**the Terms of Reference of the Correspondence Group for the preparation of the Asia-Pacific ICT Ministerial Meeting 2014**

The Correspondence Group will assist the APT Secretariat on the following;

1. To review the content of the draft agenda and program of the Ministerial Meeting and provide suggestions for improvement to make the Ministerial Meeting a successful event.
2. To develop the draft of a final output of the Ministerial Meeting for consideration of the ministers and adoption at the Ministerial Meeting.
3. To advise the secretariat on any other matters to improve the content and arrangements of the meeting.
4. To submit the result to the 11th Asia Pacific Telecommunication and ICT Development Forum (ADF-11) which is a preparatory meeting for the Ministerial Meeting to be held in Brunei Darussalam from 8-9 September 2014.

**Plan of Work**

| **Plan of Work****Correspondence Group for the preparation of the Asia-Pacific ICT Ministerial Meeting 2014** |
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| **No.** | **Implementation** | **May** | **Jun.** | **Jul.** | **Aug.** | **Sept.** | **Remarks** |
| 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
|  | **Correspondence group of PRF-14** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 1. Establish correspondence group
 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 1. Review agenda and program of Ministerial
 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 1. Develop draft Ministerial Output (Statement)
 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 1. Comments from Members for draft output
 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 1. Final draft of Ministerial Output
 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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