

**GUIDELINE FOR ORGANIZING APT ACTIVITIES IN COLLABORATION WITH
MEMBERS AND OTHER ORGANIZATIONS**
(MC37, Vientiane, 2013)

In order to promote maximum effectiveness of the APT in meeting the needs of its members, the APT may organize activities in collaboration with members as well as relevant international, regional and sub-regional organizations.

1. DEFINITIONS

In this Guideline, “Organizer”, “Host” and “Sponsor” are defined as follows:

- (a) An Organizer is an entity responsible for the overall planning and execution of an activity.
- (b) A Host is an entity which provides the venue, meeting facilities and local support essential to the conduct of an activity.
- (c) A Sponsor is an entity which provides material support in cash or in kind to an activity.

2. GENERAL PRINCIPLES

2.1 The following general principles should be applied in organizing collaborative activities:

- (a) Collaborative activities should be mutually beneficial to the APT and partner organizations;
- (b) Collaborative activities shall not be for profit and shall not be construed as a platform for commercial advertising;
- (c) Collaborative activities with sub-regional, regional and international organizations should be implemented on a cost sharing basis;
- (d) Collaborative activities with non-governmental, commercial or private sector organizations which are not APT members may be organized by the APT either in conjunction with its Member, or in its own right, subject to its Member’s agreement.
- (e) Any proposal for a collaborative activity, whose cost is covered by the General Budget, must be approved by the Management Committee or, if the proposal is received between sessions, by the Chairman and Vice-Chairmen of the Management Committee at the request of Secretary General, taking into account existing commitments, financial and human resources available.
- (f) In principle, the General Budget should be used only for meeting costs, Secretariat travel and fellowships for Members and Associate Members.

2.2 For the purposes of this Guideline, sub-regional, regional and international organizations may comprise the following:

- (a) Organizations which can enhance leverage of the APT in the global arena such as the UN and its agencies etc.;

- (b) Organizations with which the APT has established MoUs;
- (c) Organizations that are active in the field of ICT and have common membership in part or full or have potential eligible non members; and
- (d) Funding organizations.

3. RECOGNITION OF PARTNERS

3.1 In literature and signage associated with activities of the APT, the collaborative partners should be recognized as follows:

Organizers / Co-organizers

- (a) International organizations, regional organizations and sub-regional organizations may be recognized as “co-organizers” or “organizers” of equal standing to the APT if they so request and if they have made appropriate contribution to the activity.
- (b) Members and Associate Members may be recognized as “co-organizers” in cases where the Management Committee has agreed to the activity on the condition of appropriate arrangements, taking into account the particular subject of the activity.

Hosts

Members, Associate Members or Affiliate Members will normally be recognized as “Hosts” when the activity is substantially supported by EBCs in cash or in kind.

Sponsors

Where the support is given in the form of EBCs by Members, Associate Members or Affiliate Members or by supporting entities that are not APT Members, the activity may be described as “supported by” the relevant entity, and such entities are described as “Sponsor”.

- 3.2 Meeting presentations by participating commercial and private entities are permitted to include reference to products and/or services of those entities to the extent that such information is relevant to the agreed subject of their presentation, and in a form that, in the opinion of the Secretary General, does not amount to direct advertising.
- 3.3 Promotional information of co-organizers, hosts and sponsors may be made available for collection by attendees at meeting venues, but should not be distributed in the meeting halls or together with official meeting papers.
- 3.4 Logos and displays associated with an activity should recognize the different kinds of support in the following order of prominence. The APT and other Organizers first; Hosts second; and Sponsors third.

4. IMPLEMENTATION

This Guideline shall be implemented in line with the Constitution, Financial Regulations and other relevant rules and instruments of the APT.

5. INTERPRETATION

Interpretation of this Guideline is the responsibility of the Secretary General.