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Chairman, Ad-Hoc Group on Work Programme

**REVISION OF WORKING METHODS OF
THE APT TELECOMMUNICATION/ICT DEVELOPMENT FORUM (ADF)**

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1. **Introduction**

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

1. **Objectives**
	1. The Objectives of ADF are to:
* Focus on the telecommunication /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 telecommunication/ICT development.
* Promote sharing of expertise for addressing key issues of concern to the APT members on telecommunication/ICT development issues. Facilitating intra-regional collaboration on telecommunication/ICT development issues as required.

2.2 The ADF is also linked to the achievements of the International Collaborative Research and the ICT Pilot Projects in Rural Areas funded by the Extra-Budgetary Contribution from Japan, the Project to Facilitate ICT Application in the Asia-Pacific funded by the Extra-Budgetary Contribution from Republic of Korea, and the Project on Promoting the Use of ICT for Achievement of Sustainable Development Goals funded by Extra-Budgetary Contribution from China. 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.

1. **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 Chair 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.

1. **Working Methodology**

4.1 The ADF will meet at least once a year or as deemed necessary. The ADF will be organized as a physical meeting, virtual/online meeting, or hybrid meeting (combination of both physical and virtual/online).

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

4.3 Two Vice-Chairs shall be nominated as necessary with the term of two years that is extendable*.*

4.4 The Chair shall 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-Chairs shall assist the Chair in performing their duties. Vice-Chairs are encouraged to chair the sessions. In the absence of the Chair, one of the Vice-Chairs will chair the plenary.

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

4.7 If a Vice-Chair resigns or is no longer able to fulfil their role between the ADF Sessions, then a replacement Vice-Chair will be selected at the next meeting.

4.8 The Steering Committee of the ADF shall include the Chair, two Vice-Chairs and representatives from the APT Secretariat. Representatives from the host administration are invited to the Steering Committee, in the case where the ADF meeting takes place in a host country. The Steering Committee 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 Chair, Vice-Chairs and Steering Committee of the ADF. The APT Secretariat shall prepare the draft Agenda and Programme of the ADF as proposed by the Steering Committee of the ADF and will provide secretarial support during the meeting.

4.13 The results of the International Collaborative Research, the ICT Pilot Projects in Rural Areas, the Project to Facilitate ICT Application in the Asia-Pacific, and the Project on Promoting the Use of ICT for Achievement of Sustainable Development Goals funded by the Extra-Budgetary Contribution are to be reported in the ADF allotted sessions.

1. **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 programmes for their consideration and study. It may also consider the outputs of relevant APT activities such as ASTAP, AWG, PRF, etc.

1. **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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