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| APTlogogreen3 | ASIA-PACIFIC TELECOMMUNITY | **Document No.:** |
| **The 2nd Meeting of the APT Preparatory Groupfor PP-22 (APT PP22-2)** | **APT PP22-2/OUT-05** |
| 15-17 February 2022, Virtual/Online Meeting | 17 February 2022 |

Chair, APT PP-22

**REVISED Working methods of THE APT PREPARATORY GROUP**

**FOR ITU Plenipotentiary CONFERENCE**

**(apt-PP)**

1. **INTRODUCTION**

The APT Preparatory Group for ITU Plenipotentiary Conferences (APT-PP) is to assist the APT Members to prepare for the ITU Plenipotentiary Conference (PP) in coordinating issues of regional interest and preparing coordinated regional contributions to the Conference.

This document covers the objectives, Terms of References, structure, meetings, participation, input contributions, document approval procedure, relation with other organizations and role of the APT Secretariat for the APT-PP. In case any procedural issues, which has not been covered in this document, the “Rules of Procedure of the APT Management Committee” should be followed.

1. **OBJECTIVES**

The main objective of APT-PP is to organize coordinated regional activities for ITU Plenipotentiary Conference (PP) in order to ensure that the interests of APT Members on the overall operation of the ITU are properly represented. The activities include, but are not limited to:

1. to assist APT Members to prepare for the ITU PPs in coordinating issues of regional interest and the submission of regional contributions to the Conference.
2. to develop proposals from APT Members that considers the interest of the Asia-Pacific region as inputs for PPs
3. To assist APT Members during the PPs.
4. **TERMS OF REFERENCE**

The Terms of Reference of the APT Preparatory Group for the PP are as follows:

1. To hold meetings during a preparatory cycle of PP.
2. To establish necessary Working Methods including Documents Approval Procedure and Structures of the Group in line with the APT practices and for the effective delivery of the objectives of the Group. The Working Methods of the Group are to be approved by the Management Committee of the APT.
3. To identify and study issues associated with the agenda of the PP, taking into account, where appropriate, the developments on the decisions of the previous PPs and relevant decisions of the ITU Council.
4. To develop Preliminary APT Common Proposals (PACPs) and any other appropriate documents on the agenda items of the PP, in accordance with APT’s Document Framework
5. To develop APT Positions as may be required on issues for consideration at the PP and on proposals from other regions to the PP.
6. To represent APT in other regions’ preparatory meetings.
7. To review the preparatory work of other regions and to undertake coordination with those regions if deemed necessary.
8. To arrange coordination meetings during the PP for the APT Members attending the PP and provide collaborative support and guidance for the APT Common Proposals presented at the PP.
9. To report the activities and the progress of the work of the Group to the Management Committee on an annual basis as appropriate.
10. **STRUCTURE**

The APT-PP consists of the Plenary, a Chair, Vice-Chairs, Working Groups and a Steering Committee.

* 1. **Plenary**
1. The Plenary is responsible for making final decisions and approvals regarding all matters considered within APT-PP.
2. The Plenary shall meet as decided by the APT Management Committee to discuss outstanding issues related to ITU PPs, to monitor the status of work items and to take action when required.
3. The Plenary elects the Chair and Vice-Chairs at the 1st Meeting of the APT-PP of a PP preparatory period for duration of the whole preparatory period. They are eligible for re-election once. Nomination of the candidates shall come from APT Members.
4. The Plenary establishes or abolishes Working Groups as appropriate.
5. The Plenary appoints the Chair and Vice-Chair of the Working Groups.
6. The Plenary decides the Terms of Reference and work scopes of each of the Working Groups.
7. The Plenary will approve the Preliminary APT Common Proposals, APT Positions and APT Views as necessary in accordance to the approval procedure.
	1. **Chair and Vice-Chairs**
	2. The Chair is responsible for overall administrative matters regarding the APT-PP. They preside over Plenary Meetings.
	3. The Chair represents APT-PP while discussing related issues with other international/regional organizations.
	4. The Chair reviews the reports of APT-PP before adoption.
	5. The Chair attends the APT Management Committee to represent APT-PP and reports on the activities of APT-PP to the APT Management Committee.
	6. The Chair presides over the coordination meetings during PP.
	7. The Vice-Chairs support the Chair in their own capacity and as requested by the Chair.
	8. A Vice-Chair chairs the Plenary and coordination meetings in the absence of the Chair.
	9. The Chair and Vice-Chairs are expected to be available for the whole preparatory period. The term of the Chair and Vice-Chairs will finish when the formation of new Preparatory Group for subsequent PP is established.
	10. If the Chair is unable to continue with his role for the whole preparatory period then one of the Vice-Chairs will assume the responsibilities of Chair until a new Chair is elected by the next Plenary of the APT-PP.
	11. If any of the Vice-Chairs is unable to continue with his role for the whole preparatory period, then the Chair will consult with the Secretary General of the APT and the corresponding Administrations to appoint new Vice-Chair for the remainder of the preparatory period.
	12. **Working Groups**
		1. Working Groups will be established by the Plenary and number of Working Groups will be decided by the Plenary based on the issues/items related to PP.
		2. Each Working Group will be assigned with a set of related issues/items as decided by the Plenary.
		3. Each Working Group will have a Chair and Vice-Chairs, appointed by the Plenary.
		4. If necessary, Working Group Chair can create Drafting Groups for the issue/items assigned to the Group and can nominate chairs for the Drafting Groups.
		5. The Terms of Reference of the Drafting Groups will be decided by the Working Group and the Chairs of the Drafting Groups will report to the Chair of the corresponding Working Group.
		6. Working Group and Drafting Groups can have physical meetings during the preparatory meetings of APT-PP. In between meetings, Working Groups and Drafting Groups can discuss the issues and work progress by electronic means, such as e-mail reflectors, and virtual/online meetings.
		7. If any Working Group Chair is unable to perform his roles due to some unavoidable situation, then the APT-PP Chair will consult with the APT Secretary General and interested Administrations and appoint a new chair of the Working Group.
	13. **Steering Committee**
8. The Steering Committee will consist of the APT-PP Office Bearers and representatives of the APT Secretariat. Representatives from the host administration are invited to the Steering Committee in the case where the APT-PP meeting takes place in a host country.
9. The Steering Committee will meet, typically in the evening, prior to the start of the APT-PP meeting. It will also meet during the meeting when necessary. In addition, virtual/online meeting of the Steering Committee could also be convened.
10. The responsibilities of the Steering Committee are to ensure the smooth running of the meeting of APT-PP. These responsibilities include review of the draft meeting agenda and program, arrangements for the meeting, review the documents and allocation of documents.
11. **MEETINGS**

**5.1 Regular Meetings**

1. The regular meetings of the APT-PP will be held according to the time frame planned by the APT-PP Plenary and approved by the Management Committee of the APT. It could be a physical meeting, virtual/online meeting, or hybrid meeting (physical and virtual/online).
2. If necessary, virtual/online meeting of extra-ordinary (additional) meeting of the APT-PP could be organized.
3. The Working Groups mainly work by correspondence and/or virtual/online meetings and will have physical meetings during each meeting of the APT-PP.
4. The meetings of the APT-PP and the duration of each meeting will be determined as a result of discussions amongst the APT Secretariat and the APT-PP Office Bearers with the final approval of the Management Committee of the APT.

**5.2 Coordination Meetings**

1. APT-PP coordination meetings can be organized by the APT Secretariat during PPs in order to:
* ensure that APT Common Proposals on PP agenda items and other contributions are presented effectively.
* ensure that APT-PP participates actively in the relevant Committees and other meetings during PPs.
* negotiate with other regional organizations with the objective of promoting consensus building and developing common understanding on issues.

1. The Chair of the APT-PP will preside over the coordination meetings.
2. The structure and schedule of the coordination meetings will be decided by the regular meeting held immediately before PP.
3. **PARTICIPATION**
	* 1. All APT Members, Associate Members and Affiliate Members may participate in the activities of the APT-PP.
		2. Organizations which have a Memorandum of Understanding (MoU) with the APT or other relevant international or regional organizations may send representatives to attend APT-PP meetings on the same basis as they attend other APT meetings.
		3. Non-APT members may be invited to participate in the activities of APT-PP as a guest at the discretion of the Chair and the Secretary General in consultation with the relevant Member Administration as appropriate.
		4. Other non-APT members may participate with the observer status with the payment of the relevant participation fee.
4. **INPUT CONTRIBUTIONS TO THE MEETINGS**
	1. All APT Members may submit input contributions related to the agenda of each of the meetings.
	2. Associate Members and Affiliate Members can submit input contributions based on the agreement with the corresponding APT Member, otherwise contribution will be considered as Information Document.
	3. Contributions from the ITU and other related recognized international and regional organizations having interests to PP will be treated as information document.
	4. Organizations which have a MoU with the APT 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 APT-PP Meetings.
	6. Input contributions should be submitted at least ten (10) calendar days, as decided by the APT Secretariat, before the start of the meeting. 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 APT-PP meeting. However, the Plenary may decide to accept such documents as Input Documents, even though those have been received after the due date.
	7. Each input contribution should be based on the Terms of Reference, agenda, and work of the APT-PP, otherwise contribution will be considered as Information Document.
5. **OUTPUT DOCUMENTS AND APPROVAL PROCEDURE**

Types of Output Documents and approval procedures of the Output Documents can be found in Annex 1: “Output Documents and Approval Procedures of the APT Conference Preparatory Group for ITU Plenipotentiary Conferences”.

1. **REPRESENTATION OF THE APT IN OTHER REGIONS’ PREPARATORY MEETINGS FOR PP**

The representation of the APT in other regions’ preparatory meetings for PP and inter-regional preparatory meetings organized by ITU follows the “Guidelines on Representation of the APT in other Regions Preparatory Meetings” adopted by the MC-42, which is attached as Annex 2 of this Working Methods.

Such Guidelines set out the process for appointing an authorized representative(s) to represent APT in other international/ regional telecommunication organizations preparatory meetings for World Conferences/ Assemblies or inter-regional preparatory meetings organized by ITU for World Conferences/ Assemblies.

1. **RELATIONSHIP WITH ITU AND OTHER REGIONAL ORGANIZATIONS**

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

Representatives from the ITU and regional telecommunications organizations would be welcome to attend preparatory meetings as observers. Equally, the APT-PP can nominate Office Bearers or other representatives to attend, on APT’s behalf, relevant meetings of these organizations.

1. **ROLE OF APT SECRETARIAT**

The role of the APT Secretariat is to:

1. organize APT-PP Meetings
2. coordinate with the Office Bearers, the APT membership, and other concerned organizations and parties with the view of accelerating the work of the preparation for PPs.
3. maintain the APT-PP website and e-mail reflectors, and to facilitate linkage to other relevant websites.
4. make the necessary arrangements for and follow-up of the submission of contributions to relevant meetings.
5. make the necessary arrangement for ACPs to PP in accordance with the ACP approval procedure and submit any other output documents to ITU as appropriate.
6. prepare and submit proposals for the consideration of the Management Committee of the APT.

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