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**DOCUMENT APPROVAL PROCEDURES OF THE**

**ASIA-PACIFIC TELECOMMUNITY WIRELESS GROUP**

**Adopted By**

**The 26th Meeting of the APT Wireless Group**

**14 – 18 September 2020**

**Virtual/Online Meeting**

**Approved by**

**The 44th Session of the Management Committee of the Asia-Pacific Telecommunity
7 - 10 December 2020
Virtual/Online Meeting**

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**DOCUMENT APPROVAL PROCEDURES OF THE**

**APT WIRELESS GROUP (AWG)**

**1. Context and objective of approval procedures**

* 1. The APT Documents Framework, adopted by the 35th Session of the Management Committee of the APT, requires APT Work Programmes to have procedures for the approval of output documents in the Working Methods of each Work Programme. The 43rd Session of the Management Committee of APT held in 2019 revised the APT Documents Framework as attached.

1.2 This document sets out the procedures for approval of output documents that are developed by the APT Wireless Group (AWG).

1.3 The objective of the approval procedures for AWG output documents is to provide an open, transparent and inclusive process for the adoption and approval of such output documents e.

**2. Types of output documents**

2.1 The AWG may develop the following types of output documents as described in the APT Document Framework:

| **Document Types** | **Description of Document** | **Notes** |
| --- | --- | --- |
| Recommendation | A document providing specifications, guidance or a recommended procedure  | *Containing “What we should do”*  |
| Guideline | A document for use by members containing “Best practices” on generally-accepted methods or processes that have been proven to accomplish given tasks  | *Needs Plenary approval* |
| A document developed by a WP expressing an agreed view by participants on a particular technical or regulatory issue intended as a guideline for use by members when considered appropriate. | *Needs Plenary approval* |
| Report | A summary record of a meeting including summaries of discussions, decisions and conclusions. It may include proposals and other items that may require the consideration of the GA / MC  | *e.g. Summary records, Meeting Reports* |
| A document containing results of a study made by a WP |  |
| Liaison Statement | A statement of communication between different WPs intending to convey important information to and/or requesting important information from other WPs  |  |
| A document containing information or reference which is sent to external organizations  | *A Liaison Statement should be sent to an external organization by the APT Secretary General* |
| APT Position | A document containing an agreed view of APT Members on certain matters to be used internally prior to or during the debate at international Conferences/Assemblies | *Needs Plenary approval and the name of participating Members* |
| APT View | A view approved by the plenary of WP on certain matters, which can be submitted to an international organization by the Secretary General on behalf of Members participating at that plenary  | *Requires Plenary approval and the names of participating Members (for submission to the international organizations mainly at no higher level than ITU Study Group activities or equivalent)* |

**3. Procedure for adoption and approval of output documents**

3.1 Output documents of AWG, except APT Recommendations, can be approved by the plenary. In the case of APT Recommendations, the two-stage process as given in Section 3.8 is to be followed.

3.2 Working Groups may develop draft output documents as required by their respective terms of reference according the relevant document types as given in No. 2.

3.3 When practicable, draft output documents should be highlighted to APT members before each AWG meeting for consideration.

3.4 The Working Group shall be responsible for developing the text of draft output documents based on contributions from APT members.

3.5 In its report to the AWG Plenary, each Working Group shall:

(a) indicate whether the WG is proposing a draft output document for adoption or approval by the AWG Plenary.

(b) include the text of any draft output document proposed for adoption or approval.

3.6 All output documents should be approved by consensus at the plenary.

3.7 APT Position and APT Views approved by the Plenary require the names of Members participating in the meeting to be included in the document as a footnote.

3.8 **Adoption and Approval of APT Recommendation:**

3.8.1 The Plenary shall decide whether a draft text is ready to be circulated to APT members in order to seek adoption as a *draft Recommendation* to besubmitted for approval by the Management Committee of the APT. The adoption of the draft text of the draft Recommendation would follow the process as given in section 3.6.

3.8.2 The remainder of the procedure for the adoption of Draft APT Recommendation by the APT Members and approval of APT Recommendation by the Management Committee of the APT is to follow the process as described in Section 3.2 of the APT Documents Framework.

**4. Register of AWG output documents**

* 1. The APT Secretariat shall maintain a register of approved AWG output documents including dates of provisional and final approval. AWG output documents shall be available from the APT website.

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**Attachment:**

* APT Documents Framework

