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Chairman, Ad-Hoc Group on Work Programme

**REVISION OF WORKING METHODS OF**

**the apt Policy and Regulation Forum for Pacific (PRFP)**

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## **Introduction**

### The Policy and Regulation Forum for Pacific (hereinafter referred to as “PRFP”) is a key subregional activity of the Asia-Pacific Telecommunity (APT). The Working Methods for the PRFP set out the purpose, scope, participation arrangements, etc., for the Forum.

## **Objectives of PRFP**

### The Objectives of the Forum are to:

* Bring the telecommunications and ICT policy makers and regulators from the Pacific region together to a common platform for a dialogue on issues faced by them.
* Discuss and coordinate all the issues relating to policy and regulations for telecommunication and ICT which are of common interest to the telecommunication administrations in the Pacific region.
* Provide an opportunity to the top policy makers and regulators to share information, best practices and experiences for the common benefit of the members.
* Facilitate intra-regional collaboration on policy and regulatory issues as required.

## **Membership**

### The Membership of PRFP (hereinafter referred to as “PRFP Members”) consists of the following sixteen countries and territories in the Pacific region:

* Australia
* Federated States of Micronesia
* Fiji
* Kiribati
* Marshall Islands
* Nauru
* New Zealand
* Palau
* Papua New Guinea
* Samoa
* Solomon Islands
* Tonga
* Tuvalu
* Vanuatu
* Cook Islands
* Niue

## **Structure**

4.1 The PRFP will meet at least once a year.

4.2 The PRFP consists of PRFP Members, a Chair and two Vice-Chairs.

4.3 The Chair shall be nominated by the Forum from PRFP Members with the term of two years that is extendable once.

4.4 The Chair is responsible for overall administrative matters regarding the PRFP and presides over the PRFP meetings. The Chair’s responsibilities include:

1. To review the report of the PRFP to the MC before its adoption.
2. To attend the APT Management Committee to represent the PRFP.

4.5 The Vice-Chairs shall be nominated with the term of two years that is extendable once*.*

4.6 The Vice-Chairs shall:

a) To assist the Chair in performing their duties.

b) To monitor the progress of the Working Groups and provide guidance as appropriate.

4.7 If the Chair resigns or is no longer able to fulfil their role at the PRFP, then the Secretary General will invite a Vice-Chair to assume the responsibilities of Acting Chair until the next PRFP meeting where a new Chair of the PRFP will be elected at the earliest plenary session.

4.8 If any of the Vice-Chairs resign or is no longer able to fulfil their role at the PRFP, then a replacement Vice-Chair will be elected at the next meeting.

4.9 The PRFP may establish Working Groups to study or undertake detailed discussions and/or studies on specific issues in telecommunications and ICT as required.

4.10 The Working Groups of PRFP will be headed by a Chair of the Working Group and supported by Experts. The Chair of Working Groups will be decided by PRFP.

4.11 The Terms of Reference and tenure of office bearers of the Working Groups will be decided by the PRFP. The term of reference of Working Groups is provided in **Annex 2.**

4.12 Working Groups may work electronically for producing practical outputs for use of members and work in between the PRFP sessions.

## **Participation**

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

5.2 Organizations which have a 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.

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

5.4 Other non-APT members may participate as observer with the payment of the participation feeand subject to consultation between the Secretary General and the relevant Member Administrations, as appropriate.

## **Contributions to PRFP Meetings**

1. All APT members from PRFP Members can submit contributions and proposals related to the PRFP meetings.
2. Organizations which have a MoU with the APT and other relevant international or regional organizations may submit a contribution as an Information Document on the same basis as they attend other APT meetings.
3. Non-members of PRFP may not submit contributions to the PRFP meetings. However, considering the importance of the subject matters, the PRFP Chair or Vice -Chair may allow non-members to submit and present a contribution as an Information Document.

## **Output documents and approval procedures**

The types of the PRFP output documents and the approval procedures are given in document “*Approval Procedure for Output Documents of PRFP”* as attached in the **Annex 1.**

## **Role of the APT Secretariat**

1. Organize the PRFP Meetings
2. Coordinate with the Chair, Vice-Chairs, PRFP Members for accelerating the work of PRFP
3. Maintain the PRFP webpage and facilitate linkage to other relevant Websites
4. Prepare and submit proposals for consideration by the Management Committee of the APT
5. Provide necessary secretarial support required by the PRFP

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**Annex 1**

**APPROVAL PROCEDURE FOR OUTPUT DOCUMENTS OF PRFP**

## **Objective of the Approval Procedure:**

The APT Documents Framework, adopted by the 35th Session of the APT Management Committee, gives the PRFP the authority to develop and approve output documents as necessary. Accordingly, this document sets outs the procedure for approval of output documents that are developed by the PRFP.

The objective of the approval procedures for PRFP output documents is to provide an open, transparent and inclusive process for the adoption and approval of PRFP output documents that provides maximum benefits to PRFP members.

## **Types of Output Documents:**

The PRFP may develop the following output document types as described in the APT Document Framework:

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| **Document Type** | **Descriptions** |
| Policy Document | A document containing policy and/or strategy of APT | *e.g. Strategic Plan of APT, Strategic Plan of Working Party (WP)* |
| Guideline | A document for use by members containing “Best practices” on generally-accepted methods or processes that have been proven to accomplish given tasks | *Needs Plenary approval* |
| A document developed by a WP expressing an agreed view by participants on a particular technical or regulatory issue intended as a guideline for use by members when considered appropriate. | *Needs Plenary approval* |
| Report | A summary record of a meeting including summaries of discussions, decisions and conclusions. It may include proposals and other items that may require the consideration of the General Assembly (GA) / Management Committee (MC) | *e.g. Summary records, Meeting Reports* |
| A document containing results of a study made by a Working Group (WG) |  |
| 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* |

## **Procedure for Approval of the Output Documents:**

1. Output documents of PRFP can be approved by the Plenary of the PRFP Meeting (hereinafter referred to as “Plenary”).
2. All output documents should, as far as possible, be approved by consensus at the Plenary.
3. In the case where consensus cannot be reached at the Plenary, then the output documents may be approved by simple majority of the PRFP Members present and voting at the Plenary. Abstentions will not be taken into account when calculating the majority.

## **Publication of the Approved Documents:**

The APT Secretariat will be responsible to maintain and publish the approved output documents on the APT Website. Distribution of the documents will be done by the APT Secretariat electronically.

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**Annex 2**

**TERMS OF REFERENCE OF THE WORKING GROUP UNDER THE PRFP**

* 1. **Introduction**
	2. The Terms of Reference of the Working Group set out general role and responsibilities, members, working methods and workplan.
	3. **Role and Responsibilities of the Working Group**

2.1 Conduct studies on the topics of interest of members as decided by the PRFP.

2.2 Develop output(s) and report the outcome(s) to the following PRFP.

* 1. **Participation**

3.1 All APT members may participate in the work of the Working Group.

* 1. **Leadership**

4.1 The office bearers of the Working Group will be nominated by PRFP.

4.2 Members, Associate Members, and Affiliate Members may nominate the candidate who are expertise in the specific area of the work.

* 1. **Working Methods**

5.1 The Working Group should work through correspondence means.

5.2 Virtual meeting could be arranged if needed.

* 1. **Termination of the Working Group**

6.1 The Working Group should be dissolved after concluding the task assigned by the PRFP.

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