

APT DOCUMENTS FRAMEWORK
Guideline 10 (MC-43, Bangkok, 2019, Rev.1)

1. Introduction

1.1 The Management Committee (MC) of Asia-Pacific Telecommunity (APT) recognized that guidance is necessary for APT Work Programmes (WPs) to prepare outputs that are relevant and appropriate for the members of the APT. At the same time the necessary authority needed to develop such documents and the procedures for development and approval of the documents had to be provided. Therefore, the “*APT Documentation Scheme*” was approved by the 28th Session of the MC which was held in Kuala Lumpur, Malaysia in 2004.

1.2 While the APT Documentation Scheme has provided guidance to the WPs, more flexibility and clearer guidance were requested by certain WPs and members. This included the possibility for WPs to submit their output documents to technical meetings at Study Group level of ITU without a formal consultation process in order to be able to submit their contributions in a timely manner. As a result, the 34th Session of the MC decided that the APT Documentation Scheme needed to be modified to accommodate this requirement, and instructed the Ad-Hoc Correspondence Group on General Assembly (GA) Preparations and APT Rules to develop a new framework for APT documents.

1.3 In order to assist the work of APT, similar to the previous APT Documentation Scheme, this new APT Documents Framework should:

- facilitate and not hinder the work of APT;
- provide flexibility to WPs; and,
- provide clear guidance to WPs.

1.4 The APT Documents Framework (Framework) identifies the documents required by the Constitution of the Asia-Pacific Telecommunity (Constitution), as well as those developed pursuant to the Constitution. At the same time, this Framework provides the various types of output documents which may be developed by the various APT activities. The Framework also details processes needed to develop such documents including procedures for the development and approval of the documents.

2. Document Types

2.1 The Constitution is the basic instrument of the APT.

2.2 The provisions of the Constitution are complemented by Regulations, Rules, Guidelines and other documents that are entrusted by the Constitution to the organs of the APT. (refer to <Table 1-1> and <Table 1-2> below)

<Table 1-1> Documents/subjects required by the Constitution

Documents/subjects required by the Constitution	Relevant Provision(s) of the Constitution
Rules of Procedure of GA	Article 8, Para 6(h)
Rules of Procedure of MC	Article 9, Para 5(l)
Affiliate Membership Guidelines	Article 3, Para 5(f)

Staff Regulations	Article 9, Para 5(b)
Financial Regulations	Article 9, Para 5(b)
Terms and Conditions of Employment of the SG and DSG	Article 8, Para 6(e)
Duties of the Secretariat	Article 9, Para 5(k)
Terms and Conditions of Employment of Officials other than SG and DSG	Article 9, Para 5(k)
Work Programme	Article 9, Para 5(b); Article 10, Para 4(i)
Annual Budget	Article 9, Para 5(d); Article 10, Para 4(i)
Annual Report on the work of the APT	Article 9, Para 5(f); Article 10, Para 4(i)
Report of Audited Accounts	Article 9, Para 5(e); Article 10, Para 4(i)

<Table 1-2> Documents/subjects pursuant to the Constitution

Documents/subjects required by the Constitution	Relevant Provision(s) of the Constitution
Terms of Reference	Article 7, Para 3
Working Methods of Work Programmes	Article 7, Para 3
APT Documents Framework	Article 9, Para 5(b)
Strategic Plan	Article 8, Para 6(a)
Agreement on privileges and immunities	Article 12, Para 3
Agreements between APT and Governments, organizations or administrations	Article 8, Para 6(d)

2.3 The following documents are not addressed in this Framework:

- (a) Work Programme;
- (b) Annual Budget;
- (c) Annual Report on the work of the APT;
- (d) Report of Audited Accounts;
- (e) Headquarters Agreement;
- (f) Agreements on Privileges and Immunities;
- (g) Agreements between APT and Governments, Organizations or Administrations;
and
- (h) Documents for the management and administration of the Secretariat.

2.4 Documents/subjects required by or developed pursuant to the Constitution should be issued by the form of the following types of APT output documents (refer to <Table 2> below).

2.5 The types of APT output documents set forth OUTPUT documents only and not input documents (which include Contributions and Proposals to APT meetings).

2.6 While these types of APT output documents integrate most of the documents developed by APT activities, some of the document types previously used have been excluded or merged with other types of documents to improve the efficiency of the work of APT as well as providing clearer understanding.

<Table 2> Types of APT Output Documents

Document Types	Description of Document	Notes
Regulations/ Rules	An administrative document governing the processes of APT	<i>e.g. Rules of Procedure of GA / MC, Financial Regulations, Staff Regulations and Staff Rules of the APT</i>
	A document which sets out such matters as objectives, terms of reference (purpose, scope), period of tenure, structure, rules of conduct of activity (working procedures including document approval procedures, participation arrangements, treatment of contributions, etc).	<i>e.g. Working Methods, Terms of Reference</i>
Policy Document ¹	A document containing policy and/or strategy of APT	<i>e.g. Strategic Plan of APT, Strategic Plan of WP</i>
Resolution	A document containing formal decisions of the GA and MC	
	A document containing directions or instructions to the Secretariat	
Recommendation	A document providing specifications, guidance or a recommended procedure	<i>Containing “What we should do”</i>
Guideline	A document that provides operational guidance to streamline particular procedures or issues in undertaking APT activities	<i>Needs GA/MC approval</i>
	A document for use by members containing “Best practices” on generally accepted methods or processes that have been proven to accomplish given tasks	<i>Needs Plenary approval</i>
	A document developed by a WP expressing an agreed view by participants on a particular technical or regulatory issue intended as a guideline for use by members when considered appropriate.	<i>Needs Plenary approval</i>
Report	A summary record of a meeting including summaries of discussions, decisions and conclusions. It may include proposals and other items that may require the consideration of the GA/MC	<i>e.g. Summary records, Meeting Reports</i>

Document Types	Description of Document	Notes
	A document containing results of a study made by a WP	
Liaison Statement	A statement of communication between different WPs intending to convey important information to and/or requesting important information from other WPs	
	A document containing information or reference which is sent to external organizations	<i>A Liaison Statement should be sent to an external organization by the APT Secretary General</i>
APT Common Proposal (ACP)	A document containing subject matter developed by a WP and endorsed by the required number of APT Members for submission by the Secretary General as a multi-country proposal to another organization	<i>Documents to international or regional Conferences/Assemblies Member consultation is required</i>
APT Position	A document containing an agreed view of APT Members on certain matters to be used internally prior to or during the debate at international Conferences/ Assemblies	<i>Needs Plenary approval and the name of participating Members</i>
APT View	A view approved by the plenary of WP on certain matters, which can be submitted to an international organization by the Secretary General on behalf of Members participating at that plenary	<i>Requires Plenary approval and the names of participating Members (for submission to the international organizations mainly at no higher level than ITU Study Group activities or equivalent)</i>

Note 1: In the case of inconsistency between a provision of these documents and the Constitution, the Constitution shall prevail.

3. Approval Process

3.1 Approval Process for output documents

3.1.1 APT organs and WPs may develop their own documents as detailed in this Framework.

3.1.2 Besides Recommendations and APT Common Proposals (ACPs) which require Member consultation to adopt or approve (*see sections 3.2 and 3.3 below respectively*), the remaining APT output documents should be developed and approved as detailed in <Table 3> below.

3.1.3 All APT output documents should, as far as possible, be approved by consensus.

3.1.4 In the case where consensus cannot be reached at GA or MC, then the output documents may be approved by voting in accordance with the “Rules of Procedure of the General Assembly” and the “Rules of Procedure of the Management Committee”.

3.1.5 Procedures for the approval of output documents by WPs are to be given in the relevant working methods of each WP as approved by the MC. Such approval procedures are subject to the process described in this Framework.

<Table 3> Development and Approval Process for APT Output Documents

Document Types		Developed by	Approved by	Notes
Regulations/ Rules		GA, MC, WP	GA, MC	
Policy Document		GA, MC, WP	GA, MC	
Resolution		GA, MC, WP	GA, MC	
Recommendation		GA, MC, WP	GA, MC	For Recommendations developed by WPs, see section 3.2 below for the process of adoption by Members
Guideline	Procedural	GA, MC, WP	GA, MC	
	Technical	WP	WP	
Report	Technical document	WP	WP	
	Meeting report	Secretariat, WP	GA, MC, WP	A meeting report is approved by the meeting concerned
Liaison Statement		WP	WP	
APT Common Proposal (ACP)		WP	APT Members	APT Member consultation required (<i>see Section 3.3 below</i>)
APT Position		WP	WP	
APT View		WP	WP	

3.2 Criteria for APT Recommendation

3.2.1 The plenary of WP shall decide whether a draft text is ready to be circulated to APT Members in order to seek adoption as a draft Recommendation to be submitted for approval by the APT MC.

3.2.2 Immediately after the plenary of WP, the APT Secretariat shall circulate by e-mail as appropriate, to the focal point of APT Members, all draft documents proposed for adoption, copying in the Heads of Delegations present at the relevant APT WP meeting and to relevant department of that APT Member if possible.

- (a) A period of six weeks shall be allowed for responses and the Secretariat shall coordinate the responses received.
- (b) APT Secretariat will send at least two reminders before the deadline of adoption process, one four weeks prior and the other one week prior to the deadline of adoption process.
- (c) Any Member who has not responded during the consultation period will be considered to have abstained.

3.2.3 Following the consultation period, the Recommendation shall be considered adopted and will be submitted to MC for approval if each of the following conditions are met:

- (a) at least one quarter (25%) of all APT Members support the adoption of the document, as appropriate; and
- (b) adoption of the document is not opposed by two or more APT Members except if one member opposes for the reason of policy and regulatory issue in the document.

3.2.4 If, at the end of the consultation period, a document does not receive sufficient support for adoption or is opposed as defined in 3.2.3, it shall be returned to the next WP meeting for additional consideration.

3.2.5 Those APT Members who indicate in their response that they do not agree to the adoption of the draft new or revised APT Recommendation in the consultation stage, are encouraged to provide their reasons therefor.

3.2.6 Documents adopted by the WP may be proposed immediately to the Management Committee for approval.

- (a) If the Chairman and Vice-Chairmen of MC are satisfied that the agreed WP procedures have been applied, then the draft document proposed by the WP may be issued on a provisional basis.
- (b) A provisional APT Recommendation must be confirmed at the next MC meeting, or be returned to the WP for review.

3.3 Criteria for APT Common Proposal (ACP)

3.3.1 A draft APT Common Proposal (ACP) is developed by the relevant APT WP and will become a Preliminary APT Common Proposal (PACP) once it is adopted by the WP. PACPs are required to be circulated to all APT Members through the APT Secretariat for endorsement. Once the PACPs meet the criteria below, the PACPs become ACPs.

3.3.2 On confirmation of a proposal as a PACP, all APT Members will be asked to consider inclusion of their country name as a signatory to that proposal. A PACP becomes an ACP provided that:

- (a) the proposal is supported by at least one quarter (25%) of all the APT Members and;
- (b) the proposal is not opposed by more than 50% of the number of Members who support it.

4. Administration of the APT Documents Framework

4.1 Numbering Scheme

4.1.1 The numbering scheme for APT Resolutions, Recommendations and Guidelines should, in the future, be in accordance with <Table 4> below.

<Table 4> Numbering Scheme of APT Resolutions, Recommendations and Guidelines

Document Types		Numbering Scheme	Notes
Resolution		Resolution <i>xx</i> (no. of meeting, city name, year, no. of revision) <ul style="list-style-type: none"> • (e.g. – new Resolution) <i>Resolution 56 (GA-12, Jeju, 2011)</i> • (e.g. – revised Resolution) <i>Resolution 12 (MC-34, Macau, 2010, Rev.2)</i> 	<i>Followed by the title of the document</i>
Recommendation	Procedural	Recommendation <i>xx</i> (no. of meeting, city name, year, no. of revision) <ul style="list-style-type: none"> • (e.g. – new Recommendation) <i>Recommendation 56 (GA-12, Jeju, 2011)</i> • (e.g. – revised Recommendation) <i>Recommendation 12 (MC-34, Macau, 2010, Rev.2)</i> 	
	Technical	<i>In accordance with 4.1.2</i>	
Guideline		Guideline <i>xx</i> (no. of meeting, city name, year, no. of revision) <ul style="list-style-type: none"> • (e.g. – new Guideline) <i>Guideline 56 (GA-12, Jeju, 2011)</i> • (e.g. – revised Guideline) <i>Guideline 12 (MC-34, Macau, 2010, Rev.2)</i> 	

4.1.2 The numbering scheme including the way of describing the title for other document types which are not set out at <Table 4> above is to be developed by the relevant WP in consultation with the Secretariat based on the structure in <Table 4>.

4.2 Documents Structure

4.2.1 The structure for Resolutions and Recommendations is given below:

<p>(cover page)</p> <p>Title</p> <p>Scope</p> <p>The Asia-Pacific Telecommunity</p> <p><i>considering / noting / recognizing / ...</i></p> <p><i>resolves / recommends / ...</i></p> <p>Annexes / Appendices</p>
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4.2.2 The structure for other document types is to be developed by the relevant WP in consultation with the Secretariat.

4.2.3 A Report for a meeting summary record contains approved decisions and/or action items which require follow up activities. These are to be indicated as follows:

(for decisions)

Decision no. (name of meeting / no. of the meeting)
- e.g. <i>GA/MC decides to...</i>

(for action items)

Action Item no. (name of meeting / no. of the meeting)
- e.g. <i>GA/MC instructs the APT Secretariat...</i>

4.3 Intellectual Property Rights

4.3.1 Pursuant to the decision of the 33rd Session of the MC, the APT is to have a policy on Intellectual Property Rights. This is currently being developed and will be inserted into this Framework once it is approved by the MC.

4.3.2 The statement for the copyright of APT information to appear on the APT Website should be as follows:

<p>APT holds copyright in the information available on this Web site, unless otherwise stated. Copyright in any third-party materials found on this Web site must also be respected. Request for permission to reproduce the APT materials available on this Web site should be sent to <i>aptadmin@apt.int</i>. The name and logo (emblem) of the Asia-Pacific Telecommunity are legally protected and may not be used without express written permission of the APT.</p>
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