

GUIDELINES ON APT INFORMATION/DOCUMENT ACCESS POLICY

Guideline 19 (MC-45, 2021)

1. Introduction

1.1 Public access to information contributes to a better awareness and understanding of the Asia-Pacific Telecommunity's (APT) objectives and business, and increases the visibility, transparency and accountability of the APT's activities.

1.2 Increasing public access to information will further the objectives in Article 2 of the *APT Constitution* to "foster the development of telecommunication services and information infrastructure throughout the region" and "facilitate coordination within the region".

2. Purpose of the policy

2.1 The APT Information/Document Access Policy determines the extent to which information should be made publicly accessible.

2.2 The policy outlines the categories of information/documents that will be publicly released and information/documents that will not be subject to public release (refer to Section 3 and Section 4).

3. Publicly accessible information/documents

The following general categories of information/documents are publicly released:

- a) General information about the mandate, activities and history of APT
- b) Information related to the governance and management of APT, such as, but not limited to, the APT Constitution, Rules of Procedure of GA and MC, Resolutions of GA, and Guidelines of MC, as appropriate
- c) Information on APT's Work Programme activities
- d) Output of the APT meetings, such as, but not limited to, APT Recommendations, APT Reports (technical reports), APT Views, Preliminary APT Common Proposals, APT Common Proposals
- e) Working Methods, Approval Procedures of Output Documents and Work Plan of APT Work Programmes

4. Information/documents accessible only by members

Access to the following information/documents are restricted only to APT members:

- a) Meeting Administrative Documents including List of Participants
- b) Meeting Input Documents
- c) Reports of working groups/ task groups/ expert groups/ ad-hoc groups
- d) Report of the meeting (summary record)
- e) Meeting working documents including temporary documents
- f) Resolutions and/or Guidelines relevant to financial and/or operational matters

5. Responsibilities

5.1 The APT Secretariat should put in place suitable arrangements to allow information/documents to be marked for public release or not for public release.

5.2 Compliance with this policy is the responsibility of the Secretary General of the APT.

6. Entry into force

This policy should enter into force when it is approved by the APT Management Committee.