

**TERMS OF REFERENCE**

**OF**

**THE CORRESPONDENCE GROUP**

**FOR THE ASIA-PACIFIC ICT MINISTERIAL MEETING 2019**

**Approved by**

**The 42nd Session of the Management Committee of the Asia-Pacific Telecommunity**

**(MC-42)**

**9 – 12 October 2018**

**Ulaanbaatar, Mongolia**

***(Source: MC-42/OUT-09)***

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1. **Scope of work**

The Correspondence Group for the Asia-Pacific ICT Ministerial Meeting in 2019 (CGMM) will work on the following:

* 1. develop and review the draft Ministerial Statement and draft Press Release to be submitted to the Senior Official Meeting of the Asia-Pacific ICT Ministerial Meeting in 2019 (Ministerial Meeting)
  2. review the provisional agenda and tentative programme of the Ministerial Meeting
  3. advise APT secretariat on any other matters related to the Ministerial Meeting

1. **Expected Output(s)**
   1. A draft Statement of the Ministerial Meeting
   2. A draft Press Release of the Ministerial Meeting
2. **Participation**
   1. APT Members and Associate Members may participate in the work of CGMM
   2. Chairman of the CGMM may invite non-Members for advisory capacity in consultation with the Secretary General of the APT
3. **Chairmanship**
   1. Chairman of the CGMM will be nominated by the host country of the Ministerial Meeting in consultation with the Secretary General of APT
   2. The Chairman will serve its chairmanship until the group dissolved
4. **Meetings** 
   1. CGMM should work through correspondence means as much as possible
   2. Physical meeting(s) can be arranged in order to facilitate the discussion, if budget permits and agreed by the Management Committee
5. **Life span of the CGMM**
   1. CGMM should be dissolved after the Ministerial Meeting concludes
6. **Role of the APT Secretariat**
   1. Organize CGMM meetings
   2. Provide and maintain email reflector(s) for the CGMM
   3. Provide necessary secretariat support required by the CGMM
7. **Timeline**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Tasks** | **2018** (month) | | | | | **2019** (month) | | | | |
| 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 |
| CGMM establishment (@PRF-18) |  |  |  |  |  |  |  |  |  |  |
| members nomination of CGMM |  |  |  |  |  |  |  |  |  |  |
| MC formal approval of CGMM (@MC-42) |  |  |  |  |  |  |  |  |  |  |
| To discuss possible theme |  |  |  |  |  |  |  |  |  |  |
| To determine theme for MM (@MC-42) |  |  |  |  |  |  |  |  |  |  |
| To discuss outline of the Statement |  |  |  |  |  |  |  |  |  |  |
| To develop the 1st draft Statement |  |  |  |  |  |  |  |  |  |  |
| 1st CGMM physical meeting |  |  |  |  |  |  |  |  |  |  |
| 1st draft Statement consultation with members |  |  |  |  |  |  |  |  |  |  |
| To develop the 2nd draft Statement at the 2nd CGMM physical meeting |  |  |  |  |  |  |  |  |  |  |
| 2nd draft Statement consultation with Members |  |  |  |  |  |  |  |  |  |  |
| To submit inputs to the Senior Official Meeting for the MM |  |  |  |  |  |  |  |  |  |  |
| To review draft agenda and tentative programme of the MM |  |  |  |  |  |  |  |  |  |  |