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|  | ASIA-PACIFIC TELECOMMUNITY |  |  |
| **The 4th APT Preparatory Group for PP-14 (PP14-4)** |  |
| 18 – 22 August 2014, Bangkok, Thailand  |

**Guideline of submitting contribution to the PP14-4 meeting**

Following guideline principles will be maintained for submitting contributions to the PP14-4 Meeting.

**Right of Document Submission:**

* 1. All APT Member Administrations may submit input contributions related to the agenda of each of the meetings of APT-PP
	2. Associate Members and Affiliate members can submit input contributions based on the agreement with the corresponding APT Member or Associate Member. Otherwise, the contribution will be treated as an “Information” document.
	3. Contributions from the ITU as well as sister regional telecommunications, broadcasting and other relevant organizations having spectrum management interests will be treated as an “Information” document.
	4. Organizations which have an MoU with the APT and which have global or regional membership 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 APG Meetings

**Submission Procedure for INPUT Documents:**

Members Administrations, Associate Members and Affiliate Members are requested to submit documents based on Working Group Structure of the APT Preparatory Group for PP. Please use separate documents for each Working Group. Working Group Structure can be found at: <http://www.apt.int/APT-PP> .

**Closing Date for Submission:**

Input contributions should be submitted by **11 August 2014**. 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 preparatory meeting. However, Plenary may decide to accept such documents as Input Documents, even though they have been received after the due date.

**Document Templates**:

Please use the following document template for submitting your contributions.



**Secretariat Contact:**

You can send your contributions to aptpp@apt.int. If you have any query and clarification on the document submission please feel free to contact with us by email: aptpp@apt.int .

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