GUIDELINE ON APT FOCAL POINTS FOR ITU PLENIPOTENTIARY CONFERENCE, WORLD TELECOMMUNICATION STANDARDIZATION ASSEMBLY AND WORLD TELECOMMUNICATION DEVELOPMENT CONFERENCE

Guideline 22 (MC-48, Kuala Lumpur, 2024)

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1. Introduction

The APT focal point is someone who is appointed by the relevant APT preparatory meetings or coordination meetings to represent the Asia-Pacific region on APT Common Proposal (ACP), APT Position or other agreed issues as defined in the section 2 of this document during the preparatory and coordination activities of ITU Plenipotentiary Conference (PP), World Telecommunication Standardization Assembly (WTSA) and World Telecommunication Development Conference (WTDC).

2. Types and roles of the focal points

2.1 APT Common Proposal (ACP) focal points

2.1.1 ACP focal points represent the Asia-Pacific region on ACPs and consist of appointed representatives from a leading country and assisting country(ies).

2.1.2 There should be one leading country and at minimum one (but preferably no more than two) assisting country per ACP.

2.1.3 The leading country should present and discuss their designated ACP during the ITU PP, WTSA or WTDC. In case the leading country is not available at the meeting when an ACP needs to be presented and discussed, the assisting country should present and discuss it instead.

2.1.4 ACP focal points shall take primary responsibility of their designated ACP, play the coordination role with other countries and/or regions who submit related proposals, and follow up the status of the ACP.

2.1.5 ACP focal points shall report updates on the status of discussion of their ACP, including any issues to resolve, in a timely manner, through regular reports at the APT coordination meetings or other means designated by the APT coordination meetings, such as APT online coordination tools and email correspondence groups established by the APT Secretariat.

2.1.6 ACP focal points, at all times, should maintain the agreed positions of the APT or the latest stance agreed at an APT coordination meeting. The modification of APT positions or negotiation limits will be decided by the APT coordination meetings.

2.2 APT Position focal points

2.2.1 APT Position focal points represent the Asia-Pacific region on agreed issues where the APT membership has an APT Position.

2.2.2 There should be two APT Position focal points per agreed issue (if appropriate).

2.2.3 APT Position focal points should present the APT Position during the PP, WTSA or WTDC.

2.2.4 APT Position focal points shall take primary responsibility for their designated APT Position, and play the coordination role with other countries and/or regions on the relevant topics, follow up the status of discussion of the designated issue, and report any issues to the APT coordination meetings.

2.2.5 APT Position focal points shall report updates on the status of discussion of their designated issues, including any issues to resolve, in a timely manner, through regular reports at the APT coordination meetings or other means designated by the APT coordination meetings, such as APT online coordination tools and email correspondence groups established by the APT Secretariat.

2.2.6 APT Position focal points, at all times, should maintain agreed positions of the APT or the latest stance agreed at an APT coordination meeting. The modification of APT positions or negotiation limits will be decided by the APT coordination meetings.

2.3 Other focal points representing our region on issues where APT has no ACPs or APT Positions

2.3.1 If required, APT focal points may be nominated for an issue where other regions have proposals and the APT has not produced any ACPs or APT Positions on that issue.

2.3.2 There should be two focal points per issue (if appropriate).

2.3.3 The role of the focal points is to monitor discussions on their designated issue and report the status of the discussions to the APT preparatory group meetings or APT coordination meetings.

2.3.4 The role of the focal points will not extend to undertaking negotiations or making decisions on behalf of APT unless the APT preparatory group meetings or APT coordination meetings explicitly instructs them to do so.

2.3.5 In case there are any issues to resolve during the course of monitoring, the focal points shall report the issues to the APT preparatory group meetings or APT coordination meetings in a timely manner, through regular reports at the APT coordination meetings or other means designated by the APT coordination meetings such as APT online coordination tools and email correspondence groups established by the APT Secretariat, especially when APT members have interests or concerns related to the issue.

3. Appointment of APT focal points

3.1 The APT preparatory meetings of PP, WTSA and WTDC will appoint APT focal points for PP, WTSA and WTDC. APT focal points may be appointed for topics where the APT has no ACP nor APT Position as required.

3.2 The APT coordination meetings of PP, WTSA or WTDC will appoint a new APT focal point in the following cases:

i. the appointed APT focal point is not available to continue their role at the PP/WTSA/WTDC;
ii. additional APT focal points are required; or,
iii. the previously appointed APT focal point is from an APT member that did not support the PACP, unless otherwise decided by the APT coordination meeting.

4 Prior to and during the ITU Conference and/or Assembly, APT focal points shall advise the APT preparatory group meetings or APT coordination meetings in advance if they are not able to undertake their duties, so a substitute may be appointed.