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**WORKING METHODS OF**

**ASIA-PACIFIC TELECOMMUNITY STANDARDIZATION PROGRAM (ASTAP)**

**Approved by**

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1. Introduction
   1. The APT Standardization Program (ASTAP), as a merged ASTAP and APT Study Groups programs, covers not only the aspects of standardization program but also to make use of the experts to deal with the work plans.

In order to provide an openness and transparency to the activities of APT Standardization Program (ASTAP), this document describes the organization, working methods, procedures and related rules of ASTAP.

1. **Objectives of ASTAP**
   1. The objectives of the APT Standardization Program (ASTAP) are:

* To establish regional cooperation on standardization and to contribute to global standardization activities
* To harmonize standardization activities in the region through cooperative standardization activities such as exchange of views and information
* To share knowledge and experience among APT members through studies, research and analysis on telecommunications/ICT areas
* To assist APT members, especially developing country members, to develop the skills in telecommunications/ICT areas by providing research and analysis-based study results and surveys on key telecommunications/ICT areas
* To enhance the level of expertise on standardization for telecommunications/ICT areas among APT members
* To foster appropriate institutional arrangements for promotion of telecommunications/ ICT standardization in the Asia-Pacific region

1. **Scope of Activities**
   1. To promote research and analysis-based activities and standardization-related activities on telecommunications/ICT areas, including radio communications and multimedia technologies; and in particular:

* To set up work plans for research and analysis as for the needs of APT members and to coordinate regional views on standardization issues
* To develop technical recommendations to complement global standards, where requested by members
* To identify members needs in the field of telecommunications/ICT standards and to develop relevant measures to prepare outputs in the form of guidelines, reports, recommendations, etc. that are practical, focused and relevant to the needs of APT members
* To prepare proposals to ITU meetings and other global events, as required
* To cooperate and coordinate on standardization matters with ITU and other related organizations, as required
* To liaise with other relevant APT work programs to strengthen the collaborations of work as well as to avoid the duplication of work.
  1. The following technical areas are included on the activities:
* Telecommunications/ICT regulatory matters and strategies
* Wireless and fixed networks & infrastructure
* Service & system, and its operation
* ICT application and user related issues

1. **Structure of ASTAP**
   1. ASTAP consists of Plenary, Working Groups (WGs), Expert Groups (EGs) and Advisory Board. ASTAP has a Chairman and Vice-Chairmen. At each ASTAP meeting, a Steering Committee shall be established.
   2. Plenary

The Plenary will review the activities of ASTAP to ensure that they are useful and efficient and is responsible for making final decisions and approvals regarding all matters within ASTAP. In this context:

* Plenary elects the Chairman and Vice-Chairmen of ASTAP with a three-year term. They are eligible for re-election once.
  + - Plenary establishes and abolishes Working Groups and approves the creation and termination of Expert Groups.
* Plenary decides the terms of reference and work scope of Working Groups and Expert Groups.
* Plenary undertakes periodic reviews work plan of the Working Groups and Expert Groups to ensure satisfactory progress is made and if insufficient work has been undertaken, terminates the Group.
* Plenary appoints Chairmen and Vice-Chairmen for Working Groups and Expert Groups.
* Plenary adopts or approves ASTAP output documents.
  1. Chairman and Vice-Chairmen
* The Chairman of ASTAP is responsible for overall administrative matters regarding the ASTAP and presides over the Plenary meeting.
* The Chairman shall also guide preparations for the next ASTAP Forum.
* The Chairman of ASTAP is responsible for reviewing the report of the meeting before its adoption;
* The Chairman of ASTAP is responsible for attending the APT Management Committee to represent ASTAP; and
* Vice-Chairmen of ASTAP shall support Chairman of ASTAP in their capacity. In the absence of the Chairman, one of the Vice-Chairmen shall chair the Plenary.
  1. Working Groups (WGs) and Expert Groups (EGs)
* Establishment, Abolishment and Leadership of Working Groups (WGs) will be at the decision of the Plenary.
* When a WG is proposed to be established, the proposal should include a clear scope of the work of the group and the expected output in their terms of reference.
* Each WG shall have a Chairman and Vice-Chairmen appointed by the Plenary.
* The WG has the role to guide and coordinate activities of its Expert Groups (EGs).
* Each WG can have a number of EGs depending on the activities of the WG. EGs’ primary tasks will also be set by their terms of reference.
* Establishment and abolishment of the EGs under a WG is to be considered at the meeting of the relevant WG and subsequently proposed to the Plenary for approval.
* The terms of reference and work scopes of each EG will be established by the relevant WG and submit to the Plenary for approval.
* Each EG shall have a Chairman and if necessary Vice-Chairmen appointed by the Plenary based on the recommendation by the relevant WG.
* WGs or EGs may appoint editors for each work plan if necessary.
  1. Advisory Board
* ASTAP Advisory Board is established to provide advice to ASTAP on its work activities.
* The role and responsibilities of the Advisory Board, members and working methods are set out in Annex 1.
  1. Steering Committee
* The Steering Committee shall be presided over by the Chairman of the ASTAP and composed of the ASTAP Office Bearers and representatives from the APT Secretariat. Representatives from the host administration are invited to the Steering Committee meeting in the case where meeting of ASTAP takes place in a host country.
* The Steering Committee will meet, normally in the evening, prior to the start of the ASTAP meeting as well as during the meeting as required.
* The responsibilities of the Steering Committee are to review and recommend the draft meeting agenda and programme of the ASTAP meeting, to ensure that appropriate arrangements are made for the meeting. The Steering Committee shall also monitor the progress of the work and review the programme during the meeting and ASTAP Work Plan as appropriate.

1. **Meeting of ASTAP**
   1. The physical meeting of ASTAP Forum will be held according to the decision of the APT Management Committee. Normally the ASTAP Forum includes meetings of WGs and EGs.
2. **Work Plans** 
   1. Principles

* Specific work plans will be passed to a Working Group or Expert Group to study and are to be studied within a given time frame.
* Work Plans must avoid duplication of work done by other organizations and other APT work programs.
* The focus will be on practical work items that are of common concern and particular relevance to the Asia Pacific region.
  1. Proposal for Work Plan
* The objective of the Work Plan and its focus must be clearly stated. The proposal should clearly mention the expected output, relevant Working Group or Expert Group, Scope of the work, related document and organization, Timelines, etc.
* The Work Plan should have the potential for attracting industry participation.
* Any member of APT can submit proposal for Work Plan.

6.3 Approval of Work Plan

The Plenary considers and approves Work Plan recommended by Working Group for study at the ASTAP Forum.

1. **Participation at ASTAP meetings**

7.1 Participation in activities of ASTAP is as follows:

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

1. **Contributions**

8.1 All APT Members, Associate Members and Affiliate Members may submit contributions related to the agenda of the meeting of ASTAP.

8.2 Contributions should be submitted to the APT Secretariat at least one week before the meeting starts. The APT Secretariat will post the contributions over the APT website. In case there are contributions after the due date of submitting the contributions the documents will be considered as Information Document for the coming meeting and will be treated as Input Document for the next ASTAP meeting. However, Plenary may decide the acceptance of the documents as Input Documents or Information Documents which are received after the due date.

8.3 Each contribution should be based on the terms of reference, agenda and work of the ASTAP. Contributions other than that will be considered as Information Document.

8.4 Organizations which have MoU with the APT and other relevant international or regional organizations may submit contributions as Information Document on the same basis as they attend other APT meetings.

8.5 Non-members of APT cannot submit contributions to ASTAP. Considering the importance of the subject matters, the ASTAP Chairman may allow non-members to submit and present contributions. In this case, the contributions will be treated as Information Documents.

1. **Output Documents and Approval Procedures**

The types of ASTAP output documents and approval procedures are defined in Annex 2.

1. **Internal and External Relationships**

10.1 To perform the objectives of ASTAP, co-ordination activities must be carried out with the other APT work programs and also with the relevant external forums. ASTAP shall contribute to global activities through co-operation and exchange of views and information.

10.2 The work of ASTAP shall take account of and coordinate with the work of relevant organizations including ITU, ISO, IEC, GSC and ETSI; any existing ITU agreements and standards; and any other intra- and inter-regional standardization activities.

1. **Role and task of the APT Secretariat**

11.1 APT Secretariat is responsible for the administrative works of ASTAP, including:

* + - * organizing the ASTAP Forum;
      * coordinating with the ASTAP Chairman, Vice-Chairmen, Chairmen of Working Groups and Expert Groups, APT membership, and other concerned organizations and persons for accelerating the work of ASTAP;
      * maintaining the APT Website and to facilitate linkage to other relevant Websites;
      * making ASTAP output documents available at the ASTAP website;
      * preparing and submitting proposals for consideration of APT Management Committee;
      * maintaining a register of approved ASTAP output documents including dates of provisional and final approval; and
      * making the necessary arrangements for and follow-up of the submission of contributions to the ITU or other standard-making bodies, in accordance with Annex 2.

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**ANNEX 1**

**Terms of Reference of ASTAP Advisory Board**

**1. Introduction**

1.1 The Terms of Reference of the Advisory Board of the Asia-Pacific Telecommunity Standardization Program (ASTAP) set out the role and responsibilities, working methods and membership arrangements.

**2. Role and Responsibilities of the Advisory Board**

2.1 The role and responsibilities of the ASTAP Advisory Board are to give advice to ASTAP Chairman, Vice-Chairmen and the Secretary General, who are to be ex-officio members, on:

1. prioritizing and outlining strategies of ASTAP work activities;
2. trend of technology related to telecom standardization;
3. major principle for the work of Working Groups and Expert groups;
4. measures to foster cooperation and coordination with other international and regional standards bodies;

**3. Members of Advisory Board**

3.1 Members of Advisory Board will include:

1. Chairman and Vice-Chairmen of ASTAP
2. Secretary General of APT
3. Chairmen of the ASTAP Working Groups
4. Chairman, Vice-Chairmen of WTSA Preparatory Group
5. Chairmen and Vice-Chairmen of the ITU-T Study Groups from the Asia-Pacific region
6. Office Bearers of the TSAG from the Asia-Pacific region

3.2 APT Secretariat will invite Members of ASTAP Advisory Board to participate in the meeting

3.3 Advisory Board Chairman will be elected among ex-officio Board members and those who confirm to be members.

3.4 The Advisory Board Chairman may recommend experts who have extensive knowledge and expertise on telecommunications standardization as guest member in consultation with Secretary General.

**4. Working Methods**

4.1 The Advisory Board Chairman will invite the Advisory Board to meet in conjunction with the ASTAP. The activities can be conducted by using electronic means when required.

ANNEX 2

**Approval Procedures for**

**APT Standardization Program Output Documents**

## Objective of approval procedures

1.1 The APT Documents Framework, adopted by the 35th Session of the APT Management Committee, requires APT Work Programs (WPs) to have procedures for the approval of output documents in the working methods of each Work Program.

1.2 This document sets out the procedures for approval of output documents that are developed by APT Standardization Program (herein after referred to as “ASTAP”).

1.3 The objective of the approval procedures for ASTAP output documents is to provide an open, transparent and inclusive process for the adoption and approval of ASTAP output documents.

## Types of output documents

2.1 The ASTAP may develop the following types of output documents as described in the APT Documents Framework:

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| --- | --- | --- |
| **Document Types** | **Description of Document** | ***Notes*** |
| Regulations/ Rules | A document which sets out such matters as objectives, terms of reference (purpose, scope), period of tenure, structure, rules of conduct of activity (working procedures including document approval procedures, participation arrangements, treatment of contributions, etc). | *e.g. Working Methods, Terms of Reference* |
| Policy Document | A document containing policy and/or strategy of APT | *e.g. Strategic Plan of APT, Strategic Plan of WP* |
| Recommendation | A document providing specifications, guidance or a recommended procedure | *Containing “What we should do”* |
| Guideline | A document that provides operational guidance to streamline particular procedures or issues in undertaking APT activities. | *Needs GA/MC approval* |
| A document for use by members containing “Best practices” on generally-accepted methods or processes that have been proven to accomplish given tasks | *Needs Plenary approval* |
| A document developed by a WP expressing an agreed view by participants on a particular technical or regulatory issue intended as a guideline for use by members when considered appropriate. | *Needs Plenary approval* |
| Report | A summary record of a meeting including summaries of discussions, decisions and conclusions. It may include proposals and other items that may require the consideration of the GA / MC | *e.g. Summary records, Meeting Reports* |
| A document containing results of a study made by a WP |  |
| Liaison Statement | A statement of communication between different WPs intending to convey important information to and/or requesting important information from other WPs |  |
| A document containing information or reference which is sent to external organizations | *A Liaison Statement should be sent to an external organization by the APT Secretary General* |
| APT View | A view approved by the plenary of WP on certain matters, which can be submitted to an international organization by the Secretary General on behalf of Members participating at that plenary | *Requires Plenary approval and the names of participating Members (for submission to the international organizations mainly at no higher level than ITU Study Group activities or equivalent)* |

2.2 Document types such as APT Common Proposal (ACP) and APT Position given in the APT Documents Framework are not applicable to ASTAP as those types of documents are produced for Conference/Assemblies by the respective Preparatory Groups.

## Procedure for adoption and approval of output documents

3.1 Documents such as Regulations/ Rules, Policy Document, Recommendation and Guidelines (procedural type) needs approval of General Assembly or Management Committee. Other documents can be approved by the plenary of ASTAP. In the case of APT Recommendations two stage process as given in Section 3.7 should be followed.

3.2 The ASTAP Working Group (WG) and Expert Group (EG) shall be responsible for developing the text of draft output documents based on contributions from APT members in accordance with the type of output documents given in paragraph 2.

3.3 As far as practicable, draft output documents should be distributed to APT members before each ASTAP Forum for consideration.

3.4 In its report to the ASTAP Plenary, each WG shall:

(a) indicate whether the WG is proposing a draft output document for adoption or approval by the ASTAP Forum;

(b) include the text of any draft output document proposed for adoption or approval.

3.5 All output documents should, as far as possible, be approved by consensus at the plenary. In the case where consensus cannot be reached, then the output documents may be approved by voting in accordance with the “Rules of Procedure of the Management Committee”.

3.6 APT View approved by the Plenary requires the names of Members participating at the Forum included in the documents as a footnote.

3.7 Adoption and Approval of APT Recommendation

3.7.1 The plenary shall decide whether a draft text is ready to be circulated to APT Members in order to seek adoption as a draft APT Recommendation to be submitted for approval by the APT Management Committee.

3.7.2 The procedure for adoption of APT Recommendation by APT Members and approval by the Management Committee of APT should follow the Criteria described in Section 3.2 of the APT Documents Framework.

## Register of ASTAP output documents

* 1. The APT Secretariat shall maintain a register of approved ASTAP output documents including dates of provisional and final approval. ASTAP output documents shall be available from the APT/ASTAP website.

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