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|  | ASIA-PACIFIC TELECOMMUNITY |  |  |
| **The 3rd Meeting of the APT Conference Preparatory Group for WRC-23 (APG23-3)** |  |
| 8 – 13 November 2021, Virtual/Online Meeting |

**Guideline for submitting contributions to apg23-3**

Following guideline principles will be maintained for submitting contributions to APG23-3:

**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 attend other APT meetings.
	5. Other observers cannot submit any type of contribution to the APG Meetings

**Submission Procedure for Documents:**

Members Administrations, Associate Members and Affiliate Members are requested to 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:

**Closing Date for Submission:**

All contributions should be submitted by **1 November 2021** 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 APG23-3 and will be treated as input document for APG23-4. However, the Plenary of APG23-3 may decide to accept such documents as input documents, even though they have been received after the due date.

**Document Templates for Submitting Contributions**:

Please use the following document templates for submitting your contributions.

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



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



**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 with Mr. Forhadul Parvez (parvez@apt.int) or Mr. Tawhid Hossain (tawhid@apt.int).

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