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|  | ASIA-PACIFIC TELECOMMUNITY | **Document No.:** |
| **The Extraordinary Meeting of the APT Preparatory Group for WTDC-21 (APT WTDC21-e)** | **APT WTDC21-e/ INP-09** |
| 21 April 2022, Virtual/Online Meeting | 13 April 2022 |

Secretary General

**Information for APT coordination during the WTDC-21**

This document aims to provide a general information and guideline how to conduct the APT Coordination Meeting during the WTDC-21 and what are the responsibilities of leading/assisting countries of APT Common Proposals (ACPs) and other delegates (including focal points)

**1. APT Coordination Meetings during the WTDC-21**

1.1 Clause 5.2 of the Working methods of APT-WTDCs describes of the function of Coordination meetings, which is following

*5.2 Coordination Meetings*

*a) APT-WTDC coordination meetings can be organized by the APT Secretariat during WTDCs in order to:*

* *ensure that APT Common Proposals on WTDC agenda items and other contributions are presented effectively*
* *ensure that APT-WTDC participates actively in the relevant Committees and other meetings during WTDCs*
* *negotiate with other regional organizations with the objective of promoting consensus building and developing common understanding on issues*

*b) The Chair of the APT-WTDC will preside over the coordination meetings.*

*c) The structure and schedule of the coordination meetings will be decided by the regular meeting[[1]](#footnote-1) to be held immediately before the WTDC-21.*

1.2 In the absence of the Chair, one of the Vice-Chairs will preside over the meetings. If both the Chair and Vice-Chairs are not present then the Chair of one of the Working Groups, as designated by the Chair of the APT-WTDC beforehand, will preside over the meeting.

1.3 The Chair of the APT-WTDC, or his nominated person, with the assistance of the APT Secretariat shall be responsible for setting the time and venue for coordination meetings for the WTDC-21.

1.4 The coordination meetings may discuss and adopt APT Positions on the proposals submitted to WTDC-21 by other regions to which APT does not have ACPs.

**2. The role and responsibilities of APT leading and assisting countries**

2.1 Leading country should introduce the designated ACP(s) at the WTDC-21. In case the leading country is not available at the meeting when ACP needs to be presented, the assisting country should introduce it instead.

2.2 The leading country, together with the assisting country, shall take primary responsibility of the designated ACP, play the coordination role with other countries and/or regions who submit related proposals, follow up the situation of the ACP, and report its status to the APT Coordination Meetings in a timely and appropriate manner.

2.3 The role of the leading and assisting countries will not extend to undertaking substantial negotiations on ACPs unless the APT Coordination Meeting during the WTDC-21 explicitly instructs a specific direction to do so.

**3. The role and responsibilities of APT focal points**

3.1 Working Group Chairs and Vice-Chairs are expected to monitor the WTDC-21 discussions under their respective responsibilities and report to the APT Coordination Meeting including issues which APT members need to pay attention where APT has not produced ACPs.

3.2 If required, APT Coordination Meeting may nominate focal point(s) where APT has not produced any ACPs or APT Positions.

3.3 The role of the focal point is mainly to monitor the discussion and report the status of the issue to the APT Coordination Meeting.

3.4 The role of the focal point will not extend to undertaking negotiations nor agreeing on decisions as APT unless the APT Coordination Meeting during the WTDC-21 explicitly instructs a specific direction to do so.

3.5 In case there is any issue to resolve during the course of monitoring, the focal point shall report it to the APT Coordination Meeting in a timely manner, especially when the issue is believed that some APT members have interests or concerns in it.

**4. Special arrangement for APT Coordination Meeting for WTDC-21**

4.1 APT Secretariat will attempt to arrange a coordination meeting for both physical attendance and virtual attendance to the extent possible.

4.2 In order to facilitate the communication among representatives of APT members to attend the WTDC-21, email reflectors and any other instant messaging applications (such as WhatsApp) will be used, and all necessary information will be shared with attendees in due course.

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1. The first APT Coordination Meeting for the WTDC-21. [↑](#footnote-ref-1)