Lecture Text for

Module 3-2: Engagement in the activities of APG ("a life of a contribution")
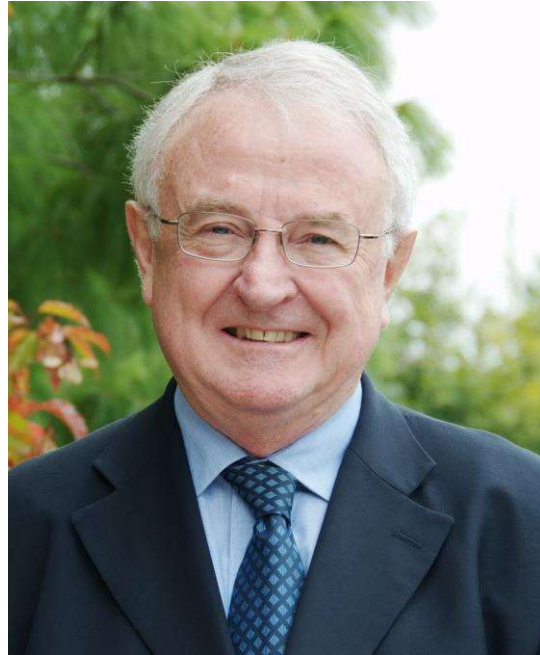
- General process of documentation in APG (Document category and processing of the documents)
- Development of input contributions (Format for inputs and presentation of inputs)
- Role of Drafting Group (structure of drafting groups, various inputs and outputs, nomination of Chairman, consolidated documents, negotiation and discussion)
- Tips for participating in the discussion and negotiation at various level and importance of 'offline' negotiation.

Lecturer: Mr. John A Lewis

Introduction of the Lecturer

Mr. John A Lewis

Biographical notes

Mr. John A Lewis, now pursuing a career as a consultant, participates in a number of working groups and project teams on spectrum management issues and is called upon to provide consultancy advice to ITU member administrations, research institutes, industrial entities and system operators on matters related to space radiocommunications and new wireless technologies. He is heavily involved in the Study Group activities of the ITU Radiocommunication Sector.

Mr. Lewis is also heavily involved in the activities of the Asia-Pacific Telecommunity where he chairs the Working Group on Spectrum Aspects of the APT Wireless Group and is Vice-Chairman of the Editorial Committee of the APT Preparatory Group for WRC-19.

Mr. Lewis, until his retirement in 2000, was Head of the Space Publication and Registration Division of the Space Services Department in the Radiocommunication Bureau at ITU where he was responsible for the processing of coordination requests and notifications for satellite networks and earth stations. He was also responsible for the maintenance of the ITU's Master International Frequency Register for space services.

Engagement in the activities of APG ("a life of a contribution")

Mr John A Lewis
Added Value Applications

Training Workshop
APG19-3, Perth, Australia
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General process of documentation in APG (Document category and processing of the documents)

The Asia-Pacific Telecommunity (APT) has a number of Work Programs. These cover activities associated with:

a) Policy and Regulation

b) Radiocommunication

c) Standardization

d) Capacity Building

and

e) ICT Development

Details on these Work Programs can be found on the APT web site (https://www.apt.int)

In particular, the APT Radiocommunication Program is composed of two major Work Programs:

a) APT Conference Preparatory Group for WRC (APG): APG, one of the most successful work program in APT, has been playing a significant and successful role to harmonize the regional views to ITU World Radiocommunication Conferences (WRC). See https://www.apt.int/aptapg

b) APT Wireless Group (AWG): AWG, formerly known as APT Wireless Forum (AWF) assists the region to make the best possible use of the newly acquired knowledge in wireless technologies in telecommunication and to facilitate the efficient use of the spectrum resources by regional harmonization initiatives. See https://www.apt.int/APTAWG

Furthermore, the Asia-Pacific Telecommunity (APT) Standardization Program (ASTAP) was formed in order to establish regional cooperation on standardization among APT Members and to contribute to global standardization activities. It is one of the major APT Work Programs in the area of Standardization and Technology Development. See https://www.apt.int/APTASTAP

In addition to developing documentation internal to APT activities these three Work Programs also develop documentation that is sent to organisations external to APT. These external organisations include, notably, the International Telecommunication Union (ITU) and telecommunication standards entities such as the 3rd Generation Partnership Project (3GPP).

Similar situations exist in the other APT Work Programs. The wide variety of types of documentation being generated in these Work Programs led to the conclusion that it would be beneficial to develop a "Document Framework" to be used across all Work Programs. This Document Framework would define the different types of documents that could be developed as well as the approval mechanisms to be used for the approval of each type of document.

The Management Committee (MC) of Asia-Pacific Telecommunity (APT) recognized that guidance was necessary for APT Work Programs (WPs) to prepare outputs that are relevant and appropriate for the members of the APT. At the same time the necessary authority needed to develop such documents and the procedures for development and approval of the documents had to be provided. The most recent version of the Documents framework was developed in 2011.

Each Work Program has developed its Working Methods. Included in these Working Methods is a section covering document approval. For example, the Working Methods of the APG includes a Section 8 - "Output Documents and Approval Procedures". This Section indicates that "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". Section 2 of this text indicates that the APG may develop the following types of output documents as described in the APT Document Framework:

a) Report;

b) Liaison Statement;

c) APT Common Proposal (ACP);

d) APT Position;

e) APT View.

Section 3 of the text provides the "Procedure for adoption and approval of output documents". The approval mechanisms differ for the different types of document. For example, the approval of an ACP occurs in two stages – the first stage takes place at the APG meeting where a proposal will become a Preliminary APT Common Proposal (PACP) once it is adopted by the Plenary. The second stage involves the formal approval (or not) of the PACPs by the administrations of the 38 APT Member States. If approved in accordance with the procedure the PACP then becomes an ACP which, in due course, is submitted by the APT Secretariat to the ITU Radiocommunication Bureau as an input document to the WRC.

In addition to these five output documents, APG develops texts during its internal discussions. In this connection a Template for Preparing Preliminary Views of APT on WRC-19 Agenda Items has been developed. Use of the template as well as the development of other texts at the APG is discussed later in this presentation.

APT Recommendation and Reports of interest
The Recommendations, Reports and Opinions developed by AWG can be found at
https://www.apt.int/AWG-RECS-REPS

ITU-R documentation

A range of material is available that is useful during the preparatory work leading up to WRC-19. This includes:

a)   CPM19-1

Meeting documents : https://www.itu.int/md/R15-CPM19.01-C/en

Circular Letters: https://www.itu.int/md/R00-CA-CIR-0226/en

b)   ITU-R Resolutions

see https://www.itu.int/pub/R-RES

ITU-R Resolutions of particular interest are:

Res. ITU R 1-7 Working methods for the Radiocommunication Assembly, the Radiocommunication Study Groups, the Radiocommunication Advisory Group and other groups of the Radiocommunication Sector

Res. ITU-R 2-7 Conference Preparatory Meeting

Res. ITU R 4-7 Structure of Radiocommunication Study Groups

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Res. ITU R 5-7 Work programme and Questions of Radiocommunication Study Groups

Res. ITU R 8-2 Radio-wave propagation studies and measurement campaigns in developing countries

Res. ITU R 11-5 Further development of the Spectrum Management System for Developing Countries

Res. ITU R 12-1 Handbooks and special publications for development of radiocommunication services

etc., etc.

c) ITU-R Recommendations, Reports and Handbooks

see https://www.itu.int/pub/R-REC and https://www.itu.int/pub/R-REP and
https://www.itu.int/pub/R-HDB

These texts may be already approved or under development. The most recent versions
are considered to be "in force"; details can be found at these web sites.

d) ITU Terms and Definitions

see https://www.itu.int/net/ITU-
R/index.asp?redirect=true&category=information&link=terminology-
database&lang=en&adsearch=&SearchTerminology=&sector=&language=all&part=abbrevi
ationterm&kind=anywhere

e) Language tools

see https://www.itu.int/en/language-tools/Pages/default.aspx

Other documentation

Material from other entities may also be of interest. Such entities could include the
International Organization for Standardization (ISO), the International Electrotechnical
Commission (IEC), the 3rd Generation Partnership Project (3GPP), the Comité
International Spécial des Perturbations Radioélectriques (CISPR[1]); etc.

[1] - English: International Special Committee on Radio Interference

Development of input contributions (Format for inputs and presentation of inputs)

Input contributions (INPs) can contain a variety of information, depending on a
number of factors, such as:

    a) the stage of the preparatory process;
    b) the nature of proposals contained in the document;
    c) whether the document contains material which will eventually lead to the development
of proposals to the WRC, the RA or the CPM;
    d) whether the document contains material related to the management of the APG process;
    e) etc.

Management of the APG process - Input contributions typically cover aspects
such as:

    a) proposals concerning the **structure** of the APG – e.g., the establishment of the Working
Parties and the related Drafting Groups;
    b) proposals concerning the Chairmen for these groups;
    c) proposals for the APG Chairman and Vice-Chairmen;
    d) proposals concerning the Working Methods of the APG;
    e) proposals for Work Plans.

Contributions on these matters are made to APGxx-1. In some cases, contributions could be made
to later meetings in the study period; e.g., proposals for the updating of Work Plans or
modifications to Working Methods.

Material related to development of proposals concerning WRC Agenda Items (AIs) - Input contributions typically cover aspects such as:

a) background information on the matter;
b) the status of ITU-R studies;
c) the preliminary position of the administration;
d) the administration's Preliminary Views;
e) the nature of possible proposals;
f) detailed proposals;
g) a Summary of Conclusions where thought appropriate.

These aspects are typically submitted as different Sections of the input contribution. In addition, inclusion of a particular Section will depend of the stage in the process; e.g., detailed proposals will only appear relatively late in the process. In addition, such an input contribution should be limited to topics being considered in one Working Party or even to one AI – this facilitates attribution of the document at the meeting and avoids any misunderstanding on where the material should be considered. Most often, administrations submit such INPs to each of the (normally) six WPs.

There are cases where the structure of the input contribution is more closely defined. Such cases include:

a) responses to a questionnaire developed at an earlier meeting in the study cycle;
b) updates to texts developed at an earlier meeting;
c) proposals for an AI to be considered at a future WRC – here a tabular Annex is to be included and the Template for the submission of proposals for agenda items is found as Annex 2 to RR Resolution 804 (Rev. WRC 12) – "Principles for establishing agendas for world radiocommunication conferences". Annex 2 details issues such as
  i. the proposal itself;
  ii. background/reason;
  iii. Radiocommunication services concerned;
  iv. indication of possible difficulties;
  v. previous/ongoing studies on the issue;
  vi. studies to be carried out by: … with participation of: …;
  vii. ITU-R Study Groups concerned;
  viii. ITU resource implications, including financial implications (refer to CV 126);
  ix. If the proposal is a common regional proposal;
  x. If it is a multi-country proposal;
  xi. Remarks.

Further comments on document submission:

a) an input contribution can be submitted as a multi-country document;
b) the submission should be received by the APT Secretariat by the due date for submissions – if it is received late it is posted as an information document (INF);
c) the Plenary of the meeting may agree that such a late contribution can be considered as an input contribution – this could happen, for example, if the document is a response to a questionnaire;
d) Entities other than APT administrations can submit material to the APG meeting – these are identified as INF documents. Such entities can include:
   i. Regional Telecommunication Organizations and other regional groups;
   ii. Inter-governmental organizations – ICAO, IMO, WMO, etc.;
   iii. the IARU;
   iv. Others seeking to influence discussions (e.g. Wi-Fi Alliance, GSMA, Satellite systems operators, Mobile industry entities, etc.).
e) The consensus of the group concerned (WP, DG) is needed if an INF document is to be presented.

Role of Drafting Group (structure of drafting groups, various inputs and outputs, nomination of Chairman, consolidated documents, negotiation and discussion)

As mentioned above decisions on the structure of Drafting Groups are taken at the first meeting in the APG study cycle. Candidates for DG Chairs are also considered at the first meeting. Potentially DG Chairs can be decided; otherwise DG Chairs are decided at the second meeting in the study cycle. Most often one DG is established for each AI. In some cases, consideration of an AI can be split and two or more DGs are established. This most typically happens in the WP dealing with Satellite services – WP3 in APG19.

INPs and INFs:

a) the Working Methods of the APG provide details on the nature of these two types on input contribution – see Section 7 on the submission of documents to APG meetings;
b) INP documents concerning WRC, RA or CPM matters are usually presented and considered in detail in the DG concerned. If thought necessary, they may be first considered at a higher (e.g. WP) level;
c) INP document concerning APG management matters are usually first presented in the APG Plenary. They may be then further considered in a group (usually an Ad Hoc group) on the particular matter concerned;
d) as mentioned above, the consensus of the group concerned (WP, DG) is needed if an INF document is to be presented.

Actions in DG discussions:

a) after presentation and initial discussion, consolidation of texts on a given issue is the objective. If there are several views and/or proposals, part of this consolidation activity would be to reduce these to the minimum thought necessary. One view on the issue with one set of associated proposals is the clear goal.

b) In preparing its material, the DG should make use of the Template for Preparing Preliminary Views of APT on WRC-19 Agenda Items (this Template is being finalised at APG19-3).

c) WP Chairs prepare meeting reports at each APG meeting and DG Chairs assist in this task.

d) as mentioned above, the material being discussed changes in nature when moving though the study cycle – one further example is the consideration of detailed proposals for future Agenda Items (i.e., WRC-19 AI 10) – these are considered at the fifth meeting of the cycle.

PACPs and ACPs:

a) the layouts/templates for these texts move towards ITU-R documentation requirements.

b) the approval requirements for these texts can be found in the "Output Documents and Approval Procedures of the APT Conference Preparatory Group for World Radiocommunication Conferences".

c) There is a strong APT/APG incentive and commitment to approve PACPs by consensus in the APG Plenary (see the flowchart "Procedure for Adopting and Approving APT Common Proposals for WRCs and RAs") in the Attachment in this document.

Tips for participating in the discussion and negotiation at various level and importance of 'offline' negotiation

The material in this section of the presentation will cover actions within APT/APG during the study cycle, as well as actions during the CPM, RA and WRC.

Tips:

a) Find the colleagues to approach – the Chair of the DG and/or WP could be helpful in this regard.

b) The Head of Delegation of the country that you wish to speak with could also help.

c) Ask if the contact person can speak and commit for his administration or whether he/she needs to get back to his/her HoD for approval.

d) Similarly, contact can be made with colleagues from other regions; often those attending the APG are AI coordinators in their regional preparations and can speak with authority.

e) Seek to develop common positions and views in offline discussions so that presentation of these matters in the DG and WP meetings and the decisions that are subsequently taken pass smoothly.

f) Once a participant takes a position in a formal meeting, it is not so easy to move from that.

g) Coordination between APT/APG participants attending CPM, RA and WRC takes place at APG Coordination meetings. See Annex 1 to the Working Methods for details. This mechanism allows for an agreed APT/APG position to be developed at these ITU-R conferences and meetings. This is especially important when discussion at these meetings move away from the initial position of APT/APG.

Access to APG documents on APT web site

The URL https://www.apt.int/APTAPG provides many links to APG documents and meetings that are taking place during the study cycle as well as to other useful sites.

The URL https://www.itu.int/en/ITU-R/conferences/wrc/2019/Pages/reg-prep.aspx provides links on Regional preparation for WRC-19.

Conclusion

Enjoy the Workshop!

Any questions?