**The 45thSession of the Management Committee of the APT**

30 November – 3 December 2021, Virtual/Online Meeting

**Seminar on Progress in APT for the year 2021**

29 November 2021, Virtual/Online Meeting

**INFORMATION FOR PARTICIPANTS**

The 45th Session of the Management Committee of the Asia-Pacific Telecommunity (MC-45) will be held virtually from 30 November to 3 December 2021. The MC-45 will be preceded by the Seminar on Progress in APT for the year 2021on 29 November 2021.

The detailed arrangements are as follows:

1. **MEETING PLATFORM**

MC-45 will be organized virtually by using APT Zoom Meeting. The Introduction to APT Zoom Meeting for MC-45 is attached. Detailed information to access the virtual meeting will be sent directly to registered participants in due course.



1. **LETTER OF NOMINATION FOR ATTENDING MC-45**

According to the Rules of Procedure of the Management Committee, each Member and Associate Member shall be represented at the Management Committee by a nominated representative. The nomination shall be made in writing to the Secretary General by an official at an appropriate level representing a Member or an Associate Member. The representative may be accompanied to the meeting by alternate representatives and advisers.

An Affiliate Member may participate in the deliberations of the Management Committee as an observer.

According to Rule 8 of the Rules of Procedure of the MC, the letter of nomination of representative should be deposited with the Secretary General. The original letter of nomination of representative of each Member and Associate Member shall be sent to the address as shown below at the earliest possible. The original nomination letter should be received by the APT Secretariat before **30 November 2021**.

Secretary General

Asia-Pacific Telecommunity

12/49 Soi 5, Chaeng Watthana Road,

Thungsonghong, Lak Si,

Bangkok 10210, Thailand

In order to facilitate the arrangement for MC-45, Members and Associate Members are kindly requested to send in advance the copy of the letter by email to aptgamc@apt.int or by fax to +66 2 573 7479.

1. **REGISTRATION**

Registration of representative(s) can be done online at <https://www.apt.int/content/online-registration>. Preferred date to receive your registration by APT Secretariat is **9 November 2021** for making necessary arrangements. Please be advised that the name of the online registration should be listed on the nomination letter mentioned above, otherwise such an online registration would be considered invalid.

In case online registration cannot be done, please send the name of the representative(s) by

e-mail to aptgamc@apt.int or fax to +662 5737479, preferably by 9 November 2021.

**Time to join the meeting**

* Participants are encouraged to log in 30 minutes before starting of the meeting to get clearance of the attendance of the meeting as well as to test the quality of connection, especially audio and video.

- After log-in, all participants will be directed to a waiting room before accepting to join the meeting. Only representatives who are registered as well as listed in the Letter of Nomination will be allowed to enter the APT-Zoom meeting for MC-45.

1. **TIME MANAGEMENT PLAN**

The Time Management Plan for MC-45 will be posted on the APT website at <https://www.apt.int/2021-MC45> for advance information.

1. **STATEMENT FROM MEMBER ADMINISTRATIONS**

Given the limitations of conducting the virtual meeting with a limited time available, it is suggested that the verbal statement to be addressed at the MC-45, if any, should be within three (3) minutes. The written full statements to be posted on the MC-45 website as an Input document could be provided to the APT Secretariat by email to aptgamc@apt.int. Member Administrations who wish to deliver verbal statement, please inform APT Secretariat by email to aptgamc@apt.int by 15 November 2021.

1. **MEETING DOCUMENTS**

All meeting documents for the MC-45 will be posted on the website at: <https://www.apt.int/2021-MC45>.

Should any delegation wish to submit documents to the meeting, please contact the APT Secretariat at aptgamc@apt.int.

According to Rule 14 of the Rules of Procedure of the Management Committee of the Asia-Pacific Telecommunity, any Member who wishes to introduce a new proposal during the session should provide a written proposal to the meeting through the Secretary Generalat least 24 hours before the discussion, unless the Management Committee decides otherwise.

Meeting documents for the Seminar on Progress in APT for the year 2021 will be posted on the website at: https://www.apt.int .

1. **CONTACT INFORMATION:**

**APT Secretariat**

Asia-Pacific Telecommunity (APT)

12/49 Soi 5 Chaeng Watthana Road

Thung Song Hong, Laksi

Bangkok 10210, Thailand

Tel: +662 573 0044 ext 135 Fax: +662 573 7479

Email: aptgamc@apt.int

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_