



**WORKING METHODS OF
THE APT CONFERENCE PREPARATORY GROUP FOR WORLD
RADIOCOMMUNICATION CONFERENCES**

Approved by

The 46th Session of the Management Committee of the Asia-Pacific Telecommunity
13 – 16 December 2022
Bangkok, Thailand

Document No.: MC-46/OUT-11

1. INTRODUCTION

The APT Conference Preparatory Group (APG) for ITU World Radiocommunication Conferences (WRCs) is to harmonize the views of APT Members and to prepare proposals to WRCs. The APG contributes to WRC activities so that the interests of the region are well protected. The APG also coordinates regional views on ITU Radiocommunication Assemblies (RAs).

This document describes the objectives, terms of reference, structures and working procedures of the APG.

2. OBJECTIVES

The main objective of APG is to organize coordinated regional activities for WRCs and RAs in order to ensure that the interests of APT Members on Radiocommunication issues are properly represented. The activities include but are not limited to:

- a. develop inputs¹ for the interest of the Asia-Pacific region for WRCs and RAs;
- b. develop inputs to ITU-R Conference Preparatory Meetings (CPMs); and,
- c. assist APT Members, especially developing countries, in their preparations and in coordinating issues of common interest for WRCs, RAs and CPMs.

3. TERMS OF REFERENCE

The Terms of References of the APG cover the following areas:

3.1 WRC activities

- a) to identify, study and review issues associated with each WRC Agenda Item, taking into account, where appropriate, the results of the studies undertaken in the relevant ITU-R Study Groups, Working Parties, Joint Task Groups and Task Groups associated with these Agenda Items;
- b) to develop preliminary views;
- c) to review the text of the Draft CPM Report and to develop APT inputs, if thought appropriate, to the CPM;
- d) to develop Preliminary APT Common Proposals (herein after referred to as “PACPs”) on each WRC Agenda Item;
- e) to coordinate activities at the CPM, including the identification of coordinators for each WRC Agenda Item;
- f) to coordinate activities at the WRC, including the identification of coordinators for each Agenda Item;
- g) to prepare, as far as possible and with the assistance of the secretariat, information on the views of other regional groups to the extent available relating to the WRC Agenda items for distribution to APT Members;

¹ Inputs are prepared and agreed in accordance with the “Output Document Types and Approval Procedure of the Output Documents of APG”.

3.2 RA activities

- a) to identify, study and review issues associated with RA activities;
- b) to review inputs to RAs and to develop preliminary views on these issues, as appropriate;
- c) to develop inputs to RAs on these issues, if required;
- d) to coordinate any other issues relating to RA activities, including the coordination of activities at RAs and the identification of coordinators, as appropriate;

3.3 Other tasks

- a) throughout the above process, to coordinate and interact with other regional telecommunication organisations;
- b) to inform APG participants of the activities of these regional telecommunication organisations as well as the activities of global and regional broadcasting and other organisations having spectrum management interests, by reports from the representatives of these organisations attending APG meetings, or by reports of representatives nominated to represent APT at the meetings of these organisations, or by reports of APT Members attending these meetings;
- c) to inform APG participants of the activities of ITU-R informal group meetings on WRC and RA preparations;
- d) to develop and submit, where appropriate, inputs to ITU-R Study Groups, Working Parties, Joint Task Groups or Task Groups related to WRC Agenda Items that are approved by the Plenary in accordance with the APG Document "Output Document Types and Approval Procedure of the Output Documents of APG"; and,
- e) to liaise with the APT Preparatory Group for the ITU Plenipotentiary Conference on issues related to ITU-R and APG activities.

4. STRUCTURE

The APG consists of the Plenary, a Chair, two Vice-Chairs, an Editorial Committee, and Working Parties. At each APG meeting, a Steering Committee will also be established.

4.1 Plenary

- a. The Plenary is responsible for making final decisions and approvals regarding all matters considered within APG meetings.
- b. The Plenary shall meet at least once a year to update APT preliminary views on WRC Agenda Items, to discuss outstanding issues, to monitor the status of work items and to take action when required.
- c. The Plenary elects the Chair and the two Vice-Chairs at the first meeting of APG of a WRC preparatory period for the duration of the whole preparatory period. They are eligible for re-election once. Nomination of the candidates shall be submitted by APT Members.
- d. The Plenary establishes or abolishes the Editorial Committee and Working Parties, as appropriate.
- e. The Plenary appoints the Chairs of the Editorial Committee and Working Parties.
- f. The Plenary decides on the terms of reference and the scope of work of each of the Working Parties.
- g. If necessary, the Plenary can form Ad Hoc Groups. Chairs of such groups will be appointed by the Plenary.

4.2 Chair and Vice-Chairs

- a. The Chair is responsible for overall administrative matters regarding the APG. They preside over the Plenary meetings.
- b. The Chair reviews the reports of APG before their adoption.
- c. The Chair attends the Management Committee of the APT to represent the APG and reports on APG activities to the Management Committee of the APT.
- d. The Chair presides over the APG coordination meetings during RA, WRC and CPM.
- e. The Vice-Chairs support the Chair in their own capacity and as requested by the Chair.
- f. A Vice-Chair chairs the Plenary in the absence of the Chair.
- g. The Chair and Vice-Chairs are expected to be available for the whole preparatory period. The term of the Chair and Vice-Chairs will be finished when the new preparatory cycle of APG for the next WRC commences.
- h. If the Chair is unable to continue with their role for the whole preparatory period for a WRC then one of the Vice-Chairs will assume the responsibilities of Chair until a new Chair is appointed by the next APG Plenary.
- i. If any of the Vice-Chairs is unable to continue with their role for the whole preparatory period for a WRC, a new Vice Chair will be appointed by the next APG Plenary.

4.3 Editorial Committee

- a. The Editorial Committee will have a Chair appointed by the Plenary at the first meeting of the APG for a WRC preparatory period for the duration of the whole preparatory period.
- b. The Chairs of all Working Parties will be ex officio members of the Editorial Committee. Other members can be co-opted as required.
- c. Working in coordination with the Chair of the APG and the APT Secretariat, the Editorial Committee will draft the final report of each APG meeting to properly reflect the discussions of and the conclusions reached by the Plenary. The final report will be made available on the APT website for comments for 21 days, after which it will be finalized by the Editorial Committee.
- d. Working in coordination with the Chairs of Working Parties and Ad Hoc Groups, if established by the Plenary, and the APT Secretariat, the Editorial Committee will ensure that all APG output documents are editorially corrected and updated. The Editorial Committee will additionally prepare ACPs and other documents in the ITU format for submission to WRCs, RAs and other ITU-R meetings, as appropriate.

4.4 Working Parties

- a. Working Parties will be created by the Plenary of the 1st APG meeting for a WRC for the duration of the whole preparatory period.
- b. The number of Working Parties in an APG will be decided by the Plenary based on the CPM Report Chapters and consultations with the Administrations present at the 1st APG meeting for a WRC.
- c. Each Working Party will be assigned with a set of related WRC Agenda Items as decided by the Plenary.
- d. Each Working Party will have a Chair appointed by the Plenary of the 1st APG meeting for a WRC for the duration of the whole preparatory period.
- e. If necessary, each Working Party can create Drafting Groups for the WRC Agenda Items and relevant topics assigned to the Working Party. The terms of reference of each Drafting Group will be decided by the Working Party. The Chair of each Drafting

Group will be appointed by the Working Party. Working Party Chairs shall report the creation of the Drafting Groups together with their terms of reference and the appointed Drafting Group Chairs to the Plenary for final approval.

- f. The Chairs of the Drafting Groups shall report their activities and outcomes, if any, to the respective Working Party.
- g. Drafting Group Chairs may be nominated by Working Parties as Agenda Item Coordinators. If necessary, a Working Party Chair can nominate a number of Agenda Item Coordinators based on the complexity of an Agenda Item. Working Parties may also nominate Agenda Item Coordinators for the Agenda Items where no ACPs have been submitted.
- h. The procedure of appointments, roles and responsibilities of the Agenda Item Coordinators are in the Annexes to this document.
- i. A Working Party can have meetings during the APG meetings. In between APG meetings, a Working Party can discuss the issues and work progress by electronic means.
- j. If a of any Working Party is unable to perform their role due to some unavoidable situation then the APG Chair will consult with the Secretary General and interested APT Members and provisionally appoint a new Chair of the Working Party. This provisional appointment becomes definitive when approved at the next APG Plenary meeting.

4.5 Steering Committee

- a. The Steering Committee will consist of the Chair and Vice-Chairs of APG and the Chairs of the Editorial Committee and Working Parties (herein after referred to as APG Office Bearers) and representatives from the APT Secretariat. Representatives from the host APT country will be invited to the Steering Committee, in case the APG meeting takes place in a host APT Member country. The APG Chair, in consultation with the Secretary General of APT, may invite experts of APT Members to attend the meeting of the Steering Committee.
- b. The Steering Committee will meet, normally in the evening, prior to the start of the full APG meeting as well as during the meeting as required.
- c. The responsibilities of the Steering Committee are, mainly, to review and recommend the draft meeting agenda and program to the APG Plenary, to ensure that appropriate arrangements are made for the meeting, and to monitor the progress of work during the meeting and review the program as appropriate.

5. MEETING OF THE APG

5.1 Regular Meetings of the APG

- a. Regular meetings of the APG will be held according to the time frame planned by the APG Plenary and approved by the Management Committee of the APT. APG meetings are normally organized as physical meetings, and if circumstances arise and decided on a case by case basis, as virtual/online meetings or any other alternative type of meeting (e.g. hybrid combination of both physical and virtual/online meeting).
- b. The duration of each APG meeting will be fixed as a result of discussions amongst the APT Secretariat and the APG Office Bearers and will be confirmed by the APT Management Committee.
- c. Outputs of the APG such as PACPs, APT Views etc. are to be approved at regular APG meetings.

5.2 Coordination Meetings of the APG

- a. APG coordination meetings are to be organized during RAs, WRCs and CPMs in order to:
 - ensure that ACPs on WRC Agenda Items and other contributions are presented and advocated effectively;
 - ensure that APG participates actively in the relevant Working Groups and other meetings during RAs, WRCs and CPMs;
 - harmonise the views of APT Members which will be represented to other regional organizations² with the objective of promoting consensus building and developing common understanding on issues.
- b. The Chair of the APG will preside over the coordination meetings
- c. In the absence of the Chair, one of the Vice-Chairs will preside over the meetings. If both the Chair and Vice-Chairs are not present then the Chair of the Editorial Committee or one of the WP Chair, as decided earlier by the APG Chair, will preside over the meetings
- d. The structures and work scopes of the coordination meetings will be decided by the regular APG meetings held immediately before CPMs, RAs or WRCs.
- e. During WRCs, or CPMs at which inter-regional coordination meetings are expected, the APG coordination meetings of APT Members present shall establish an APG Inter-Regional Coordination Team (APGICT) and decide its mandate.
- f. The role of the APGICT will be to represent the APG at Inter-Regional Coordination meetings.
- g. The role of the APGICT will not extend to undertaking negotiations on ACPs or positions unless explicitly approved to do so by an APG coordination meeting.
- h. The APGICT shall not negotiate or commit to any decisions, that are relevant to individual APT Member(s) without prior approval from the specific APT Member that the issue is relevant to.

The Annexes to this document contain the procedures for APG coordination activities during WRCs, CPMs and RAs.

6. PARTICIPATION IN APG ACTIVITIES

- a) All APT Members, Associate Members and Affiliate Members may participate in the activities of the APG.
- b) Organizations which have a Memorandum of Understanding (MoU) with the APT or other relevant international or regional organisations may send representatives to attend APG meetings on the same basis as they attend other APT meetings.
- c) Non-APT Members may be invited to participate in the activities of APG as a guest at the discretion of the Chair of the APG and the Secretary General in consultation with the relevant APT Member as appropriate.
- d) Other non-APT Members may participate with observer status with the payment of the relevant participation fee and subject to consultation between the Secretary General and the relevant APT Member, as appropriate.

² See WRC Resolution 72

7. SUBMISSION OF DOCUMENTS TO APG MEETINGS AND USE OF GENDER-NEUTRAL LANGUAGE

- a) All APT Members may submit input documents related to the agenda of each meeting of the APG.
- b) Associate and Affiliate Members can submit input documents based on the agreement with the corresponding APT Member. Otherwise, the document will be treated as an information document.
- c) Contributions from the ITU will be treated as information documents.
- d) Regional telecommunications, broadcasting and other relevant organisations having spectrum management interests can submit information documents.
- e) Organizations which have an MoU with the APT may submit contributions as information documents on the same basis as they attend other APT meetings.
- f) Other observers cannot submit any type of document to the APG meetings
- g) Input documents should be submitted at least one week before the start of the meeting. The APT Secretariat will distribute the documents to the members before the meeting starts. In the case where there are input documents received after the due date of submitting contributions the documents will be considered as information documents for the coming meeting and will be treated as input documents for the next but one APG meeting. However, the APG Plenary may decide to accept such documents as input documents, even though they have been received after the due date.
- h) Each input document should be based on the terms of reference, agenda and work of the APG. Contributions not so based will be considered as information documents.
- i) For input documents to APG and during participation in APG activities, all APT Members are encouraged to use gender-neutral language. This includes avoiding the use of gendered words in favour of using gender neutral terms or pronouns wherever practicable for written document submissions and during participation, and avoiding the use of terms that make unnecessary assumptions about people or groups of people.

8. NOTIFICATION OF CONTACT POINT

Each APT Member shall notify the APT Secretariat of the following contacts:

- a) Head of Delegation;
- b) Main contact person(s); and,
- c) Relevant contacts for each agenda item,

So that APG Office Bearers can communicate with the relevant contacts for the work of APG, including the APG coordination during WRC/CPM and RA.

9. OUTPUT DOCUMENTS AND APPROVAL PROCEDURES

Types of Output Documents and approval procedures of the Output Documents can be found in the document "[Output Document Types and Approval Procedures of the Output Documents for the APT Conference Preparatory Group for World Radiocommunication Conferences](#)".

10. RELATIONSHIP WITH THE ITU AND OTHER ORGANIZATIONS

Due to the nature of work of the APG, coordination activities not only within the APT but also with the ITU and with other international/regional organisations would be required. The major role of the APG is to develop regional inputs on WRC related matters. As a result, cooperation and the exchange of views and information related to WRCs with other organizations is key to the success of the work.

Representatives from the ITU and regional telecommunications organizations as well as representatives from other international and regional organisations having spectrum management interests are welcome to attend APG meetings as observers. Equally, the APG can nominate APG Office Bearers or other representatives to attend, on the APT's behalf, relevant meetings of these organizations. These APT representatives will be required to report on the discussions at these meetings to the APG membership, either at the APG meetings themselves or by electronic distribution of such reports through the APT Secretariat.

11. ROLE OF THE APT SECRETARIAT

The role of the APT Secretariat includes but is not limited to:

- a. organize APG meetings and coordination meetings;
 - b. coordinate with the APG Office Bearers, the APT membership, and other concerned organizations and parties with the view of accelerating the work of the APG;
 - c. maintain the APG website and e-mail reflectors, and facilitate linkages to other relevant websites;
 - d. make available information to APT Members as described under Section 8;
 - e. make the necessary arrangements for, and follow-up, the submission of contributions to relevant ITU-R conferences and other meetings (for example, RAs and CPMs,), as required;
 - f. make necessary arrangements for ACPs in accordance with the document approval procedure; and,
 - g. prepare and submit proposals for the consideration of the APT Management Committee.
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Procedure for APG Coordination at the ITU World Radiocommunication Conference (WRC) and the ITU-R Conference Preparatory Meeting (CPM)

1. ACPs shall be presented at a WRC by the respective Agenda Item Coordinator for WRC, as established through the APG. If the Agenda Item Coordinator is absent from the meeting, the ACP shall be presented by the Chair of the APG Working Party responsible for the relevant WRC Agenda Item, or their nominee.
2. The Agenda Item Coordinator, assisted by the Chair of Working Party (or their nominee), shall have, as their primary responsibility, a coordination role and carriage of the proposal at the WRC, including in relation to discussions on related proposals submitted by other countries or regional groups.
3. APT Views shall be presented at a CPM by the respective Agenda Item Coordinator for CPM as appointed through the APG. If the Agenda Item Coordinator is absent from the meeting, the APT View shall be presented by the Chair of the APG Working Party responsible for the relevant WRC Agenda Item, or their nominee. *(Note: Annex 3 contains further relevant material on this issue)*
4. APG coordination meetings shall be held on a regular basis during each WRC and CPM based on the needs and necessity as decided by the APG. The purpose of these APG coordination meetings shall be to:
 - monitor and report on progress of ACPs and APT Views;
 - discuss APT positions on proposals that have been submitted during the WRC or CPM from other countries or regional groups, and which had not been previously considered by the APG;
 - take a latest stance on the ACPs and APT Views depending on the progress of discussion at the WRC or CPM;
 - decide a degree of flexibility for negotiation on certain issues as requested by APT Members or APG Office Bearers. Such requests and decisions should be in written form for clarity, to the extent practicable; and,
 - review and discuss the inter-regional group coordination progress reported by APGICT.
5. The Chair of the APG, or their nominated deputy, with the assistance of the APT Secretariat shall be responsible for organising a time and venue for APG coordination meetings at the WRC and CPM.
6. With respect to the APGICT:
 - a) The membership of the APGICT shall be selected from the APG Chair and the Vice-Chairs and the 'relevant' APG Working Party Chairs and 'relevant' Agenda Item coordinators. A 'relevant' APG Working Party Chair or Agenda Item Coordinator would be one whose WRC Agenda Item would be under discussion at the inter-regional meeting. *(Note: Annex 3 contains further relevant material on this issue)*
 - b) Additional details on the role, membership and responsibilities of the APGICT would be developed, if required, at the APG coordination meetings during the WRC or CPM.

Procedure for APG coordination at the ITU Radiocommunication Assembly (RA)

1. ACPs shall be presented at the RA by the lead APT Member for the proposal nominated at the APG coordination meeting being held during the RA. If the lead APT Member is absent from the meeting, the ACPs shall be presented by the APT Member nominated as alternate to assist the lead APT Member.
 2. The lead APT Member, assisted by the alternate(s), shall have as its primary responsibility a coordination role and carriage of the proposal at the RA, including in relation to discussions on related proposals submitted by other countries or regional groups.
 3. APG coordination meetings shall be held on a regular basis during the RA based on the needs and necessity which is to be decided by the APG. The purpose of APG coordination meetings shall be to:
 - monitor and report on progress of ACPs;
 - discuss APT positions on proposals that have been submitted during the RA from other countries or regional groups, and which had not been previously considered by the APG; and,
 - take a latest stance on the ACPs and APT positions depending on the progress of discussion at the RA.
 4. The Chair of the APG, or their nominated deputy, with the assistance of the APT Secretariat shall be responsible for organising a time and venue for APG coordination meetings at the RA.
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Procedure of the APT Agenda Item Coordination

- 1) Appointment of Agenda Item Coordinators for WRC and CPM:
 - a) The APG meetings prior to the WRC and the second session of the CPM will appoint APT Agenda Item Coordinators for WRC and CPM, respectively. APT Agenda Item Coordinators may be appointed for agenda items where the APT has no PACP nor APT Views and for Agenda Items 9.1, 9.2, and 9.3 as required.
 - b) The first APG coordination meeting of the WRC/CPM will appoint a new Agenda Item Coordinator in the following cases:
 - i) the appointed APT Agenda Item Coordinator is not available to continue their role at the WRC/CPM;
 - ii) additional Agenda Item Coordinators are required; or,
 - iii) the previously appointed Agenda Item Coordinator is from an APT member that did not support the PACP for the relevant agenda item, unless otherwise decided by this first APG coordination meeting.
- 2) Agenda Item coordination during WRC and CPM:
 - Agenda Item Coordinators shall be responsible for updating/reporting the regular progress of work during WRC or CPM to the APG coordination meeting in written format on the template provided by the APG.
 - Each Agenda Item Coordinator should contact the respective delegates of APT Members and have efficient cooperation and collaboration among the delegates concerned.
 - APG coordination meeting may organize Agenda Item coordination meeting for a certain Agenda Item, when required. The Working Party Chair, assisted by the APG Agenda Item Coordinator can convene Agenda Item coordination meetings on the Agenda Item among APT Members. The Working Party Chair may also delegate Agenda Item Coordinator for convening Agenda Item coordination meeting.
 - Agenda Item coordination meetings on specific Agenda Items may inform the delegates of progress of works, discuss a possible modified position and the degree of flexibility of negotiation on the Agenda Item as necessary to take account of progress, and the convener of the Agenda Item coordination meeting shall submit the written outcomes to the subsequent APG coordination meeting for consideration. Agenda Item Coordinators must not share the revised negotiation limits with other regional groups until this modification is agreed at the APG coordination meeting.
 - Agenda Item Coordinators, at all times, should maintain agreed positions of the APT or the latest stance agreed at an APG coordination meeting. The modification of APT positions or negotiation limits will be decided by the APG coordination meeting.
 - When Agenda Item Coordinators discuss with other regional groups, it should be limited to the lobbying of the current positions of the APT and information gathering. Information gained should be made available to APT Members in their regular report or other means designated by APG coordination meetings.