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**working methods of**

**the SOUTH ASIAN TELECOMMUNICATION REGULATORS’ COUNCIL (SATRC)**

**Adopted By**

**The 23rd Meeting of the South Asian Telecommunication Regulators’ Council**

**14 – 16 November 2022**

**Tehran, Islamic Republic of Iran (Hybrid)**

**Approved By**

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**THE** SOUTH ASIAN TELECOMMUNICATION REGULATORS’ COUNCIL (SATRC)

1. **Introduction**

The South Asian Telecommunication Regulators’ Council (SATRC) is a key subregional activity of the Asia-Pacific Telecommunity. The SATRC is responsible for discussion and coordination of all the issues relating to regulations in telecommunication and ICT which are of common interest to the telecommunication regulators in South Asian countries.

1. **Objectives of the SATRC**
2. To discuss and co-ordinate all the issues relating to regulations in telecommunications which are of common interest to the telecommunication regulators of the South Asian Countries;
3. To promote areas of potential co-operation in telecommunications among South Asian countries; and
4. To facilitate the exchange of information through activities approved by the SATRC.
5. **Membership**

The Membership of SATRC (hereafter referred to as “SATRC Members”) consists of the regulatory bodies of the following nine South Asian countries:

* Afghanistan
* Bangladesh
* Bhutan
* India
* Islamic Republic of Iran
* Maldives
* Nepal
* Pakistan
* Sri Lanka
1. **Structure**

The SATRC consists of SATRC Members, a Chair and a Vice-Chair of SATRC elected from the SATRC Members.

The SATRC may establish Working Groups to study or undertake detailed discussions and/or studies on specific issues in telecommunications as required for the successful implementation of the objectives of the SATRC.

**4.1 Chair and Vice-Chair**

1. The Chair will normally be nominated by the country hosting the SATRC Meeting.
2. Chair is responsible for overall administrative matters regarding the SATRC and presides over the SATRC Meetings.
3. The Chair will review the report of SATRC before its adoption and attend the APT Management Committee to represent SATRC activities.
4. The Chair will hold office from the time of election to the time of office by the next Chair in the following SATRC Meeting.
5. Vice-Chair will normally be nominated by the country that will host the next SATRC Meeting.
6. The Vice-Chair will hold office until the time of election to the time of office by the next Vice-Chair in the following SATRC Meeting.
7. The Vice-Chair will assist the Chair in performing their duties and will represent the Chair in their absence in SATRC activities.

**4.2 Office Bearers of Working Groups**

1. The Working Group of SATRC will be headed by a Chair of the Working Group, assisted by two Vice-Chairs if necessary, and supported by Experts. The Chair and the Vice-Chairs of Working Group will be nominated by Members of SATRC and selected at the SATRC Meeting.
2. Experts for the Working Groups will be nominated by the SATRC members by correspondence.
3. The Terms of Reference and tenure of office bearers of the Working Groups will be decided by the SATRC Meeting.
4. **Meeting and Activities of the SATRC**

**5.1 Meeting of SATRC**

1. The SATRC will meet once a year or at such interval decided by the SATRC Meeting. The SATRC will be organized as a physical meeting, virtual/online meeting, or hybrid meeting (combination of both physical and virtual/online).
2. Meeting will make all decisions for the SATRC including the establishment of Working Groups or any Ad-hoc Groups and decisions on the activities of the SATRC.

**5.2 SATRC Action Plan**

1. Activities of the SATRC will be carried out through SATRC Action Plan formulated biennially.
2. The scope of work, duration, formation of working groups, list of work items (issues under study), detail of activities, estimated budget and funding mechanism should be included in SATRC Action Plan.
3. SATRC Action Plan should be approved by the SATRC meeting before implementation.
4. APT Secretariat will provide necessary secretarial support required by the SATRC in the implementation of the SATRC Action Plan.
5. **Participation at the SATRC Activities**
6. **Participation at the SATRC Meetings**
7. All SATRC Members and Affiliate Members in the SATRC member countries may participate at the meetings of SATRC.
8. It is encouraged that the SATRC Meeting is attended by the head of regulators or designated high level officers.
9. Other APT members who are not from the SATRC member countries can attend SATRC meetings as Observers.
10. Organizations which have MoU with the APT or other relevant international or regional organizations may send representatives to attend the meetings of SATRC on the same basis as they attend other APT meetings.
11. Non APT members may be invited to participate in the SATRC Meetings as a guest at the discretion of the Chair of SATRC and the Secretary General.
12. Other non-APT members may participate as observers with the payment of the participation fee.
13. **Participant at the SATRC Activities**
14. Participation in the SATRC activities will be voluntary and is open to any representative of SATRC Members.
15. Affiliate Members from SATRC countries will also be eligible to participate actively in any SATRC activities.
16. **Contributions at the SATRC Meetings and Activities**
17. All APT members from SATRC countries can submit contributions and proposals related to the SATRC meetings and activities.
18. Organizations which have MoU with the APT and other relevant international or regional organizations may submit contributions as Information Document on the same basis as they attend other APT meetings.
19. Non-members of SATRC cannot submit contributions to the SATRC meetings and activities. However, considering the importance of the subject matters, the SATRC Chair or Vice-Chair may allow non-members to submit and present contributions.
20. **Output Documents and Approval Procedures**

The types of the SATRC output documents and the approval procedures are given in document “*Document* *Approval Procedures of SATRC”* as attached in Annex 1.

1. **Internal and External Relationship**

To significantly perform the objectives of SATRC, coordination activities with APT internal forums as well as with external forums would be required. The SATRC may establish cooperative relationship with other associations of regulators and other relevant international/regional organizations and invite them to participate in the meetings.

1. **Role of the APT Secretariat**
2. Organize the SATRC Meetings and activities
3. Coordinate with the Chair, Vice-Chair, SATRC member regulators for accelerating the work of SATRC
4. Maintain SATRC webpage and to facilitate linkage to other relevant Websites
5. Prepare and submit proposals for consideration of APT Management Committee
6. Provide necessary secretarial support required by the SATRC in the implementation of the SATRC Action Plan.

**Annex 1**

**DOCUMENT APPROVAL PROCEDURE OF SATRC**

1. **Objective of the Approval Procedure:**

The APT Documents Framework, adopted by the 35th Session of the Management Committee of APT, gives the SATRC the authority to develop and approve outputs documents as necessary. Accordingly, this document sets outs the procedure for approval of output documents that are developed by the SATRC. The 43rd Session of the Management Committee of APT held in 2019 revised the APT Documents Framework as attached.

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

1. **Types of Output Documents:**

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

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| **Document Type** | **Descriptions** | **Notes** |
| Policy Document | A document containing policy and/or strategy of SATRC |  |
| 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 GA / MC  | *e.g. Summary records, Meeting Reports* |
| A document containing results of a study made by a WP |  |
| 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* |

1. **Procedure for Adoption and Approval of the Output Documents:**
2. Output documents of SATRC can be approved by the Plenary of the SATRC Meeting (hereafter referred to as “Plenary”).
3. All output documents should, as far as possible, be approved by consensus at the Plenary.
4. In the case where consensus cannot be reached at the Plenary, then the output documents may be approved by simple majority of the SATRC Members present and voting at the Plenary. Abstentions will not be taken into account when calculating the majority.
5. **Publication of the Approved Documents:**

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 APT

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**Attachment:**

APT Documents Framework

