

Guideline 16/MC (MC-42)

GUIDELINES FOR THE USE OF APT YEARBOOK FUND

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1. Introduction

- 1.1 The APT Yearbook was first published in 1994 as a comprehensive compendium on the current status of telecommunication and ICT in the Member countries and territories of the APT. The APT Yearbook is a self-financing activity and the APT Yearbook Fund (hereinafter referred as “the Fund”) was established to manage the revenues earned from its sales and advertisement of the APT Yearbook and necessary cost to publish it. The Fund has been kept as a separate account for the production of the APT Yearbook.
- 1.2 This Guidelines aim to ensure that the Fund would be used effectively and efficiently for the wider scope of benefits for the APT and its members.

2. Scope

- 2.1 The main scope of the Fund is to finance the production and distribution of the APT Yearbook so as to enhance the APT’s role in disseminating and sharing up-to-date information of telecommunication and ICT among its members as well as the stakeholders.
- 2.2 APT Secretariat may consider proposing the use of the Fund to support the production of other publications that meet the requirements of this Guideline taking into account the benefits to the members.

3. Objectives and Targets

- 3.1 The APT Yearbook Fund shall be used primarily to support the production and distribution of the APT Yearbook.
- 3.2 Other publications to be supported by the Fund shall have, but not limited to, the following objectives:
 - To disseminate useful information related to APT and its activities; and
 - To reinforce the APT’s role in information and knowledge sharing;
- 3.3 The following publications are entitled to the use of the Fund:
 - APT Yearbook;
 - Special publications such as commemorative books, etc.; and
 - Others publications such as research reports, project results, major meeting outcomes, etc.
- 3.4 These publications may be in printed or electronic format, or both.

4. Approval and Reporting Procedure

- 4.1 All expenditures related to the production and distribution of the APT Yearbook shall be covered by the Fund.
 - 4.2 For publications other than the APT Yearbook, APT Secretariat shall propose the use of the Fund to the Management Committee indicating the objectives, estimated costs and other necessary details, where applicable.
 - 4.3 The Management Committee may consider and approve the allocation of the Fund to support, either in full or in partial, the production of the publications.
 - 4.4 The production shall be commenced after the allocation of the Fund is approved by the Management Committee.
 - 4.5 The expenditure to be covered by the Fund shall include those related to the design, production, distribution and other miscellaneous expenses (if any), and the expenditures should be reported to the subsequent session of Management Committee for its noting.
 - 4.6 APT Secretariat shall maintain appropriate balance of the Fund and ensure that the utilization is carried out in a cost-effective and efficient manner.
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