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|  | ASIA-PACIFIC TELECOMMUNITY |  |  |
| **The 5th Meeting of the APT Conference Preparatory Group for WRC-23 (APG23-5)** |  |
| 20 – 25 February 2023, Busan, Republic of Korea |

**INFORMATION for submitting contributions to apg23-5**

Following principles will be maintained for submitting contributions to APG23-5:

**Right of Document Submission:**

* 1. All APT Members may submit input contributions related to the agenda of each of the meetings of APG
	2. Associate Members and Affiliate Members can submit input contributions based on the agreement with the corresponding APT Member or Associate Member. Otherwise, the contribution will be treated as information document.
	3. Contributions from the ITU and other international/regional organizations having spectrum management interests will be treated as information documents.
	4. Organizations which have an MoU with the APT can submit information documents on the same basis as they submit contributions to other APT meetings.
	5. Other observers cannot submit any type of contribution to the APG meetings

**Submission Procedure for Documents:**

* APT Members are requested to submit two types of input documents:
	1. Preliminary Views on WRC-23 Agenda Items
	2. Proposed Modifications to Draft CPM Report
* For the Preliminary Views please submit documents based on APG-23 Working Party Structure. Please use separate documents for each APG-23 Working Party. APG-23 WP structure is attached below:

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| **Working Party** | **Assigned Agenda Items** |
| **WP1:** Fixed, Mobile and Broadcasting Issues | 1.1, 1.2, 1.3, 1.4,1.5, 9.1 (Topic c) Res. 175 (WRC-19))and Art. No. 21.5*Note: For AI1.1 WP1 would be responsible for APG preparation in close collaboration with WP2*  |
| **WP2:** Aeronautical and Maritime Issues | 1.6, 1.7, 1.8, 1.9, 1.10, 1.11 and Res.427 (WRC-19) |
| **WP3:** Science Issues | 1.12, 1.13, 1.14, 9.1 (Topics: a) Res. 657 (Rev.WRC-19), d) WRC-19 Doc. [535](https://www.itu.int/md/R16-WRC19-C-0535/en), 2nd section of the Annex) and Res. 655 (WRC-15) |
| **WP4:** Satellite Issues | 1.15, 1.16, 1.17, 1.18, 1.19 & 7 |
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| **WP5:** General Issues | 2, 4, 8, 9.1 (Topic: b) Res. 744 (WRC-19)), and 10 |

* Please use separate documents for proposed modification on each Chapter of the Draft CPM Report.
* For the preparation of documents for proposed modification on the Draft CPM Report please refer to the [***ITU Guideline for the Preparation of Contributions for CPM23-2***](https://www.itu.int/dms_pub/itu-r/oth/0a/0a/R0A0A00001D0001PDFE.pdf).

**Document Templates for Submitting Contributions**:

Please use the following document templates for submitting your contributions.

* In case of submitting contributions on the Preliminary Views on WRC-23 Agenda Items please use following template:



* In case of submitting contributions on the Proposed Modification of Draft CPM Report please use the following template:



* In case of submitting other contributions please use following template:



**Closing Date for Submission:**

All contributions should be submitted by **13 February 2023** to APT Secretariat (aptpag@apt.int). APT Secretariat will post all received contributions at the meeting webpage before the meeting starts. In the case where there are input contributions received after the closing date will be considered as information documents for APG23-5 and will be treated as input document for APG23-6. However, the Plenary of APG23-5 may decide to accept such documents as input documents, even though they have been received after the due date.

**Secretariat Contact:**

Please send your contributions to aptapg@apt.int. If you have any query or need clarification on the document submission, please feel free to contact.

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