

**working methods of**

**the apt Policy and regulatION forum for pacific (PRFP)[[1]](#footnote-1)**

**Approved by**

**The 44th Session of the Management Committee of the Asia-Pacific Telecommunity**

**(MC-44)**

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**Virtual Meeting**

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**WORKING METHODS OF**

**APT policy and regulation forum for pacific (prfp)**

1. **Introduction**
	1. The Policy and Regulation Forum for Pacific (hereinafter referred to as “PRFP”) is a key subregional activity of the Asia-Pacific Telecommunity (APT). The Working Methods for the PRFP set out the purpose, scope, participation arrangements, etc., for the Forum.
2. **Objectives of PRFP**
	1. The Objectives of the Forum are to:
* Bring the telecommunications and ICT policy makers and regulators from the Pacific region together to a common platform for a dialogue on issues faced by them.
* Discuss and coordinate all the issues relating to policy and regulations for telecommunication and ICT which are of common interest to the telecommunication administrations in the Pacific region.
* Provide an opportunity to the top policy makers and regulators to share information, best practices and experiences for the common benefit of the members.
* Facilitate intra regional collaboration on policy and regulatory issues as required.
1. **Membership**
	1. The Membership of PRFP (hereinafter referred to as “PRFP Members”) consists of the following sixteen countries and territories in the Pacific region:
* Australia
* Federated States of Micronesia
* Fiji
* Kiribati
* Marshall Islands
* Nauru
* New Zealand
* Palau
* Papua New Guinea
* Samoa
* Solomon Islands
* Tonga
* Tuvalu
* Vanuatu
* Cook Islands
* Niue
1. **Structure**

4.1 The PRFP will meet at least once a year or as deemed necessary. The PRFP will be organized as a physical meeting, virtual/online meeting, or hybrid meeting (combination of both physical and virtual/online).

4.2 The PRFP consists of PRFP Members, a Chairman and two Vice-Chairmen.

4.3 The Chairman shall be nominated by the Forum from PRFP Members with the term of two years that is extendable once.

4.4 The Chairman is responsible for overall administrative matters regarding the PRFP and presides over the PRFP meetings. The Chairman’s responsibilities include:

1. To review the report of the PRFP to the MC before its adoption;
2. To attend the APT Management Committee to represent the PRFP.

4.5 The Vice-Chairmen shall be nominated with the term of two years that is extendable once*.*

4.6 The Vice-Chairmen shall assist the Chairman in performing his or her duties.

4.7 If the Chairman resigns or is no longer able to fulfil his or her role at the PRFP, then the Secretary General will invite a Vice-Chairman to assume the responsibilities of Acting Chairman until the next PRFP meeting where a new Chairman of the PRFP will be elected at the earliest plenary session.

4.8 If any of the Vice-Chairmen resign or is no longer able to fulfil his or her role at the PRFP, then a replacement Vice-Chairman will be elected at the next meeting.

4.9 The Steering Committee of the PRFP shall include the Chairman, Vice-Chairmen and representatives from the APT Secretariat. Representatives from the host administration are invited to the Steering Committee, in the case where the PRFP meeting takes place in a host country. The Steering Committee shall:

* identify topics for discussion and assist the APT Secretariat in compiling a draft agenda for next Forum,
* identify the speakers for the topics and themes of the PRFP, in coordination with administrations, and
* propose any changes to the working methods of the PRFP for consideration and adoption in the Forum.

4.10 The PRFP may establish Working Groups to study or undertake detailed discussions and/or studies on specific issues in telecommunications and ICT as required.

4.11 The Working Groups of PRFP will be headed by a Chairman of the Working Group and supported by Experts. The Chairman of Working Groups will be decided by PRFP.

4.12 The Terms of Reference and tenure of office bearers of the Working Groups will be decided by the PRFP.

4.13 Working Groups may work electronically for producing practical outputs for use of members and work in between the PRFP sessions.

1. **Participation**

5.1 All APT Members, Associate Members and Affiliate Members may participate in the activities of the Forum.

5.2 Organizations which have a MOU with the APT or other relevant international or regional organizations may send representatives to attend the meetings of the Forum on the same basis as they attend other APT meetings.

5.3 Non-APT members may be invited to participate in the activities of the Forum as a guest at the discretion of the Chairman of the Forum and the Secretary General in consultation with the relevant Member administration as appropriate.

5.4 Other non-APT members may participate as observer with the payment of the participation fee.

1. **Contributions to PRFP Meetings**
2. All APT members from PRFP Members can submit contributions and proposals related to the PRFP meetings.
3. Organizations which have a MOU with the APT and other relevant international or regional organizations may submit a contribution as an Information Document on the same basis as they attend other APT meetings.
4. Non-members of PRFP may not submit contributions to the PRFP meetings. However, considering the importance of the subject matters, the PRFP Chairman or Vice -Chairman may allow non-members to submit and present a contribution as an Information Document.
5. **Output documents and approval procedures**

The types of the PRFP output documents and the approval procedures are given in document “*Approval Procedure for Output Documents of PRFP”* as attached in the **Annex.**

1. **Role of the APT Secretariat**
2. Organize the PRFP Meetings
3. Coordinate with the Chairman, Vice-Chairmen, PRFP Members for accelerating the work of PRFP
4. Maintain the PRFP webpage and facilitate linkage to other relevant Websites
5. Prepare and submit proposals for consideration by the Management Committee of the APT
6. Provide necessary secretarial support required by the PRFP
7. The APT Secretariat shall be responsible for the preparation of the meeting of the PRFP in consultation with the Chairman, Vice-Chairmen and Steering Committee of the PRFP. The APT Secretariat shall prepare the draft Agenda and Programme of the PRFP as proposed by the Steering Committee of the PRFP and will provide secretarial support during the meeting.

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1. Proposed revision by the 13th APT Policy and Regulation Forum for Pacific (PRFP-13), Virtual Meeting,

29-30 September 2020. [↑](#footnote-ref-1)