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|  | ASIA-PACIFIC TELECOMMUNITY | **Document No:** |
| **The 5th Meeting of the APT Conference Preparatory**  **Group for WRC-23 (APG23-5)** | **APG23-5/TMP-xx** |
| 20 – 25 February 2023, Busan, Republic of Korea | xx February 2023 |

Chair, APG Conference Preparatory Group for WRC-23

**template for the development of APT Preliminary views on WRC-23 agenda items**

The Plenary of APG23-4 decided to use the attached template for the development of APT Preliminary Views on the agenda items of WRC-23. Chairs of the Working Parties of APG-23 as well as the Chairs of respective Drafting Groups are kindly requested to follow the attached template for developing APT Preliminary Views on WRC-23 Agenda Items at APG23-5.

**Template**

Drafting Group on AI 1.x/Working Party X

**DRAFT PRELIMINARY VIEWs on WRC-23 agenda item 1.X [[1]](#footnote-1)**

**Agenda Item 1.X:**

*Text for Agenda Item in Italic Format*

**1. Background**

*Guidance from Editorial Committee*

Background information in Section 1 should be no more than 1 page, if possible, and include the following information:

* Reference to the relevant WRC Resolution if not shown in the above agenda item text, while text for the “*resolves*” parts within this Resolution should only be quoted if those elements need specific attention. (*NOTE: Refer to Annex 7 of ITU-R Circular Document* [*CA/251*](https://www.itu.int/dms_pub/itu-r/md/00/ca/cir/R00-CA-CIR-0251!!PDF-E.pdf) *“Results of CPM23-1” regarding actions to be taken by responsible/concerned groups.*)
* Progress of ITU-R and APT ongoing studies.
* List of relevant ITU-R Reports/Recommendations, APT Reports/Recommendations and ongoing studies, e.g. working documents from ITU-R and/or AWG.
* Optional to include a brief summary of the draft CPM Method(s), if applicable.

**2. Documents**

*Guidance from Editorial Committee*

Section 2 should list the input documents and information documents received at APG23-4, with a reference to the relevant country/organisation in (brackets):

* Input Documents APG23-5/INP-YY (country acronym)…
* Information Documents APG23-5/INF-ZZ (organisation acronym) …

**3. Summary of discussions**

**3.1 Summary of APT Members’ views**

*Guidance from Editorial Committee*

* No introductory text is needed at the beginning of Section 3.1.
* Text in 3.1.x is generally a copy of the APT Member’s view as submitted to the meeting.
* Summary of APT Members’ views should be separated into individual sub-sections 3.1.1, 3.1.2 … 3.1.n by country names. The appearance order of the country names should follow the incremental document numbers as received at APG23-5.
* These summaries should not repeat material already found in the Background section.
* If an APT Member requests to include additional detail in this section relevant to the Member View, this could be done by a brief summary and cross-reference to the relevant input contribution.

**3.1.1 Country A** - **Document APG23-5/INP-YY**

* Summary of Country A’s views based on the direct extract from Country A’s input contribution.

**3.1.2 Country B** - **Document APG23-5/INP-YY**

* Summary of Country B’s views based on the direct extract from Country A’s input contribution.

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**3.1.n Country n** - **Document APG23-5/INP-YY**

* Summary of Country n’s views based on the direct extract from Country A’s input contribution.

**3.2 Summary of issues raised during the meeting**

*Guidance from Editorial Committee*

This section is not the place to summarize the views from APT Members (which is the purpose of section 3.1), but to cover issues raised in the drafting group sessions that could include the following elements:

* issues discussed in the drafting group that led to the development of the APT Preliminary View in Section 4, or the reasons for those Other View(s) in Section 5;
* identifying, where possible, groups of issues or themes raised in discussions,
* issues or challenges observed by APT Members in ITU-R meetings that have an impact on developing current or future APT Preliminary Views;
* any issue that may lead to further discussion at the next APG meeting, and if agreement is reached, this issue and the associated action item would be included into Section 6 for consideration at the next APG meeting; and
* general observations of the Drafting Group Chairs, if necessary.

**4. APT Preliminary View(s)**

*Guidance from Editorial Committee*

* Summary text indicating APT Preliminary View(s) as developed and agreed by consensus at the meeting.
* Usually there will be only one “Preliminary View”, but at times where there is more than one issue in an agenda item there will be multiple “Views” to cover all the issues, so the bracketed ‘s’ would cover that.

**5. Other View(s) from APT Members**

*Guidance from Editorial Committee*

* Other view(s) which are not covered in Section 4 above, if any.
* In the event that consensus could not be reached on certain elements of an APT Preliminary View, this section could also be used to outline those elements as other View(s).

**6. Issues for Consideration at Next APG Meeting**

*Guidance from Editorial Committee*

* Any carried-forward documents or outstanding matters requiring further consideration at the next APG meeting.
* Any matter where further actions by Members prior to the next APG meeting would be beneficial.

**7. Views from Other Organisations** (as provided in the information documents to

APG23-5)

*Guidance from Editorial Committee*

* Views/positions of regional groups (i.e. ASMG, ATU, CEPT, CITEL and RCC) and international organisations (i.e. IARU, ICAO, IMO) as extracted from respective Information Documents APG23-5/INF-ZZ.
* If no information is received from a regional group or an international organisation at this APG23-5 meeting, the responsible Drafting Group Chairman should copy the relevant views/positions submitted to previous APG meetings into the respective sub-sections, as appropriate.
* The appearance order of the organisation names could use the structure of the following sub-sections, which lists the Regional Groups in alphabetical order and then the International Organisations also in alphabetical order.

**7.1 Regional Groups**

**7.1.1 ASMG** - **Document APG23-5/INF-ZZ**

* ASMG views/positions based on direct extract from the relevant information document.

**7.1.2 ATU** - **Document APG23-5/INF-ZZ**

* ATU views/positions based on direct extract from the relevant information document.

**7.1.3 CEPT** - **Document APG23-5/INF-ZZ**

* CEPT views/positions based on direct extract from the relevant information document.

**7.1.4 CITEL** - **Document APG23-5/INF-ZZ**

* CITEL views/positions based on direct extract from the relevant information document.

**7.1.5 RCC** - **Document APG23-5/INF-ZZ**

* RCC views/positions based on direct extract from the relevant information document.

**7.2 International Organisations**

**7.2.1 IARU** - **Document APG23-5/INF-ZZ**

* IARU views/positions based on direct extract from the relevant information document.

**7.2.2 ICAO** - **Document APG23-5/INF-ZZ**

* ICAO views/positions based on direct extract from the relevant information document.

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1. Please note that the term ‘Issues/issues’ should not be confused with Issues in WRC-23 Agenda Items 7 and 9. [↑](#footnote-ref-1)