

AFFILIATE MEMBERSHIP GUIDELINES

Guideline 4 (MC-44, 2020, Rev.2)

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Objectives

1. The Management Committee hereby adopts guidelines establishing criteria relating to the application procedure to be followed by prospective Affiliate Members, the review procedure to be followed by the Secretary General and the terms and conditions upon which Affiliate Membership shall be granted pursuant to paragraph 5 (f) of Article 3 of the Constitution of the Asia-Pacific Telecommunity (hereinafter referred as “Telecommunity”).
2. These Guidelines are made in recognition of the evolution of the Telecommunity’s mandate and in support of its objective to foster the development of telecommunication services and information infrastructure throughout the Telecommunity’s region with a particular focus on the expansion thereof in less developed areas. These Guidelines are further made in acknowledgement of the changing nature of the participants in the provision of telecommunication services and information infrastructure and the importance of attracting such participants to the Telecommunity.
3. The Telecommunity seeks increased participation by those active in the telecommunication services and information infrastructure sector, including academia, in its activities and programmes and wishes to integrate them into the Telecommunity. Doing so will enable the Telecommunity to continually improve the variety and quality of its programmes as well as draw upon the resources and expertise that Affiliate Members can provide.
4. The Management Committee emphasizes the role the Telecommunity can play in stimulating discussion and increasing cooperation between Affiliate Members and governments. Increased Affiliate Membership and participation will help the Telecommunity achieve its goals of facilitating the sharing of information throughout the region and raising its profile. All Members, Associate Members, existing Affiliate Members and the Secretariat are encouraged to promote new Affiliate Membership and the active participation in the Telecommunity’s activities.

Application Procedure

5. An Affiliate Member shall be any entity described in paragraph 5 (a) of Article 3 of the Constitution, i.e. any enterprise, agency, institute, organization, association, or other undertaking, entity or participant, whether private or government owned, commercial or not-for-profit, active in telecommunication services or information infrastructure with a substantial presence in, and commitment to the region which is prepared to participate in, and contribute to, the work and activities of the Telecommunity.

6. An applicant for Affiliate Membership shall be nominated by a Member or an Associate Member. Members and Associate Members may, however, notify the Secretary General of the manner in which applications from entities described in paragraph 5 (a) of Article 3 of the Constitution located in their jurisdiction may apply.
7. The Secretary General shall consult with Members and Associate Members whether they wish to provide notice of a procedure in accordance with paragraph 5 (c) of Article 3 of the Constitution in order to know how to deal with an application or how to respond to an inquiry from a prospective Affiliate Member. The Secretary General, upon receiving notification of the procedure a Member or Associate Member wishes to follow, shall follow that procedure.
8. An application for Affiliate Membership should include information considered necessary by the Secretary General to grant membership for Affiliate Membership. (A recommended format of the application form which includes terms and conditions is attached as Annex 1 to the Guidelines).
9. The application form should be web-accessible. The completed application form should be signed by an authorized representative of the applicant and nominating Member or Associate Member.
10. For an entity with a multinational presence, only the presence(s) of the entity represented in the Asia Pacific region shall be eligible to be nominated for Affiliate Membership.
11. A multinational entity with more than one presence in the region must submit a separate application for each presence according to the procedure as stated above if it wishes to become an Affiliate Member.

Terms and Conditions of Affiliate Membership

12. An Affiliate Member shall conform to the Constitution of the Telecommunity and all other instruments as well as the Terms and Conditions of its membership as determined by the Secretary General in accordance with paragraph 5 (e) of Article 3 of the Constitution.
13. The Terms and Conditions of Affiliate Membership include but are not limited to the following:
 - a) The Membership shall become effective on the date of acceptance by the Secretary General of the Telecommunity;
 - b) Affiliate Member shall conform to the Constitution and all other instruments of the Telecommunity;
 - c) Affiliate Member shall have the right to participate and contribute to the programmes and activities of the Telecommunity and to get from the Telecommunity notices, documents, reports and records relating to the Telecommunity's Work Programmes and activities in which they participate;

- d) Affiliate Member shall pay Annual Contribution/Membership Fee to the Telecommunity in full and on time, according to the number of unit(s) it has chosen and as scheduled by the Telecommunity, in accordance with Article 6 of the Financial Regulations of the APT;
- e) The Annual Contribution/Membership Fee shall be paid every fiscal year (January to December), starting from the year of becoming a member of the Telecommunity;
- f) An Affiliate Member remains a member of the Telecommunity until its membership terminates in accordance with Article 8 and/or Article 14 of the Constitution and/or Resolution 13 (GA-15, Bangkok, 2020, Rev.1).

Review Process

- 14. The Secretary General shall review each application for Affiliate Membership to ensure that it is in conformity with the objectives of the Telecommunity, that the applicant has a substantial presence in, and commitment to, the region and that the applicant will contribute actively to the Telecommunity's programme and activities.
- 15. The Secretary General may request any further information, in addition to that provided with the application, from an applicant that may be relevant or desirable and may seek such clarifications or meetings with representatives of a prospective Affiliate Member as may be necessary to assess the application.
- 16. The Secretary General may make such investigations as are deemed necessary in order to verify the information provided by the prospective Affiliate Member and may establish reasonable time limits within which an applicant must provide information.
- 17. All prospective Affiliate Members shall be advised of the duties and obligations of membership as well as their rights and benefits.
- 18. The applicant in consultation with the Secretary General shall determine its annual financial contribution and the manner, time and method of its payment upon becoming an Affiliate Member. In no event shall it be less than an amount equal to one-half unit classification of annual contribution payable by a Member or Associate Member in any given year. The amount of contribution may be pro-rated where the applicant is initially an Affiliate Member for less than one year on the condition that it shall not be less than an amount equal to one-half unit.
- 19. In addition to the above procedure, where a Member or Associate Member has notified the Secretary General of the procedure to be followed with respect to the review of an application from an entity within its jurisdiction, or where the Secretary General and the Member or Associate Member have otherwise agreed upon the procedure, the Secretary General shall ensure that such procedure is followed.

Notification of Acceptance

20. The Secretary General shall inform his acceptance in writing to the Applicant with a copy to the nominating Member or Associate Member. The effective date of becoming the Affiliate Member will be the date on which the Secretary General accepted the application as advised in his letter.
21. The Secretary General shall notify all Members, Associate Members and existing Affiliate Members of each new Affiliate Membership.

Withdrawal of Affiliate Membership

22. An Affiliate Member may withdraw from the Telecommunity in accordance with the process stipulated in Article 14 of the Constitution of the Telecommunity.
23. An Affiliate Member withdrawing from the Telecommunity shall continue to be responsible for the obligations incurred for the period of its membership.
24. The effective date of the withdrawal shall be in accordance with Paragraph 3 of Article 14 of the Constitution of the Telecommunity, i.e. on the last day of the same fiscal year if it is received by the Secretary General within the first six months of the fiscal year and one year after the receipt of notification if it is received later.
25. In the event that an Affiliate Member is in arrears of its payment to the Telecommunity for two or more consecutive years, the Member or Associate Member to which such Affiliate Member belongs may recommend such Affiliate Member to withdraw from the APT as stated in accordance with Resolution 13 (GA-15, Bangkok, 2020, Rev.1).

Failure to Fulfil Obligations

26. APT reserves the right to invoke Resolution 13 (GA-15, Bangkok, 2020, Rev.1) when an Affiliate Member fails to fulfil its financial obligation and is in arrears of its payment to the APT for two or more consecutive years, in which case such Affiliate Member shall be suspended from the right to participate in APT meetings and other events, except with a payment of a participation fee as determined by the Secretary General.
27. The Secretary General shall inform the relevant Member or Associate Member, to which such Affiliate Member belongs, of the suspension.
28. In the case of a suspension, such Affiliate Member may seek reconsideration at the next session of the Management Committee through the Member or Associate Member to which it belongs.
29. In the event that an Affiliate Member has been in arrears of its payment to the APT for two or more consecutive years and whose rights and benefits have been suspended as stated in the above, and in the absence of a negotiated and agreed repayment schedule, APT reserves the right to invoke Resolution 13 (GA-15, Bangkok, 2020, Rev.1) and take action, in respect of an Affiliate Member, as it may deem appropriate with regard to all relevant circumstances.

30. In the event that an Affiliate Member has not conformed to the Constitution and/or any other instruments of the Telecommunity, the Secretary General shall consult with the respective Member or Associate Member to which the Affiliate Member belongs. Following the consultation, APT may take action, as it may deem appropriate, with regard to all relevant circumstances in accordance with Article 8 and/or 14 of the Constitution and/or Resolution 13 (GA-15, Bangkok, 2020, Rev.1).

Entry into Force

31. These Guidelines shall enter into force on the 1st January 2021.



**ASIA-PACIFIC TELECOMMUNITY
AFFILIATE MEMBERSHIP APPLICATION FORM**

Name of applicant organization/company:	
Official Address:	
.....	
Name of contact person (<i>for correspondence</i>):	
Title:	
Tel.	Fax:
E-mail:	
Country of registration of organization/company :	
Nature of organization/company: (<i>Please indicate the appropriate box.</i>)	
<input type="checkbox"/> Public	<input type="checkbox"/> Private
<input type="checkbox"/> Not for profit	<input type="checkbox"/> Research
<input type="checkbox"/> Others (<i>Please specify</i>):	
Description of activities and geographic scope of activities:	
.....	
APT activities/programmes of interest: (<i>Please indicate the appropriate box.</i>)	
<input type="checkbox"/> Policy & Regulatory	<input type="checkbox"/> Standardization
<input type="checkbox"/> Radiocommunication	
<input type="checkbox"/> Others (<i>Please specify</i>):	
Activities/programmes in which you will participate and manner in which you will contribute to such activities/programmes	
.....	
Annual Contribution/Membership Fee (<i>Please identify number of units.</i>)	
Terms and Conditions:	
The Terms and Conditions of Affiliate Membership include but are not limited to the following:	
a) The Membership shall become effective on the date of acceptance by the Secretary General of the Telecommunity;	
b) Affiliate Member shall conform to the Constitution and all other instruments of the Telecommunity;	
c) Affiliate Member shall have the right to participate and contribute to the programmes and activities of the Telecommunity and to get from the Telecommunity notices, documents, reports and records relating to the Telecommunity's Work Programmes and activities in which they participate;	
d) Affiliate Member shall pay Annual Contribution/Membership Fee to the Telecommunity in full and on time, according to the number of unit (s) it has chosen and as scheduled by the Telecommunity, in accordance with Article 6 of the Financial Regulations of the APT;	
e) The Annual Contribution/Membership Fee shall be paid in advance every fiscal year (January to December), starting from the year of becoming a member of the Telecommunity;	
f) An Affiliate Member remains a member of the Telecommunity until its membership terminates in accordance with Article 8 and/or Article 14 of the Constitution and/or Resolution 13	
By signing this Affiliate Membership Application Form, I, the authorized representative of the entity, hereby agree to conform to the above terms and conditions and the Affiliate Membership Guidelines.	
Signature of Authorized Representative:	Date:
Name of Authorized Representative:	Title:
Nomination by:	
Signature of Authorized Representative:	Date:
Name of Authorized Representative:	Title:
Acceptance by the Secretary General of the Telecommunity:	
Signature:	Date:
Name:	