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**INTERNAL GUIDELINE ON THE DEVELOPMENT AND USE OF QUESTIONNAIRES IN THE WORK OF AWG**

Adopted at

The 31st Meeting of the APT Wireless Group

22 - 26 May 2023, Ha Noi, Viet Nam

*(Source: AWG-31/OUT-13)*

**Internal Guideline on the Development and Use of Questionnaires in the Work of AWG**

The activities in AWG are contribution driven by the membership of APT. The outcomes of AWG such as Draft APT Recommendations or APT Reports are developed based on the contributions from APT members. Questionnaires developed and approved at AWG play a role for the development of APT/AWG Recommendations and Reports. While AWG recognizes the importance of development and use of questionnaires for progressing its activities, it is also important to keep in mind that providing answers to questionnaires by APT members can take significant time and resource. The objective of this guideline to streamline the development and use the questionnaires to ensure they have a clear purpose in the work of AWG.

1. Questionnaires **can be developed and be used** for the following purposes:
2. To collect information to be used in a draft APT Recommendation or Report, when a single or multiple sections require(s) information from APT members on specific issues.
3. To collect specific information from APT members, which is not provided in input contributions to AWG meetings or not available in other APT official sources such as AFIS.
4. Ask specific and precise questions from APT Members that they are likely to hold information on and be able to answer.
5. Questionnaires should not ask for views, opinions, or positions on issues, including views on future spectrum usage.[[1]](#footnote-1)
6. Questionnaires should not encourage APT Members to take actions or develop their positions.
7. **Development process** of the Questionnaires:
8. The process of development of questionnaires should be initiated based on the proposals from APT Members on a particular work item for a APT report or recommendation at the AWG meetings.
9. The responsible group (WG, SWG, TG or Ad Hoc) in AWG should discuss in detail such proposal of developing Questionnaire and validate the necessity of developing Questionnaire in the development of outcomes on a particular work item.
10. The particular question to seek information in the questionnaire should be minimal in number and very much specific to develop the outcomes of the work items.
11. Use the appropriate template, as provided in Annex II, for developing the questionnaire.
12. Questionnaires prepared on the proper template need to be approved by the Plenary of AWG before its circulation to APT Members.

1. **Treatment** of the information collected through APT Members based on the Questionnaires:
   * 1. Response on the Questionnaires would be included as INP documents to the forthcoming meeting of AWG.
     2. Based on the assignments of such responses by AWG Plenary, the responsible group will gather such information from the responses and transfer the collected information in drafting the outcomes without any unnecessary interpretation of the information provided by APT Members.
     3. During the drafting of the outcomes, the information may be summarized through consultation with the responding members, if available during the meeting.

**Annex**

**The Template of AWG Questionnaires**

The revised Template of Questionnaires to be used in the work of AWG is as follows.

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**TITLE OF THE questionnaire**

**Section 1: Elementary Part**

1. **Introduction:**

*Please provide brief background of the Questionnaire.*

1. **Objective and scope of the Questionnaire:**

*Please provide the clear objective and the scope of the Questionnaire related to the APT report or recommendation with particular focus on the use of the responses.*

1. **Responsible Group:**

*Name of the WG/SWG/TG/AdHoc Group*

1. **Meeting at which the Questionnaire was approved:**

*Please write down the name of the Meeting.*

1. **Deadline for Responses:**

**Section 2: Questionnaire Part**

*Please list the questions in sequential number in this part.*

**Question 1:**

**Question 2:**

**….**

**….**

**Question *n*:**

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1. For example, matters around possible changes to the use of spectrum where APT members have not yet undertaken spectrum policy development, this includes matters that related to WRC agenda items, unless requested by the APG. [↑](#footnote-ref-1)