

Guideline 15/MC (MC-42)

**GUIDELINES ON REPRESENTATION OF THE APT
IN OTHER REGIONS' PREPARATORY MEETINGS**

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**GUIDELINES ON
REPRESENTATION OF THE APT
IN OTHER REGIONS' PREPARATORY MEETINGS**

This Guideline sets out the process for appointing an authorized representative(s) to represent APT in other international/ regional telecommunication organizations preparatory meetings for World Conferences/ Assemblies or inter-regional preparatory meetings organized by ITU for World Conferences/ Assemblies:

1. Expression of Interest

- 1.1 All invitations from other international/regional telecommunication organizations or ITU should be sent to the Secretary General of the APT (hereinafter "Secretary General").
- 1.2 Upon receiving an invitation from other international/regional telecommunication organizations or ITU, the APT Secretariat will circulate the invitation to the Office Bearers of the relevant Work Programme and APT Members and request expressions of interest to attend the meeting as the authorized APT representative(s).
- 1.3 If the invitation is sent directly to an Office Bearer of a Work Programme or other APT Members where the invitation seeks representatives from APT, such Office Bearer or APT Member should inform the APT Secretariat of the invitation without delay. The APT Secretariat will then circulate such invitation as per the process outlined in paragraph 1.1-1.2.
- 1.4 Any Office Bearer of the Work Programme or APT Member who has an interest to represent the APT at these meetings is required to notify the Secretary General in writing.

2. Approval Process

- 2.1 Any expressions of interest to attend meetings of other international/regional telecommunication organizations, or inter-regional meetings, will be considered and authorized by the Secretary General in consultation with the Chairman of the relevant Work Programme (hereinafter "Chairman") and other Office Bearers. Such authorization shall pertain to the meeting as specified in the written notification outlined in paragraph 1.4.
- 2.2 Representatives from the APT Secretariat may also represent the APT if authorized by the Secretary General in consultation with the Chairman and other Office Bearers.
- 2.3 All costs associated to the attendance are to be borne by the authorized APT representative(s).
- 2.4 The Secretary General will respond to the inviting organization in writing with details of the authorized APT representative(s).

3. Roles and Functions of the Authorized APT Representative(s)

- 3.1 The role and function of the authorized APT representative(s) will also be defined by the Secretary General in consultation with the Chairman and other Office Bearers.
- 3.2 The authorized APT representative(s):
- a) Shall conduct himself/herself in accordance to the roles and functions as prescribed in paragraph 3.1; and
 - b) May deliver a presentation, if deemed appropriate; The aforementioned presentation will:
 - i. Include a presentation prepared by the APT Secretariat in consultation with the Chairman and other Office Bearers;
 - ii. Be informational, in nature, and is expected to inform the meeting of the status of the relevant APT's preparation for World Conferences/ Assemblies; and,
 - iii. Include current views and positions which have been approved and/or agreed by the Work Programme during any of its Plenary sessions, or inter-sessionally, as appropriate.
- 3.3 The authorized APT representative(s) shall not negotiate or commit to decisions without prior approval by the relevant work programme.
- 3.4 The authorized APT representative(s) will be required to report the outcomes of the meeting to the next meeting of the Work Programme.
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