by the Plenary based on the issues/items related to PP.
       2. Each Working Group will be assigned with a set of related issues/items as decided by the Plenary.
       3. Each Working Group will have a Chairman and Vice-Chairmen, appointed by the Plenary.
       4. If necessary, Working Group Chairman can create Drafting Groups for the issue/items assigned to the Group and can nominate chairs for the Drafting Groups.
       5. The Terms of Reference of the Drafting Groups will be decided by the Working Group and the Chairmen of the Drafting Groups will report to the Chairman of the corresponding Working Group.
       6. Working Group and Drafting Groups can have physical meetings during the preparatory meetings of APT-PP. In between meetings, Working Groups and Drafting Groups can discuss the issues and work progress by electronic means, such as e-mail reflectors, and virtual/online meetings.
       7. If any Working Group Chairman is unable to perform his roles due to some unavoidable situation, then the APT-PP Chairman will consult with the APT Secretary General and interested Administrations and appoint a new chairman of the Working Group.
   13. **Steering Committee**
8. The Steering Committee will consist of the APT-PP Office Bearers and representatives of the APT Secretariat. Representatives from the host administration are invited to the Steering Committee in the case where the APT-PP meeting takes place in a host country.
9. The Steering Committee will meet, typically in the evening, prior to the start of the APT-PP meeting. It will also meet during the meeting when necessary. In addition, virtual/online meeting of the Steering Committee could also be convened.
10. The responsibilities of the Steering Committee are to ensure the smooth running of the meeting of APT-PP. These responsibilities include review of the draft meeting agenda and program, arrangements for the meeting, review the documents and allocation of documents.
11. **MEETINGS**

**5.1 Regular Meetings**

1. The regular meetings of the APT-PP will be held according to the time frame planned by the APT-PP Plenary and approved by the Management Committee of the APT. It could be a physical meeting, virtual/online meeting, or hybrid meeting (physical and virtual/online).
2. If necessary, virtual/online meeting of extra-ordinary (additional) meeting of the APT-PP could be organized.
3. The Working Groups mainly work by correspondence and/or virtual/online meetings and will have physical meetings during each meeting of the APT-PP.
4. The meetings of the APT-PP and the duration of each meeting will be determined as a result of discussions amongst the APT Secretariat and the APT-PP Office Bearers with the final approval of the Management Committee of the APT.

**5.2 Coordination Meetings**

1. APT-PP coordination meetings can be organized by the APT Secretariat during PPs in order to:

* ensure that APT Common Proposals on PP agenda items and other contributions are presented effectively.
* ensure that APT-PP participates actively in the relevant Committees and other meetings during PPs.
* negotiate with other regional organizations with the objective of promoting consensus building and developing common understanding on issues.

1. The Chairman of the APT-PP will preside over the coordination meetings.
2. The structure and schedule of the coordination meetings will be decided by the regular meeting held immediately before PP.
3. **PARTICIPATION** 
   * 1. All APT Members, Associate Members and Affiliate Members may participate in the activities of the APT-PP.
     2. Organizations which have a Memorandum of Understanding (MoU) with the APT or other relevant international or regional organizations may send representatives to attend APT-PP meetings on the same basis as they attend other APT meetings.
     3. Non-APT members may be invited to participate in the activities of APT-PP as a guest at the discretion of the Chairman and the Secretary General in consultation with the relevant Member Administration as appropriate.
     4. Other non-APT members may participate with the observer status with the payment of the relevant participation fee.
4. **INPUT CONTRIBUTIONS TO THE MEETINGS**
   1. All APT Members may submit input contributions related to the agenda of each of the meetings.
   2. Associate Members and Affiliate Members can submit input contributions based on the agreement with the corresponding APT Member, otherwise contribution will be considered as Information Document.
   3. Contributions from the ITU and other related recognized international and regional organizations having interests to PP will be treated as information document.
   4. Organizations which have a MoU with the APT may submit contributions as “Information” Documents on the same basis as they attend other APT meetings.
   5. Other observers cannot submit any type of contribution to the APT-PP Meetings.
   6. Input contributions should be submitted at least ten (10) calendar days, as decided by the APT Secretariat, before the start of the meeting. The APT Secretariat will distribute the input contributions to the members before the meeting starts. In the case where there are input contributions received after the due date of submitting input contributions the documents will be considered as Information Documents for the coming meeting and will be treated as Input Document for the next APT-PP meeting. However, the Plenary may decide to accept such documents as Input Documents, even though those have been received after the due date.
   7. Each input contribution should be based on the Terms of Reference, agenda, and work of the APT-PP, otherwise contribution will be considered as Information Document.
5. **OUTPUT DOCUMENTS AND APPROVAL PROCEDURE**

Types of Output Documents and approval procedures of the Output Documents can be found in Annex 1: “Output Documents and Approval Procedures of the APT Conference Preparatory Group for ITU Plenipotentiary Conferences”.

1. **REPRESENTATION OF THE APT IN OTHER REGIONS’ PREPARATORY MEETINGS FOR PP**

The representation of the APT in other regions’ preparatory meetings for PP and inter-regional preparatory meetings organized by ITU follows the “Guidelines on Representation of the APT in other Regions Preparatory Meetings” adopted by the MC-42, which is attached as Annex 2 of this Working Methods.

Such Guidelines set out the process for appointing an authorized representative(s) to represent APT in other international/ regional telecommunication organizations preparatory meetings for World Conferences/ Assemblies or inter-regional preparatory meetings organized by ITU for World Conferences/ Assemblies.

1. **RELATIONSHIP WITH ITU AND OTHER REGIONAL ORGANIZATIONS**

Due to the nature of work of the APT-PP, coordination activities not only within the APT community but also with the ITU and other international/regional organizations would be required. The important work of the APT-PP is to develop regional positions on PP related matters. As a result, cooperation and the exchange of views and information related to PP with other organizations is a key to the success of the work.

Representatives from the ITU and regional telecommunications organizations would be welcome to attend preparatory meetings as observers. Equally, the APT-PP can nominate Office Bearers or other representatives to attend, on APT’s behalf, relevant meetings of these organizations.

1. **ROLE OF APT SECRETARIAT**

The role of the APT Secretariat is to:

1. organize APT-PP Meetings
2. coordinate with the Office Bearers, the APT membership, and other concerned organizations and parties with the view of accelerating the work of the preparation for PPs.
3. maintain the APT-PP website and e-mail reflectors, and to facilitate linkage to other relevant websites.
4. make the necessary arrangements for and follow-up of the submission of contributions to relevant meetings.
5. make the necessary arrangement for ACPs to PP in accordance with the ACP approval procedure and submit any other output documents to ITU as appropriate.
6. prepare and submit proposals for the consideration of the Management Committee of the APT.

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**ANNEX 1**

**OUTPUT DOCUMENT TYPES AND APPROVAL PROCEDURES FOR**

**THE APT PREPARATORY GROUP FOR ITU PLENIPOTENTIARY CONFERENCES**

**1. Context and Objective of Approval Procedures**

* 1. The APT Documents Framework, adopted by the 35th Session of the Management Committee of the APT, requires APT Work Programmes (WPs) to have procedures for the approval of output documents in the working methods of each Work Programme. The 43rd Session of the Management Committee of the APT held in 2019 revised the APT Documents Framework.

1.2 This document sets out the types of Output documents and the procedures for approval of Output documents that are developed by the APT Preparatory Group for ITU Plenipotentiary Conferences (APT-PP).

1.3 The objective of this document is to provide an open, transparent and inclusive process for the adoption and approval of such output documents.

**2. Types of output documents**

2.1 The APT-PP may develop the following types of output documents as described in the APT Document Framework:

| **Document Types** | **Description of Document** | **Notes** |
| --- | --- | --- |
| Report | A summary record of a meeting including summaries of discussions, decisions and conclusions. | *e.g. Summary records, Meeting Reports* |
| Liaison Statement | A statement of communication between different WPs intending to convey important information to and/or requesting important information from other WPs |  |
| A document containing information or reference which is sent to external organizations | *A Liaison Statement should be sent to an external organization by the APT Secretary General* |
| APT Common Proposal (ACP) | A document containing subject matter developed by a WP and endorsed by the required number of APT Members for submission by the Secretary General as a multi-country proposal to another organization | *Documents to international or regional Conferences/Assemblies*  *Member consultation is required* |
| APT Position | A document containing an agreed view of APT Members on certain matters to be used internally prior to or during the debate at international Conferences/Assemblies | *Needs Plenary approval and the name of participating Members* |
| APT View | A view approved by the plenary of WP on certain matters, which can be submitted to an international organization by the Secretary General on behalf of Members participating at that plenary | *Requires Plenary approval and the names of participating Members (for submission to the international organizations mainly at no higher level than ITU Study Group activities or equivalent)* |

**3. Procedure for adoption and approval of output documents**

3.1 Output documents of APT-PP, except APT Common Proposals (ACPs), can be approved by the plenary. In the case of ACPs, the two stage process as given in Section 3.8 is to be followed.

3.2 Working Groups of APT-PP may develop draft output documents as required by their respective Terms of Reference according the relevant document types as given in Paragraph 2.

3.4 Working Groups shall be responsible for developing the text of draft output documents based on contributions from APT members.

3.5 In its report to the Plenary, each Working Group shall:

(a) indicate whether the Working Group is proposing a draft output document for adoption or approval by the Plenary;

(b) include the text of any draft output document proposed for adoption or approval.

3.6 All output documents should, as far as possible, be approved by consensus at the plenary. In the case where consensus cannot be reached, then the output documents may be approved by voting in accordance with the “Rules of Procedure of the Management Committee”.

3.7 APT Position and APT View approved by the Plenary require the names of Members participating in the meeting to be included in the document as a footnote.

3.8 **Adoption and Approval of APT Common Proposals:**

3.8.1 Proposals are developed by the APT-PP Working Groups during APT-PP meetings.

3.8.2 A proposal will become a Preliminary APT Common Proposal (PACP) once it is adopted by the Plenary.

3.8.3 Proposals for PACP should, as far as possible, be adopted by consensus at the Plenary. However, if there is a difference of opinion at the plenary and further discussion cannot produce consensus then, as last resort, document can be adopted provided that;

1. the document is supported by at least one quarter (25%) of the APT Members present at the Plenary and;
2. the document is not opposed by a number of Members present at the Plenary greater than the number of Members who support it.

3.8.4 The remainder of the process for a proposal to become ACP is to follow the process as described in ‘*Section 3.3: Criteria for APT Common Proposal (ACP)*’ of the APT Documents Framework.

3.8.5 The APT Secretariat shall prepare the result of the Member consultation process mentioned above with respect to ACPs before submitting them to ITU in order to inform Members that the criterion for ACP approval has been satisfied accordingly.

**Attachment to Annex:**



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**ANNEX 2**

**GUIDELINES ON REPRESENTATION OF THE APT**

**IN OTHER REGIONS’ PREPARATORY MEETINGS**

This Guidelines set out the process for appointing an authorized representative(s) to represent APT in other international/ regional telecommunication organizations preparatory meetings for World Conferences/ Assemblies or inter-regional preparatory meetings organized by ITU for World Conferences/ Assemblies:

1. **Expression of Interest**
2. All invitations from other international/regional telecommunication organizations or ITU should be sent to the Secretary General of the APT (hereinafter “Secretary General”).
   1. Upon receiving an invitation from other international/regional telecommunication organizations or ITU, the APT Secretariat will circulate the invitation to the Office Bearers of the relevant Work Programme and APT Members and request expressions of interest to attend the meeting as the authorized APT representative(s).
   2. If the invitation is sent directly to an Office Bearer of a Work Programme or other APT Members where the invitation seeks representatives from APT, such Office Bearer or APT Member should inform the APT Secretariat of the invitation without delay. The APT Secretariat will then circulate such invitation as per the process outlined in paragraph 1.1-1.2.
   3. Any Office Bearer of the Work Programme or APT Member who has an interest to represent the APT at these meetings is required to notify the Secretary General in writing.
3. **Approval Process**
   1. Any expressions of interest to attend meetings of other international/regional telecommunication organizations, or inter-regional meetings, will be considered and authorized by the Secretary General in consultation with the Chairman of the relevant Work Programme (hereinafter “Chairman”) and other Office Bearers. Such authorization shall pertain to the meeting as specified in the written notification outlined in paragraph 1.4.
   2. Representatives from the APT Secretariat may also represent the APT if authorized by the Secretary General in consultation with the Chairman and other Office Bearers.
   3. All costs associated to the attendance are to be borne by the authorized APT representative(s).
   4. The Secretary General will respond to the inviting organization in writing with details of the authorized APT representative(s).
4. **Roles and Functions of the Authorized APT Representative(s)**
   1. The role and function of the authorized APT representative(s) will also be defined by the Secretary General in consultation with the Chairman and other Office Bearers.
   2. The authorized APT representative(s):
5. Shall conduct himself/herself in accordance to the roles and functions as prescribed in paragraph 3.1; and
6. May deliver a presentation, if deemed appropriate; The aforementioned presentation will:
   1. Include a presentation prepared by the APT Secretariat in consultation with the Chairman and other Office Bearers;
   2. Be informational, in nature, and is expected to inform the meeting of the status of the relevant APT’s preparation for World Conferences/ Assemblies; and,
   3. Include current views and positions which have been approved and/or agreed by the Work Programme during any of its Plenary sessions, or inter-sessionally, as appropriate.
   4. The authorized APT representative(s) shall not negotiate or commit to decisions without prior approval by the relevant work programme.
   5. The authorized APT representative(s) will be required to report the outcomes of the meeting to the next meeting of the Work Programme.