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|  | **The 46th Session of the Management Committee****of the Asia-Pacific Telecommunity**13 - 16 December 2022, Bangkok, Thailand | **Document No:****MC-46/OUT-20**16 December 2022 |

Chairman, Ad-Hoc Group on Work Programme

**Terms of Reference of the Correspondence Group**

**for the Strategic Plan of the APT for 2024-2026 (CGSP)**

**Terms of Reference of the Correspondence Group**

**for the Strategic Plan of the APT for 2024-2026 (CGSP)**

1. **Scope of the work**
2. To discuss issues to be included in the Strategic Plan based on input and contributions from Members and other available resources;
3. To prepare a draft Strategic Plan of the APT for 2024-2026 in consultation with APT Members and Associate Members;
4. To submit the draft Strategic Plan of the APT for 2024-2026 and report the outcomes to the Preparatory Meeting for the 16th Session of General Assembly of the APT.
5. **Working period of the CGSP**
6. The CGSP shall be dissolved at the conclusion of the 16thSession of the General Assembly of the APT.
7. **Expected Outputs**
8. A Draft Strategic Plan of the APT for 2024-2026 to be submitted to the Preparatory Meeting for the 16th Session of the General Assembly of the APT.
9. **Participation**
10. APT Members and Associate Members may participate in the work of the CGSP;
11. APT Affiliate Members may participate as an observer capacity;
12. The Chair may invite non-APT Members in an advisory capacity upon consultation with the Secretary General of the APT.
13. **Office Bearers**
14. Chair and Vice-Chairs will be appointed by the 46th Session of the Management Committee of the APT;
15. The term of the Chair and Vice-Chairs should be terminated at the conclusion of the 16th Session of the General Assembly of the APT.
16. **Working Methods**
17. CGSP should work through correspondence means as much as possible;
18. Physical meeting(s) can be arranged in order to facilitate the discussion, if budget permits and agreed by the Management Committee of the APT.
19. **Role of the APT Secretariat**
20. Organize CGSP meetings;
21. Provide and maintain email reflector(s) for the CGSP;
22. Provide necessary secretariat support required by the CGSP.

**Tentative Work Plan of CGSP**

| **Timeline** | **Events** | **Actions to be taken** |
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| Early January 2023 |  | * To invite members to nominate experts to be members of CGSP
* To invite work programmes of APT to provide inputs, if applicable
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| January 2023 |  | * **To draft initial draft by Secretariat in consultation with MC Chairman/Vice-Chairmen**
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| Late February 2023 |  | * To circulate the initial draft to CGSP members
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| Late March / Early April 2023 | 1st Meeting of CGSP | * To discuss initialdraft with inputs from CGSP members
* To review work plan of the Group
* To develop the 1st draft
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| Late April 2023 |  | * **To circulate the 1st draft to APT members for 1 month period of time**
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| June 2023 |  | * To continue CGSP discussions on the feedback from APT members on the 1st draft
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| July / August 2023 | 2nd Meeting of CGSP | * To discuss the feedback from APT members on the 1st draft
* To discuss Members’ input
* To develop 2nd draft
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| Late August 2023 |  | * **To circulate the 2nd draft to APT members for 1 month period of time**
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| October / November 2023 |  | * To discuss the feedback from APT members on the 2nd draft
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| November 2023(1 day before GA-16) | Preparatory Meeting for the GA-16 | * **To finalize the final draft for the adoption of GA-16**
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