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|  | ASIA-PACIFIC TELECOMMUNITY |  |  |
| **The 4th Meeting of the APT Conference Preparatory Group for WRC-19 (APG19-4)** |  |
| 7 – 12 January 2019, Busan, Republic of Korea |

**Guideline of submitting contribution to the apg19-4 meeting**

Following guideline principles will be maintained for submitting contributions to the APG19-4 Meeting.

**Right of Document Submission:**

* 1. All APT Member Administrations 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. Otherwise, the contribution will be treated as an “Information” document.
	3. Contributions from the ITU Radiocommunication Bureau as well as sister regional telecommunications, broadcasting and other relevant organizations having spectrum management interests will be treated as an “Information” document.
	4. Organizations which have an MoU with the APT and which have global or regional membership may submit contributions as “Information” Documents on the same basis as they attend other APT meetings.
	5. Other observers cannot submit any type of contribution to the APG Meetings

**Submission Procedure for Contributions:**

* Members Administrations, Associate Members and Affiliate Members are requested to submit documents based on APG Working Party Structure. Please use separate documents for each APG Working Party. APG WP structure is attached below:



* APT Members are requested to submit two types of input documents:
	1. Preliminary Views on WRC-19 Agenda Items
	2. Proposed Modification to Draft CPM Report
* Preliminary Views on WRC-19 Agenda Items need to be submitted according to APG Working Party Structure. Please use separate documents for each APG Working Party
* Please use separate documents for proposed modification on each chapter of the Draft CPM Report.

**While preparing contributions for APG19-4 Meeting on various WRC-19 Agenda Items, it is advised that the contributions should consider the outcomes of the APG19-3 Meeting. Agenda Items wise outcomes of APG19-3 Meeting are available relevant APG WP pages at APT Website:** [**http://www.apt.int/APTAPG**](http://www.apt.int/APTAPG) **.**

**Closing Date for Submission:**

Input contributions should be submitted by **31 December 2018**. The APT Secretariat will distribute the input contributions to the members before the meeting starts. In the case where there are input contributions received after the due date of submitting input 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.

**Document Templates**:

Please use the following document template for submitting your contributions.

1. Preliminary Views on WRC-19 Agenda Items



1. Proposed Modification to Draft CPM Report



1. For any other type



**Secretariat Contact:**

You can send your contributions to aptapg@apt.int. If you have any query and clarification on the document submission please feel free to contact with us by email: aptapg@apt.int.

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