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| **The 2nd APT Preparatory Meeting for PP-14 (PP14-2)**  | **Document****PP14-2/OUT-06** |
| 28 – 30 October 2013, Gold Coast, Australia | **30 October 2013** |

**Secretary General**

**Draft summary record of the 2nd APT Preparatory meeting for pp-14**

1. **INTRODUCTION**

The 2nd APT Preparatory Meeting for PP-14 (PP14-2) was held from 28th to 30th October 2013 at Crowne Plaza Hotel, Gold Coast, Australia. The meeting was held back to back with the 3rd APT Preparatory Meeting for WTDC-14. The meeting was organized by Asia-Pacific Telecommunity (APT) and hosted by the Department of Communications, Government of Australia.

The agenda and the program of the meeting are contained in Documents PP14-2/ADM-01 (Rev.1) and PP14-2/ADM-02(Rev.1) respectively.

The Meeting was attended by 92 participants representing Members, Affiliate Members, International/Regional Organizations and other organizations. Document PP14-2/ADM-04(Rev.1) contains the list of participants of the meeting.

1. **OPENING**
	1. **Welcome Address by Mr. Toshiyuki Yamada, Secretary General, Asia-Pacific Telecommunity**

Mr. Toshiyuki Yamada, Secretary General of APT delivered welcome address.

The full text of Mr. Yamada’s address can be found in document PP14-2/INP-01.

* 1. **Address by Mr. Rabindra Nath Jha, Chairman, APT Preparatory Group for PP-14**

Mr. Rabindra Nath Jha, Chairman of APT Preparatory Group for PP-14 delivered his address. The full text of Mr. Jha’s address can be found in document PP14-2/INP-02.

* 1. **Inaugural Address by Mr. Keith Besgrove, First Assistant Secretary, Department of Communications, Government of Australia**

Mr. Keith Besgrove, First Assistant Secretary, Department of Communications, Government of Australia delivered inaugural address.

The full text of Mr. Besgrove’s address can be found in document PP14-2/INP-03.

1. **FIRST SESSION OF THE PLENARY**
	1. **Adoption of Agenda and Program (Document PP14-2/ADM-01Rev.1, ADM-02Rev.1)**

Chairman introduced the provisional agenda of the meeting contained in document PP14-1/ADM-01Rev.1 and sought approval. It was approved.

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| **Decision No. 1 (PP14-2)** |
| Meeting approved the Agenda. |

Chairman also informed that the tentative program of the meeting was contained in document PP14-2/ADM-02Rev.1. He mentioned it would be updated accordingly based on the work progress. It was noted by the meeting.

* 1. **Allocation of Documents (Document PP14-2/ADM-03Rev.2)**

Mr. Mohamed Amir, Director Project Development of APT presented the document PP14-2/ADM-03 Rev.3 which contained the list of the documents and their allocation. He mentioned all the input contributions were allocated based on the relation to various working groups. Chairman thanked Mr. Amir and asked for comments. There was no comment.

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| **Decision No. 2 (PP14-2)** |
| Meeting approved the document list and allocation of documents. |

* 1. **Nomination of Office Bearers**

Secretary General informed the meeting that the 1st Preparatory Meeting had elected the office bearers except the chairman of Working Group 3 (WG3) which dealt with ITU Sectorial issues. as well asthe chairman of the Sub WG on ITU-T Issues under WG3 He further added that PP14-1 meeting decided that People’s Republic of China would nominate the Chairman of WG3 and it would assume the position of the third Vice-Chairman of the Group. However, after the meeting the administration of PR China informed that they would only take the chairmanship of Sub WG on ITU-T Issues under WG3 and proposed the name of Mr. Xi Xianxiu as the Chairman of the Sub WG.

Mr. Yamada also informed that the administration of Japan had proposed Mr. Masanori Kondo as the Chairman of WG3.

Chairman thanked Secretary General for the information

Recalling the Summary Record of the 1st meeting, Chairman explained the close relationship between the WG3 Chair and Vice-Chair and suggested that Mr. Kondo could become vice-chair if the meeting agreed.

Mr. Kavouss Arasteh, Vice-Chairman, disagreeing with the Chairman’s suggestion, commented that Chairman and Vice-Chairmen of the Group were elected based on the compromise at the last meeting. He emphasized not to increase the number of Vice-Chairman and suggested to keep the number to two.

People’s Republic of China, supporting Mr. Arasteh’s comment, commented that due to the change of the officials at the Ministry, China had not been able to provide experts for Vice-Chair who would assume Chair of WG3 as well. China decided to take the Chairmanship of Sub WG on ITU-T Issues. China also supported the candidate of Japan for WG3 Chairman. However, China expressed its concern that if WG3 Chairman becomes the Vice-Chairman of the Group then it would rethink its position and would come back at later stage.

Japan commented that it understood from the discussion at the last meeting that the Chairman of WG3 would be one of the Vice-Chairman of the Group. However, Japan would not insist on the Vice-Chairmanship and would be happy to take the role of Chairmanship of WG3. Japan would follow the decision of the meeting regarding the Vice-Chairmanship.

Chairman suggested to appoint the Chairman of WG3 at the moment and to postpone the discussion on the Vice-Chairman issue at later stage. It was so agreed. Meeting appointed Mr. Kondo as the WG3 Chairman and Mr. Xianxiu as Sub WG ITU-T Issues Chairman.

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| **Decision No. 3 (PP14-2)** |
| 1. Meeting appointed Mr. Masanori Kondo (Japan) as the Chairman of WG3: ITU Sectorial Issues.
2. Meeting Appointed Mr. Si Xianxiu (P. R. of China) as the Chairman of Sub WG ITU-T Issues under WG3.
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* 1. **Summary Records of the PP14-1 Meeting (Document PP14-2/INP-09)**

Secretary General introduced the document and informed that the document was presented for the meeting to note. Chairman thanked Secretary General and requested comment from floor. Pointing at the workplan of the Group in the Annex of the Summary Records, Mr. Arasteh commented that the schedule of the next preparatory meetings should be set as early as possible and should not coincide with other important meetings of ITU. There was no further comment and the Summary Records of the PP14-1 Meeting were noted by the meeting.

* 1. **Terms of Reference and Working Method of APT Preparatory Group for PP-14**

Secretary General informed the meeting that the Terms of Reference and Working Methods were adopted provisionally at the PP14-1 meeting subject to further update at the PP14-2 meeting. He mentioned that the Terms of Reference and Working Methods were needed to be finalized at PP14-2 meeting in order to submit those to the 37th Session of the Management Committee for final approval. Secretary General further informed that in the previous week APT Preparatory Meeting for WTDC-14 considered its Terms of Reference and Working Methods and finalized them with minor modifications. He suggested to follow similar approach and to approve at the closing plenary. He informed that the changes would be reflected in the documents and they would be put as temporary document for any further comments. If there are any commentsthen the revised documents would be submitted to plenary for consideration.

Chairman thanked Secretary General for the initiatives taken by Secretariat to finalize the documents. He mentioned that the documents were needed to be reviewed and reported back to plenary for approval. He sought agreement on that course of action. It was so agreed.

* 1. **Outcomes of ITU Council 2013 (Document PP14-2/INF-02)**

Ms. Caroline Greenway from Australia presented the major outcomes of the Council Session 2013 which can be found in document PP14-2/INF-02. Chairman thanked Ms. Caroline for the informative presentation. Chairman asked comments from floor.

Mr. Arasteh thanked Ms. Caroline Greenway for her presentation and pointed out the Council decision on RA-15 and WRC-15. He informed that there had been proposal to delay RA-15 and WRC-15 to year 2016. However, Council decided to hold RA-15 from 26 to 30 October 2015 and WRC-15 from 02 to 27 November 2015. He further informed that Council reduced the budget of WRC-15 from CHF5.5 million to CHF 4 million and commented that it would be extremely difficult for WRC-15 to conduct its full activities. He suggested that APT to propose a Resolution at PP-14 covering following two aspects:

* to make all necessary economy with a view to contribute to the increase of the budget of Radiocommunication Bureau; and
* look into the possibility whether the budget can be increased.

Mr. Arasteh commented that if a complex issue is not resolved appropriately at the WRC, the consequential effect would affect the Radio Bureau and the entire membership of ITU. Hence, allocation of sufficient budget for WRC is quite important for ITU Member Administrations.

Chairman thanked Mr. Arasteh for raising the important matter and requested APT Members to make a contribution to that aspect at the next meeting.

* 1. **Issue Papers of the Working Groups**
		1. ***Issue Paper of Working Group 1: Administration and Management Issues (Document PP14-2/INP-04)***

Ms. Felicity Morrison, Chairman of WG1: Administration and Management Issues presented the Issue Paper of WG1 which can be found in document PP-14/INP- 04. She pointed out 10 issues of PP-14 which are related to the terms of reference of WG1. She provided background of each issues, current status of discussion as well as the possible course of action for APT members.

Chairman thanked Ms. Morrison for the comprehensive issue paper. Chairman suggested having detailed discussion of the issues during WG1 sessions. The issue paper was noted by the meeting.

* + 1. ***Issue Paper of Working Group 2: Legal and Policy Issues (Document PP14-2/INP-05)***

Mr. Sang Hak Lee, Chairman of WG2: Legal and Policy Issues presented the Issue Paper of WG2 which can be found in document PP-14/INP- 05. He pointed out 9 issues of PP-14 which are related to the terms of reference of WG2. He provided background of each issue, current status of discussion as well as the possible course of action for APT members.

Chairman thanked Mr. Lee for the comprehensive issue paper. Chairman suggested having detailed discussion of the issues during WG2 sessions. The issue paper was noted by the meeting.

* + 1. ***Issue Papers of Working Group 3: ITU Sectorial Issues (Document PP14-2/INP-06Rev.1, INP-14, INP-34)***

The Issue Papers of Working Group 3 were presented by the chairmen of three sub Working Groups.

Mr. Ali Reza Darvishi, Chairman of Sub WG ITU-R Issues presented the Issue Paper which can be found in document PP14-2/INP-06(Rev.1).

Mr. Si Xianxiu, Chairman of Sub WG ITU-T Issues presented the Issue Paper which can be found in document PP14-2/INP-14.

Dr. Tran Tuan Anh, Chairman of Sub WG ITU-D Issues presented the Issue Paper which can be found in document PP14-2/INP-34.

Chairman thanked all the chairs of Sub WGs for their hard work and indicated the important issues and suggested to have detailed discussion of the issues during at relevant sessions. Meeting took note of those issue papers.

* 1. **General Discussion on the Priorities for the Preparation of Preliminary APT Common Proposals for PP-14, if any**

Chairman invited the meeting to discuss the priorities for the preparation of PACP for PP-14. Mr. Arasteh commented that the issue of Stable ITU Constitution was in a complex situation. He mentioned that the objective of Stable Constitution was to avoid cumbersome ratification process after every four years. He added that during the work of the Council Working Group on Stable ITU Constitution it had identified a number of complex legal issues to be addressed by PP-14. Providing solutions for those issues were out of the mandate of the Working Group. As a result, a considerable discussion might take place at PP-14. He suggested APT Members to go through document PP14-2/INP-27 for detailed understanding of the issue and be prepared for comments at the next preparatory meeting.

Chairman thanked Mr. Arasteh to address the issue and asked the floor for any further issues to be addressed. Chairman also commented that various issues had been addressed in the issue papers and it would be premature to develop any outcome at this moment from the group. He suggested Members to note the issue of stable Constitution and submit proposals on the issue at the next preparatory meeting. There was no further comment.

* 1. **Presentation of the Views and Proposals in Preparation for PP-14 from Other International and Regional Organization**

Chairman informed that the representatives of ITU and CITEL were present at the meeting and they would present the preparatory status of their organizations for PP-14.

Dr. Eun-ju Kim, Director of the ITU Regional Office for Asia and the Pacific presented the preparation of ITU for PP-14. She provided a brief introduction regarding the Plenipotentiary Conference, its agenda and structure and the preparatory process. She informed the meeting that the invitation for PP-14 was released on 21st October 2013 with a request of reply to be expected by 31 December 2013. She added that the closing date for submitting proposal for CS and CV is on 20 February 2014 and for other contribution on 07 October 2014. She further reminded the Members to submit their Credentials which are needed to reach the ITU Secretary General not later than 23h59 (Geneva Time) on Monday, 22 September 2014. Her presentation material can be found in document PP14-2/INF-05.

Chairman thanked Dr. Kim for informative presentation indicating the important dates. He suggested Members to note the dates and plan course of action based on those dates.

Chairman invited Dr. Bruce Gracie, representative of CITEL to inform the status of preparation of CITEL. Dr. Gracie informed the meeting that the CITEL had two preparatory meetings in 2013 and had planned to have two preparatory meetings in next few months. Dr. Gracie listed out various sets of issues that had been identified by CITEL for the preparation of PP-14. His presentation material can be found in document PP14-2/INF-06.

Chairman thanked all the delegates to attend the first session of the Plenary. The session was adjourned.

1. **FINAL SESSION OF THE PLENARY**
	1. **Adoption of Agenda (Document PP14-2/ADM-11)**

Chairman informed the meeting that agenda of the final session of the plenary was available in document PP14-2/ADM-11. He sought approval of the agenda. It was approved.

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| **Decision No. 4 (PP14-2)** |
| Meeting approved the agenda of the final session of the Plenary.  |

* 1. **Reports of the Working Groups**
		1. ***Report of the Working Group 1: Administration and Management Issues (Document PP14-2/OUT-05)***

Ms. Felicity Morrison, Chairman of WG1 presented the meeting report of WG1. She informed the meeting that WG1 had two sessions during PP14-2 meeting and considered seven input contributions and three information documents. She mentioned that discussion took place on various issues identified in Issue Paper of WG1. The report contained the summary of discussion and outcomes on each of those issues. She requested APT Members to study those issues in order to prepare for discussion of possible PACPs at the next meeting.

Chairman thanked Ms. Morrison for the report. He sought comment from floor. There were no comment and the report was approved.

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| **Decision No. 5 (PP14-2)** |
| Meeting approved the report of the WG1 as in document PP14-2/OUT-05 |

* + 1. ***Report of the Working Group 2: Legal and Policy Issues (Document PP14-2/OUT-04)***

Mr. Sang Hak Lee, Chairman of WG2 presented the meeting report of WG2. He informed the meeting that WG1 had several sessions during PP14-2 meeting and considered thirteen input contributions. He mentioned that discussion took place on various issues identified in Issue Paper of WG2. The report contained the summary of discussion and outcomes on each of those issues. He further informed that no PACP had been identified by WG2 at the meeting, but the Members contribution has increased the awareness of Members and, consequently set up the priority of regional common interest. He hoped many of the issues will be readdressed at the 3rd meeting based on the discussions. He requested APT Members to study those issues in order to prepare for discussion of possible PACPs at the next meeting.

Chairman thanked Mr. Lee for the report and summary of discussion on the issues. He sought comments from the floor. Mr. Arasteh indicated that the summary of outcomes on documents PP14-2/INP-20 and INP-32 were not reflected appropriately in the report. He suggested some changes to the text reporting outcomes. The meeting agreed to the suggestions and the document was revised as provided in document PP14-2/OUT-04(Rev.1).

There was no further comment and report was approved by the meeting.

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| **Decision No. 6 (PP14-2)** |
| Meeting approved the report of the WG2 as in document PP14-2/OUT-04(Rev.1)  |

* + 1. ***Report of the Working Group 3: ITU Sectorial Issues (Document PP14-2/OUT-03)***

Mr. Masanori Kondo, Chairman of the WG3 presented the meeting report of WG3. Mr. Kondo informed that WG3 had two sessions during the meeting and considered six input contributions. He mentioned that the documents were allocated to three sub working groups dealing with three sectors of ITU respectively and substantial discussion took place at the sub working group level. He summarized the outcomes on each of the input contributions. He particularly informed there had been two documents which contained proposals for changing CS/CV. He mentioned that as the status of the Constitution and Convention as reflected in Council document was not clear, the WG did not wish to consider any proposals to the CS and CV at that time. However, he invited administrations to review those two documents and submit proposals, if any, at the subsequent meetings.

Chairman thanked Mr. Kondo for the report and sought comments from floor. There was no comment and report was approved.

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| **Decision No. 7 (PP14-2)** |
| Meeting approved the report of the WG3 as in document PP14-2/OUT-03  |

* + 1. ***Report of the Sub Working Group on Stable ITU Constitution***

Mr. Kavouss Arasteh, Chairman of Sub Working on Stable ITU Constitution reported that the Sub Working Group had several meetings and discussed extensively the issue of Stable ITU Constitution based on the three input contributions from Islamic Republic of Iran, Australia and Japan. He commented that the issue was quite complex and need more time for the Members to consider and reach a conclusion. He mentioned that the Sub Working Group had developed a working document towards draft PACP which can be found in document PP14-2/TMP-01(Rev.3). He informed that the document contained three options for course of action on the issue of Stable Constitution. He suggested Members to consider these options and provide opinion at the next preparatory meeting. He requested the meeting to give him the authority to present the document PP14-2/TMP-01(Rev.3) as information document from APT on the issue of Stable Constitution at the preparatory meeting of CEPT. It was agreed by the meeting.

* 1. **Approval of the Output Documents**
		1. ***Document No. PP14-2/OUT-01: Terms of Re of the APT Preparatory Group for PP-14***

APT Secretariat presented the documents and mentioned that as informed at the first session of plenary the updated terms of reference was uploaded as temporary document and there had been no additional change. Secretariat pointed out that the only change in the document was the addition of words “as appropriate” at the end of section 3 h) and the document was submitted for the approval of Plenary. The Secretariat advised that after the approval of the plenary it would be submitted to the 37th Session of the Management Committee for final approval.

Chairman thanked Secretariat and sought comment from floor. There was no comment and the document was approved.

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| **Decision No. 8 (PP14-1)** |
| Meeting approved the Terms of Reference of the APT Preparatory Group for PP-14 as in document PP14-2/OUT-01. |

* + 1. ***Document No. PP14-2/OUT-02: Working Method of the APT Preparatory Group for PP-14***

APT Secretariat presented the documents and mentioned that as informed at the first session of plenary the updated terms of reference was put on the website as temporary document and there had been no proposal for further change. The proposed changes were in section 3 h) and section 4.3 c) and the document was submitted for the approval of Plenary. The Secretariat also advised that after the approval of the plenary it would be submitted to the 37th Session of the Management Committee for final approval.

Chairman thanked Secretariat and sought comment from floor. Mr. Arasteh suggest to add “in consultation with the APT coordination meeting to be held during PP” at the end of section 4.2 b). There was no further comment and the document was approved as modified. Revision was included in document PP14-2/OUT-02(Rev.1).

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| **Decision No. 8 (PP14-1)** |
| Meeting approved the Working Method of the APT Preparatory Group for PP-14 as in document PP14-2/OUT-02(Rev.1). |

1. **DATE AND VENUE OF THE NEXT MEETINGS**

Chairman requested APT Secretariat to provide information on the probable date and venue to the next preparatory meetings. Secretariat informed that two preparatory meetings had been planned in the year 2014 before PP-14 and proposed following dates for the meetings:

1. The 3rd APT Preparatory Meeting for PP-14 (PP14-3). Dates for consideration either 2-5 June or 19-22 June 2014.
2. The 4th APT Preparatory Meeting for PP-14 (PP14-4). Date for consideration 19-22 August 2014.

Secretariat mentioned that the dates had been proposed tentatively avoiding any major meetings of ITU. He suggested the meeting to consider the dates.

Chairman thanked the Secretariat for the proposal and sought comment from floor. Mr. Arasteh commented that the date of PP14-3 in June should be fixed ahead and need to avoid the overlapping of important ITU meetings. He informed that there could be some important ITU-R meetings during the proposed time frame in June. He requested secretariat to take into account when finalizing the date.

Australia mentioned that the 3rd Meeting of APT Preparatory Group (APG15-3) would be held on 09-13 June 2014 in Brisbane. Australia further commented that Australia would propose a workshop to the 37th Session of the APT Management Committee which would be held 6-7 June 2014 just before the APG15-3 Meeting. Therefore, Australia raised concern that it could be difficult for some Administrations as well as for APT Secretariat if the date is set early June prior to APG15-3 Meeting. Mr. Arasteh advised that it would be difficult for their delegation to participate in the third week of the June and their preference will be to have the meeting from 2 -5 June 2014.

Chairman suggested to fix the date tentatively from 2 to 5 June 2014 at the moment and to let Secretariat find out best possible options avoiding any major meetings of ITU. It was so agreed.

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| **Decision No. 9 (PP14-2)** |
| Meeting decided that the PP14-3 would be held for four days tentatively from 2 to 5 June 2014. Meetings also decided that the PP14-4 would be held tentatively from 19 to 22 August 2014. |

1. **CLOSING**

The delegations of Islamic Republic of Iran, People’s Republic China and the Republic of Korea thanked the Australia on behalf of the delegations for the warm hospitality and excellent arrangements for the meeting.

Mr. Wonki Min, chairman designate of the PP-14 congratulated the office bearers of the Preparatory Groups for the excellent work and thanked the delegations for the advice and tips for his Chairmanship at the PP-14. He also thanked Australia for being a wonderful host and hoped to see the delegates in Busan.

Australia expressed its pleasure to host the two meetings of WTDC14-3 and the PP14-2 in Gold Coast and thanked all delegations for their good contribution and spirit of cooperation for the success of the meeting.

Chairman thanked all the delegates for their presence and hard work to finalize all the agenda items of the meeting. He mentioned that the journey of the preparatory process towards PP-14 just began and would continue until the successful completion of PP-14. He sought cooperation and mutual understanding among the APT Members to uphold the interest of the region and take collaborative actions towards preparation for PP-14. He hoped as chairman he would be to guide the preparatory group to achieve its objectives at the PP-14. He expressed his sincere gratitude to Australian Government particularly Department of Communications for providing excellent meeting and hosting facilities. He also thanked Secretary General and other Secretariat staff for full support.

He announced the closure of the meeting.

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