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|  | ASIA-PACIFIC TELECOMMUNITY |  |  |
| **The 5th Meeting of the APT Conference Preparatory Group for WRC-15 (APG15-5)** |  |
| 27 July – 01 August 2015, Seoul, Republic of Korea |

**Guideline of submitting contribution to the apg15-5 meeting**

Following guideline principles will be maintained for submitting contributions to the APG15-5 Meeting.

**Right of Document Submission:**

* 1. All APT Member Administrations may submit input contributions related to the agenda of each of the meetings of APG
	2. Associate Members and Affiliate members can submit input contributions based on the agreement with the corresponding APT Member. Otherwise, the contribution will be treated as an “Information” document.
	3. Contributions from the ITU Radiocommunication Bureau as well as sister regional telecommunications, broadcasting and other relevant organizations having spectrum management interests will be treated as an “Information” document.
	4. Organizations which have an MoU with the APT and which have global or regional membership may submit contributions as “Information” Documents on the same basis as they attend other APT meetings.
	5. Other observers cannot submit any type of contribution to the APG Meetings

**Submission Procedure for Contributions:**

* Members Administrations, Associate Members and Affiliate Members are requested to submit documents based on APG Working Party Structure. Please use separate documents for each APG Working Party. APG WP structure is attached below:



* APT Members are requested to submit two types of input documents:
	1. Views and Proposals on WRC-15 Agenda Items;
	2. Views and Proposals for RA-15
* Preliminary Views on WRC-15 Agenda Items need to be submitted according to APG Working Party Structure. Please use separate documents for each APG Working Party
* Please use separate documents for on each topic on RA-15 issues (such as new Resolutions/Recommendations; revision of existing Resolutions/Recommendations)
* **While preparing contributions for APG15-5 Meeting on various WRC-15 Agenda Items, it is advised to use the current version of the Radio Regulation (Edition of 2012). Current version of the Radio Regulation is available at ITU website for tie users. Members are also requested to explore Conference Proposal Interface (CPI) for WRC-15 which has been made available at ITU Website.**
* **Furthermore, the contributions should also consider the outcomes of the APG15-4 Meeting and outcomes of CPM15-2. Agenda Items wise outcomes of APG15-4 Meeting are available relevant APG WP pages at APT Website:** [**http://www.apt.int/APTAPG**](http://www.apt.int/APTAPG) **. Final version of CPM Report to WRC-15 available at ITU Website.**

**Closing Date for Submission:**

Input contributions should be submitted by **20 July 2015**. The APT Secretariat will uplod the input contributions to meeting website before the meeting starts. In the case where there are input contributions received after the due date of submitting input contributions the documents will be considered as Information Documents for the coming meeting. However, the APG Plenary may decide to accept such documents as Input Documents, even though they have been received after the due date.

**Document Templates**:

Please use the following document template for submitting your contributions.

1. Views and Proposals on WRC-15 Agenda Items



1. Views and Proposals for RA-15

 

1. For any other type



**Secretariat Contact:**

You can send your contributions to aptapg@apt.int. If you have any query and clarification on the document submission please feel free to contact **Mr. Forhadul Parvez** (email: pavez@apt.int), Project Coordinator, Radiocommunication.