



Working Group on Work Programme

Working Methods of the APT Conference Preparatory Group for WRC-15

1. Introduction

The APT Conference Preparatory Group (APG) for ITU World Radiocommunication Conferences (WRCs) is to harmonize the views of APT Members and to prepare proposals to the WRCs. The APG contributes to WRC activities so that the interests of the region are well protected. The APG also coordinates the regional views on ITU Radiocommunication Assemblies (RAs). The basis of the working methods is to develop consensus.

This document describes the objectives, terms of reference, structures and working procedures of the APG.

2. Objectives

The main objective of APG is to organize coordinated regional activities for WRCs and RAs in order to ensure that the interests of APT Members on Radiocommunication issues are properly represented. The activities include but are not limited to:

- a. develop APT Common Proposals (herein after referred to as “ACPs”) for WRCs and on matters related to ITU Radiocommunication Assemblies (RAs);
- b. develop APT contributions¹ to ITU-R Conference Preparatory Meetings (CPMs) and the ITU-R Special Committee for Regulatory and Procedural Matters (SCRPM).²
- c. assist APT Member countries, specially developing countries, in their preparations for WRCs, RAs, CPMs and the SC so that the interests of the region are protected.

3. Terms of Reference

The Terms of References of the APG cover the following areas:

¹ Contributions are prepared and agreed in accordance with the “Output Document Types and Approval Procedure of the Output Documents of APG”

² The Special Committee for Regulatory and Procedural Matters is often referred to as, simply, the Special Committee (SC).

3.1 WRC Activities

- a) to identify and study issues associated with each WRC Agenda Item, taking into account ,where appropriate, the results of the studies undertaken in the relevant ITU-R Study Groups and Working Parties associated with these Agenda Items;
- b) to develop preliminary views and draft proposals on the Agenda Items;
- c) to review the outcomes of the Working Party of the Special Committee and the text of the Draft CPM Report and to develop APT contributions, if thought appropriate, to the Special Committee and the CPM;
- d) to develop Preliminary Asia-Pacific Common Proposals (herein after referred to as “PACPs”) for each WRC Agenda Item;
- e) to provide input if necessary to the APT Preparatory Group for the ITU Plenipotentiary Conference on issues related to ITU-R and APG activities;
- f) to coordinate activities at the CPM meetings, including the identification of coordinators for each Agenda Item;
- g) to coordinate activities at WRC, including the identification of coordinators for each Agenda Item;
- h) prepare, as far as possible and with the assistance of the secretariat, information on the views of other regional groups to the extent available relating to the WRC Agenda items for distribution to APT Members;

3.2 RA Activities

- a) to identify and review issues associated with RA activities;
- b) to review contributions from the ITU-R Study Groups and ITU Members to RA and to develop preliminary views on these issues, as appropriate;
- c) to develop APT Common Proposals to RA on these issues, if required;
- d) to coordinate any other issues relating to RA activities, including the coordination of activities at RAs and the identification of coordinators, as appropriate;

3.3 Other Tasks

- a) throughout the above process, to cooperate with other regional telecommunication organisations;
- b) to inform APG participants of the activities of these regional telecommunication organisations as well as the activities of global and regional broadcasting and other organisations having spectrum management interests, by reports from the representatives of these organisations attending APG meetings, or by reports of representatives nominated to represent APT at the meetings of these organisations, or by reports of APT member administrations attending these meetings;
- c) to inform APG participants of the activities of the ITU-R informal group meetings on WRC and RA preparations;
- d) to develop and submit, where appropriate, inputs to Study Groups, Working Parties, Joint Task Groups or Task Groups related to WRC Agenda Items that are approved by the Plenary in accordance with the APG Document “Output Document Types and Approval Procedure of the Output Documents of APG”.

4. Structure

The APG consists of the Plenary, a Chairman, two Vice Chairmen, an Editorial Committee, and Working Parties. At each APG meeting, a Steering Committee will also be established.

4.1 Plenary

- a. The Plenary is responsible for making final decisions and approvals regarding all matters considered within the APG;
- b. The Plenary shall meet at least once a year to update the APT preliminary views on WRC agenda items, to discuss outstanding issues, to monitor the status of work items and to take action when required;
- c. The Plenary elects the Chairman and the two Vice-Chairmen at the 1st Meeting of APG of a WRC preparatory period for a duration of the whole preparatory period. They are eligible for re-election once. Nomination of the candidates shall come from APT Members;
- d. The Plenary establishes or abolishes the Editorial Committee and Working Parties, as appropriate;
- e. The Plenary appoints the Chairmen of the Editorial Committee and Working Parties;
- f. The Plenary decides on the terms of reference and the scope of work of each of the Working Parties;
- g. If necessary, the Plenary can form Ad Hoc Groups or committees. Chairmanship of such groups or committees will be appointed by the Plenary.

4.2 Chairman and Vice-Chairman

- a. The Chairman is responsible for overall administrative matters regarding the APG, he presides over Plenary meetings and reports on the APG activities to the APT Management Committee.
- b. The Chairman presides over the coordination meetings during RA, WRC and CPM. If the Chairman is unavailable section 5.2 c) will be applied.
- c. The Vice-Chairmen support the Chairman in their own capacity and as requested by the Chairman.
- d. A Vice-Chairman chairs the Plenary and coordination meetings in the absence of the Chairman.
- e. The Chairman and Vice-Chairmen are expected to be available for the whole preparatory period.
- f. If the Chairman is unable to continue with his roles for the whole preparatory period for a WRC then one Vice Chairman will assume the responsibilities of Chairman until a new Chairman is appointed by the next APG Plenary.
- g. If any of the Vice Chairmen is unable to continue with his/her role for the whole preparatory period for a WRC, a new Vice Chairman will be appointed by the next APG Plenary.

4.3 Editorial Committee

- a. The Editorial Committee will have a Chairman appointed by the Plenary at the first meeting of APG for a WRC preparatory period for a duration of the whole preparatory period.
- b. The Chairmen of all Working Parties will be ex officio members of the Editorial committee. Other members can be co-opted as required.

- c. Working in coordination with the APT Secretariat, the Editorial Committee will draft the final report of each APG meeting to properly reflect the discussions of and the conclusions reached by the Plenary. The final report will be made available on the APT website for comments for 21 days, after which it will be finalized by the Editorial Committee.
- d. Working in coordination with the Working Party chairs and the APT secretariat, the Editorial Committee will ensure that all APG output documents are editorially corrected and updated. The Editorial Committee will additionally prepare ACPs and other documents in the ITU format for submission to WRCs, RAs and other ITU-R meetings, as appropriate.

4.4 Working Parties

- a. Working Parties will be created by the Plenary of the 1st APG Meeting for a WRC for the duration of the whole preparatory period.
- b. The number of Working Party in an APG will be decided by the Plenary based on the CPM Report Chapters and consultations with the Administrations present at the 1st APG Meeting for a WRC.
- c. Each Working Party will be assigned with a set of related WRC Agenda Items as decided by the Plenary.
- d. Each Working Party will have a chairman appointed by the Plenary of the 1st APG Meeting for a WRC for the duration of the whole preparatory period.
- e. If necessary, Working Party Chairman can create Drafting Groups for the agenda items assigned to the Party and can nominate Chairmen for the Drafting Groups.
- f. The Terms of Reference of the Drafting Groups will be decided by the corresponding Working Party and Drafting Group Chairmen will report to the Working Party Chairman.
- g. If necessary, a Working Party Chairman can appoint a number of Agenda Item Coordinators/Rapporteurs based on the complexity of an Agenda Item. The roles of the Coordinators/Rapporteurs will be decided by the Working Party Chairman and they should report on their activities to the Working Party and its Chairman.
- h. A Working Party can have physical meetings during the APG meetings. In between APG meetings, a Working Party can discuss the issues and work progress by electronic means, such as e-mail reflectors.
- i. If any Working Party Chairman is unable to perform his roles due to some unavoidable situation then the APG Chairman will consult with the APT Secretary General and interested Administrations and appoint a new chairman of the WP.

4.5 Steering Committee

- a. The Steering Committee will consist of the APG Office Bearers, representatives from the APT Secretariat. Representatives from the host administration are invited to the Steering Committee, in the case where the APG meeting takes place in a host country.
- b. The Steering Committee will meet, normally in the evening, prior to the start of the full APG meeting as well as during the meeting as required.
- c. The responsibilities of the Steering Committee are to review and recommend the draft meeting agenda and program to the APG Plenary, to ensure that appropriate arrangements are made for the meeting, and to monitor the progress of the work during the meeting and review the program as appropriate.

5. Meeting of the APG

5.1 Regular Meetings of the APG

- a. The regular meetings of the APG will be held according to the time frame planned by the APG Plenary and approval by the APT Management Committee.
- b. The Working Parties will have physical meetings during each meeting of the APG.
- c. The duration of each APG meeting will be fixed as a result of discussions amongst the APT Secretariat and the APG office bearers and will be confirmed by the APT Management Committee.
- d. Outputs of APG such as ACPs, APT Views etc. are to be adopted at the regular APG meetings.

5.2 Coordination Meetings of the APG

- a. APG coordination meetings can be organized by the APT Secretariat during RAs, WRCs and CPMs in order to:
 - ensure that APT Common Proposals on WRC Agenda Items and other contributions are presented effectively;
 - ensure that APG participates actively in the relevant Working Groups and other meetings during RAs, WRCs and CPMs
 - harmonise the views of APT Members which will be represented to other regional organizations with the objective of promoting consensus building and developing common understanding on issues
- b. The Chairman of the APG will preside over the coordination meetings
- c. In absence of the Chairman, one of the Vice-Chairmen will preside over the meetings. If both the Chairman and Vice-Chairmen are not present then the Chairman of the Editorial Committee or one of the WP chairs, as decided earlier by the APG Chairman, will preside over the meetings.
- d. The structures and work scopes of the coordination meetings will be decided by the regular APG meeting held immediately before CPMs, RAs or WRCs.
- e. Inter-Regional Group coordination during WRCs, RAs and as required at CPMs shall be undertaken using an APG Inter-Regional Coordination Team
- f. The mandate for the Coordination Team to operate shall be established by coordination meetings of all APT members present at the particular WRC, RA or CPM at which Inter-Regional Coordination meetings are required
- g. The role of the Coordination Team will be to represent the views of APT members at Inter-Regional Coordination meetings that may be called during WRCs, RAs and CPMs
- h. The role of the Coordination Team will not extend to undertaking negotiations on APT Common Proposals or positions unless explicitly approved to do so by a coordination meeting of APT members
- i. The Coordination Team shall not negotiate or commit to decisions on issues likely to impact on individual APT members without prior approval from the specific APT member likely to be affected

ANNEXES 1 and 2 contain the procedures for APG regional cooperation activities during World Radiocommunication Conferences and Conference Preparatory Meetings as well as during Radiocommunication Assemblies.

6. Participation in APG Activities

- a) All APT Members, Associate Members and Affiliate Members may participate in the activities of the APG.
- b) Organizations which have a Memorandum of Understanding (MoU) with the APT or other relevant international or regional organizations may send representatives to attend APG meetings on the same basis as they attend other APT meetings.
- c) Non APT members may be invited to participate in the activities of APG as a guest at the discretion of the Chairman of APG and the Secretary General in consultation with the relevant Member Administration as appropriate.
- d) Other non APT members may participate with the observer status with the payment of the relevant participation fee and subject to consultation between the Secretary General and the relevant Member Administrations, as appropriate.

7. Submission of Documents to APG Meetings

- a) All APT Member Administrations may submit input documents related to the agenda of each of the meetings of APG
- b) Associate and Affiliate members can submit input documents based on the agreement with the corresponding APT Member. Otherwise, the document will be treated as an information document.
- c) Contributions from the ITU will be treated as information documents.
- d) Regional telecommunications, broadcasting and other relevant organizations having spectrum management interests can submit information documents.
- e) Organizations which have an MoU with the APT may submit contributions as information document on the same basis as they attend other APT meetings.
- f) Other observers cannot submit any type of document to the APG Meetings
- g) Input contributions should be submitted at least one week before the start of the meeting. The APT Secretariat will distribute the documents to the members before the meeting starts. In the case where there are input documents received after the due date of submitting contributions the documents will be considered as information documents for the coming meeting and will be treated as input document for the next but one APG meeting. However, the APG Plenary may decide to accept such documents as input documents, even though they have been received after the due date.
- h) Each input contribution should be based on the terms of reference, agenda and work of the APG. Contributions based otherwise will be considered as information documents.

8. Output Documents and Approval Procedures

Types of Output Documents and approval procedures of the Output Documents can be found in the document “Output Documents and Approval Procedures of the APT Conference Preparatory Group for World Radiocommunication Conferences”.

9. Relationship with the ITU and Other Organizations

Due to the nature of work of the APG, coordination activities not only within the APT community but also with the ITU and with other international/regional organizations would be required. The major role of the APG is to develop regional inputs on WRC related matters. As a result, cooperation and the exchange of views and information related to WRCs with other organizations is a key to the success of the work.

Representatives from the ITU and regional telecommunications organizations as well as representatives from other international and regional organizations having spectrum management interests would be welcome to attend APG meetings as observers. Equally, The APG can nominate office bearers or other representatives to attend, on APT’s behalf, relevant meetings of these organizations. These APT representatives will be required to report on the discussions at these meetings to the APG membership, either at the APG meetings themselves or by electronic distribution of such reports through the APT Secretariat.

10. Role of the APT Secretariat

The role of the APT Secretariat is to:

- a. organize APG Meetings and coordination meetings.
- b. coordinate with the APG Office Bearers, the APT membership, and other concerned organizations and parties with the view of accelerating the work of the APG.
- c. maintain the APG website and e-mail reflectors, and to facilitate linkage to other relevant websites.
- d. make the necessary arrangements for and follow-up of the submission of contributions to relevant ITU-R conferences and meetings (for example, RAs and CPMs,), as required.
- e. make the necessary arrangement for ACPs in accordance with the document approval procedure; and
- f. prepare and submit proposals for the consideration of the APT Management Committee.

ANNEX 1

APG Regional Cooperation Activities during the WRC and the CPM

Procedure for Regional Cooperation at the ITU World Radiocommunication Conference (WRC) and the ITU-R Conference Preparatory Meeting

1. ACPs shall be presented at a WRC by the APG WRC Agenda item Coordinator, as established through the APT Preparatory Group for WRC. If the APG Coordinator is absent from the meeting, the contribution shall be presented by the Chairman of the APG Working Party responsible for the relevant WRC Agenda item, or his nominee.
2. The APG WRC Agenda item Coordinator assisted by the APG WRC Working Party Chairman (or his nominee) shall have primary responsibility, a coordination role and carriage of the proposal at the WRC, including in relation to discussions on related proposals submitted by other countries or regions.
3. APT Views shall be presented at a CPM by an appropriate expert as designated by the APG coordination meeting
4. Regional coordination meetings shall be held on a regular basis during each WRC and CPM based on the needs and necessity as decided by the APG. The purpose of these regional coordination meetings shall be to:
 - monitor and report on progress of ACPs and APT Views;
 - discuss APT positions on proposals that have been submitted during the WRC or CPM from other countries or regions, and which had not been previously considered by APG;
5. The Chairman of the APG, or his nominated deputy, with the assistance of the APT Secretariat shall be responsible for organising a time and venue for regional coordination meetings at the WRC
6. With respect to the Coordination Team:
 - a) The membership of the Coordination Team shall be selected from the APG Chairman and the Vice-Chairmen and the 'relevant' APG Working Party Chairmen. A 'relevant' APG Working Party Chairman would be one whose WRC Agenda item would be under discussion at the inter-regional meeting.
 - b) Additional details on the role, membership and responsibilities of the Coordination Team would be developed, if required, at the APG Coordination meetings during the WRC or CPM.

ANNEX 2

APG Regional Cooperation Activities during the RA

Procedure for Regional Cooperation at ITU Radiocommunication Assembly (RA)

1. ACPs shall be presented at the RA by the lead country for the proposal nominated at the coordination meeting being held during the RA. If the lead country is absent from the meeting, the contribution shall be presented by the country nominated as alternate to assist the lead country.
2. The lead country, assisted by the alternate(s) shall have primary responsibility, a coordination role and carriage of the proposal at the RA, including in relation to discussions on related proposals submitted by other countries or regions.
3. Regional coordination meetings shall be held on a regular basis during the RA based on the needs and necessity which is to be decided by the APG. The purpose of these regional coordination meetings shall be to:
 - monitor and report on progress of ACPs;
 - discuss APT positions on proposals that have been submitted during the RA from other countries or regions, and which had not been previously considered by APG;
4. The Chairman of the APG, or his nominated deputy, with the assistance of the APT Secretariat shall be responsible for organising a time and venue for regional coordination meetings at the RA.
5. With respect to the Coordination Team:
 - a) The membership of the Coordination Team shall be selected from the APG Chairman and the Vice-Chairmen and the 'relevant' experts from lead countries. A 'relevant' expert would be one who is responsible for the ACP that would be under discussion at the inter-regional meeting.
 - b) Additional details on the role, membership and responsibilities of the Coordination Team would be developed, if required, at the APG Coordination meetings during the RA.