|  |  |  |
| --- | --- | --- |
|  | **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** |
| --- | --- | --- |
| 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 |
| January 2023 |  | * **To draft initial draft by Secretariat in consultation with MC Chairman/Vice-Chairmen** |
| Late February 2023 |  | * To circulate the initial draft to CGSP members |
| 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 |
| Late April 2023 |  | * **To circulate the 1st draft to APT members for 1 month period of time** |
| June 2023 |  | * To continue CGSP discussions on the feedback from APT members on the 1st draft |
| 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 |
| Late August 2023 |  | * **To circulate the 2nd draft to APT members for 1 month period of time** |
| October / November 2023 |  | * To discuss the feedback from APT members on the 2nd draft |
| November 2023  (1 day before GA-16) | Preparatory Meeting for the GA-16 | * **To finalize the final draft for the adoption of GA-16** |