

**Advisory guidelines for
Australian participation in international and
regional radiocommunication fora and meetings
(IRAC Guidelines)**

May 2006

**These guidelines are not for ITU treaty level
activities.**

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Definitions

ABU -	Asia-Pacific Broadcasting Union
ACMA -	Australian Communications and Media Authority
APG -	APT Conference Preparatory Group for the ITU World Radiocommunication Conference Program
APT -	Asia-Pacific Telecommunity
ARSG -	Australian Radiocommunications Study Group
ARSP -	Australian Radiofrequency Spectrum Plan
BR -	Radiocommunication Bureau (of the ITU-R)

CPM -	Conference Preparatory Meeting
CSIRO -	Commonwealth Scientific Industrial Research Organisation
DCITA -	Department of Communications Information Technology and the Arts.
ESCAP -	Economic and Social Commission for Asia and the Pacific
Foreign Company	* is one that is more than 50% owned and/or controlled by persons that are not Australian citizens and/or residents; * that does not hold an Australian carrier licence under the Telecommunications Act 1997; or * is not incorporated in Australia, does not have a representative in Australia, and does not operate a business in radiocommunications.
Australian in-confidence	Includes sensitive information, in any form (written or material spoken, in whole or in part) generated by: * the Australian Government, its Departments and Agencies; * the ACMA; * the IRAC Working Groups; * Australian delegations; and * other entities contributing to the national consultative process (including foreign organisations and administrations where expressly approved by the ACMA). Note: Written material that is sensitive, in-confidence or intended for limited circulation should be marked accordingly including any caveats or handling instructions.
IRAC -	International Radiocommunications Advisory Committee
IRAC and its working groups	Includes the IRAC and all Groups / Committees established by the IRAC
IRAC Groups -	Includes the IRAC and all Groups / Committees established by the IRAC including ARSGs
IRAC PG RA/RAG -	IRAC Preparatory Group for the Radiocommunication Assembly and the Radiocommunication Advisory Group
IRAC PG WRC -	IRAC PG for the World Radiocommunication Conference
IRAC Guidelines -	Advisory guidelines for Australian participation in international and regional radiocommunication fora and meetings
ITU -	International Telecommunication Union
ITU-R -	International Telecommunication Union Radiocommunication Sector
PP -	Plenipotentiary Conference
SCRPM -	Special Committee on Regulatory and Procedural Matters

RA -	Radiocommunication Assembly
RAG -	Radiocommunication Advisory Group
ROA -	Recognised Operating Agency
RR -	Radio Regulation
RRB -	Radio Regulations Board
ToR -	Terms of Reference
UN -	United Nations
WPs -	Working Parties established by the ITU-R Study Groups
WRC -	World Radiocommunication Conference

Advisory guidelines for Australian participation in international and regional radiocommunication fora and meetings

Executive Summary

1. Introduction

This document (the *IRAC Guidelines*) provides a consolidated reference to the ACMA's policies on participation in specific¹ International Telecommunication Union (ITU) and Asia-Pacific Telecommunity (APT) radiocommunication related activities and national Preparatory Groups. It is consistent with the written directions² given to the IRAC by the ACMA regarding stakeholder participation in the national consultative process.

This document covers participation in:

- i. ITU Radiocommunication Sector (ITU-R) meetings and activities including:
 - the Radiocommunication Assembly (RA);
 - the Conference Preparatory Meeting (CPM);
 - the Special Committee on Regulatory and Procedural Matters (SCRPM);
 - the Radiocommunication Advisory Group (RAG); and
 - ITU-R study groups, working parties and related task/rapporteur/correspondence groups.
- ii. APT radiocommunication meetings and activities including:
 - the APT Conference Preparatory Group for the ITU World Radiocommunication Conference Program (APG); and
 - the international HF broadcasting coordination process conducted on a regional basis by the Asia-Pacific Broadcasting Union (ABU).
- iii. The ACMA's national consultative processes concerned with international and regional radiocommunication technical and regulatory activities, including:
 - the International Radiocommunication Advisory Committee (IRAC) and any Group / Committee established by the IRAC, including:
 - Preparatory Group for the World Radiocommunication Conference (IRAC PG WRC);

¹ For the purposes of these guidelines, ITU participation refers to non-treaty level activities of the ITU-R and APT participation refers to the APG.

² See Part 2, Section 3.1.2.

- the IRAC Preparatory Group for the Radiocommunication Assembly / Radiocommunication Advisory Group (IRAC PG RA/RAG); and
- the Australian Radiocommunications Study Groups (ARSGs) including any subgroups.

The document is relevant to all participants in the IRAC and its working groups. Specific policy and procedural advice is given on the roles of Australian delegates, observers in Australian delegations and representatives of Sector or Associate Members. The document also covers participation by foreign persons, as delegates or observers on behalf of Australia, in ITU-R and APT activities.

This document does not cover Australian input to, or participation in, ITU Telecommunication Standardisation (ITU-T) activities.³

2. Outline

The document comprises four parts:

- Part 1 “*International and Regional Radiocommunications: An Overview*” provides an overview of international and regional radiocommunications including the roles, structure and functions of the ITU and the APT. An overall outline is given of Australia’s participation, as a Member State, in the ITU-R and APT. Information is provided about the types of ITU-R and APT Membership and the conditions applicable to such membership.
- Part 2 “*The National Consultative Process*” details the ACMA’s national consultative process, facilitated through the IRAC Preparatory Groups and ARSG s. Guidance is also provided on the development of briefs, positions and input documents in preparation for ITU-R and APT radiocommunication related meetings.
- Part 3 “*Participation in the ITU-R and the APT*” deals with Australian participation in meetings of the ITU-R and the APT, including registration and participation as an Australian delegate at international and regional radiocommunications meetings. Advice is also given on participation in the ITU-R by Sector or Associate Members and in the APT by Associate Members and Affiliate Members. Detailed advice is provided to Australian delegations, concerning policy objectives, delegation powers and responsibilities, brief handling and security, presentation of documents and voting at international meetings.
- Part 4 “*Attachments to Parts 1, 2 and 3*”

Attachments to Part 1 detail the structure of the ITU-R and APT and their relationship to the Australian national consultative framework. A list of the current Australian ITU-R and APT Membership is also included.

³ See the “Guidelines for convenors of national study groups supporting ITU-T standardisation activity” which are available from the International Telecommunications Team on (03) 9963 6800 (ACMA Melbourne Central Office Switch).

Attachments to Part 2 include the Terms of Reference (ToR) for the IRAC and its working groups; guidelines for consensus building in IRAC consultative fora; personal (membership) information and Privacy Act considerations; study group documents and contribution document formatting.

Attachments to Part 3 include pro-forma Australian delegation briefs and reports, information on voting at meetings, guidelines on appointments to Australian delegations and membership of IRAC and its working groups (including foreign participation), policy on gifts and hospitality, and information on the ABU's regional HF frequency coordination processes.

The main document is also supported by appropriate references, including relevant Uniform Resource Locator's (URL's):

PART 1 - International and regional radiocommunications: An overview

1. Outline

This part provides an overview of international and regional radiocommunications including the roles, structure and functions of the International Telecommunication Union (ITU) and the Asia-Pacific Telecommunity (APT). It also provides an overall outline of Australia's participation, as a Member State in the ITU-R and as a Member in the APT. It also covers participation in the ITU-R by Sector Members or Associate Members and in the APT by Affiliate Members.

2. The International Telecommunication Union (ITU)⁴

2.1 Background

The ITU is a United Nations specialised agency comprising 189 Member States concerned with international cooperation in the use of telecommunications and the radiofrequency spectrum. The Australian Government is a party to the international treaty-level ITU Constitution and Convention, and the Government maintains overall policy responsibility for Australia's ITU Membership and involvement. Australia has been a member of the ITU since 27 May 1878.

The basic ITU treaties are augmented by the Radio Regulations and the International Telecommunication Regulations, which are also treaty instruments.

The ITU structure comprises three sectors:

- the **Telecommunication Standardization (ITU-T)** Sector focuses on standardisation of telecommunications and global interoperability of telecommunications networks;
- the **Radiocommunication Sector (ITU-R)** is concerned with the efficient use of the radio spectrum and the geostationary orbit; and
- the **Telecommunication Development Sector (ITU-D)** is concerned with fostering the development of telecommunications in developing countries.

2.2 ITU membership types

There are three types of ITU membership. These are:

1. **Member State:** open to sovereign nations (represented by their national administrative body - their Administration);
2. **Sector Member:** open under two alternative categories to:

⁴ A structural overview of the ITU can be found at <http://www.itu.int/aboutitu/structure/index.html>.

- a) Recognised Operating Agencies (ROAs) – authorised by the Member State; and
 - b) scientific and industrial organisations.
3. **Associate Member:** open to small entities or organisations wishing to participate in the work of a single study group or subgroup of the ITU.

2.3 Conditions for ITU membership

The ITU is governed by a Constitution and a Convention⁵. Member States and Sector Members of the ITU have rights and obligations that are detailed in Article 3 of the ITU Constitution, while the provisions for the participation of entities and organisations other than Administrations are covered in Article 19 of the ITU Convention.

2.3.1 ITU Conditions for Member States

No 26 of Article 3 of the ITU Constitution states:

all Member States shall be entitled to participate in conferences, shall be eligible for election to the Council and shall have the right to nominate candidates for election as officials of the Union or as members of the Radio Regulations Board.

2.3.2 ITU Conditions for Sector Members

No 28A of Article 3 of the ITU Constitution states:

In respect of their participation in activities of the Union, Sector Members shall be entitled to participate fully in the activities of the Sector of which they are members, subject to relevant provisions of the Constitution and Convention.

Sector Members do not have the same rights as Member States⁶. The three categories of Sector Membership are Recognised Operating Agencies (ROAs), Scientific and Industrial Organisations (SIOs) and Financial Development Institutions (FDI). Sector membership must be approved by the Member State.

2.3.3 ITU Criteria for Participation of Entities and Organisations other than Administrations in the Unions Activities

Nos 228 to 231 of Article 19, of the ITU Convention state:

228 1 *The Secretary-General and the Directors of the Bureaux shall encourage the enhanced participation in the activities of the Union of the following entities and organisations:*

⁵ The text of the Constitution and Convention of the ITU can be found at http://www.itu.int/aboutitu/Basic_Text_ITU-e.pdf.

⁶ For more complete information on the rights and obligations of Member States and Sector Members See Article 3 of Constitution of the ITU at http://www.itu.int/aboutitu/Basic_Text_ITU-e.pdf.

- 229** a) *recognised operating agencies, scientific or industrial organisations and financial or development institutions which are approved by the Member State concerned;*
- 230** b) *other entities dealing with telecommunications matters which are approved by the Member State concerned;*
- 231** c) *regional and other international telecommunication, standardisation, financial or development organisations.*

2.3.4 ITU Conditions for Associate Members

The Plenipotentiary Conference (Minneapolis, 1998) introduced the concept of Associate Membership as a way for small entities or organizations to participate in the work of the ITU. The conditions governing the participation of Associate Members are stipulated in Articles 19, 20 and 33 of the Convention.

The rights of Associate Members as expressed in the Convention are set out in Administrative Circular CAR/91 (6 September 2000) and Resolution ITU-R **43**, and can be summarised as follows:

1. Interested entities or organisations may join the Radiocommunication Sector as Associate Members, and be entitled to take part in the work of a selected single study group and its subordinate groups.
2. Associate Members may take part in the process of preparing Recommendations within a single study group, including the roles of participating in meetings, submitting contributions and providing comments before the adoption of Recommendations, if any.
3. Associate Members shall be granted access to all study group documentation in their chosen study group and other study groups as required by the work program.
4. Associate Members shall not be involved in voting for, or approval of Questions and Recommendations.
5. An Associate Member may serve as rapporteur (see § 2.1.3 of Resolution ITU-R **1**), within the selected study group, except for liaison activities, which are to be handled separately.

An Associate Member wishing to participate in more than one ITU-R study group should apply to become a Sector Member⁷.

⁷ See Part 1, Section 2.3.2 for ITU-R Conditions for Sector Members and Part 1, Section 6.5 regarding approval of Australian ITU-R Membership by the ACMA.

3. Radiocommunication Sector (ITU-R)⁸

The ITU-R has responsibility for the ITU Radio Regulations, which govern the allocation of radio spectrum to different services, sharing of frequency bands between services, and associated spectrum management activities.

The Radio Regulations have international treaty status and provide the basis for the use of the spectrum by ITU Member States for the provision of national and international services, and the management of interference.

The ITU-R has responsibility for developing Recommendations on radiocommunication system standards, spectrum sharing and other matters. It has flexibility to develop improved working methods, a strong strategic direction and a global role that can meet the challenge of regionally directed standards activities in Europe and elsewhere.

3.1 Structure, working methods and management practices of the ITU-R

There are three levels within the structure of the ITU-R that are concerned with the work of study groups and the Conference Preparatory Meeting (CPM). The highest level is the Radiocommunication Assembly (RA). Below this level are the CPM and the study groups established by the RA. Below the study group level are the working parties (WPs) and task groups (TGs).

A description of the 1992 structural reforms to the ITU is given in **Attachment 1-1**.

Attachment 1-1 also covers key aspects of the working methods and management practices of the ITU-R, including approval procedures for Recommendations and Questions.

A diagram of the ITU-R structure showing its relationship to the Australian framework is provided at **Attachment 1-2**.

3.2 The Radiocommunication Bureau (BR)

The BR is responsible for the application of the Radio Regulations to the coordination and registration of frequency assignments, amendment of allotment and assignment plans, interference management, and development of computer software aids to spectrum management. It supports the work undertaken in study groups and the activities of the Radio Regulations Board (RRB). The BR also supports World Radiocommunication Conferences (WRCs) and Conference Preparatory Meetings (CPMs). The Radiocommunication Assembly (RA) oversees much of the BR work as well as that of the study groups and the CPMs.

3.3 The Radiocommunication Assembly (RA)

The RA is the management body within the Radiocommunication sector responsible for all Study Group, Special Committee on Regulatory and Procedural Matters (SCRPM) and CPM activities.

⁸ The ITU-R's homepage can be found at <http://www.itu.int/ITU-R/>

RAs⁹ are responsible for:

- approving the program of work for ITU-R's study groups;
- setting up the structures required to carry out this work;
- making work assignments (including conference preparatory work and radiocommunication studies), and
- for determining the priority, urgency and time-frame for completion of studies.

RA's also approve Study Group Questions and the more contentious ITU-R Recommendations covering the technical specifications of systems and their operational requirements, and approve the technical studies which serve as the basis for the regulatory work of radiocommunication conferences. In addition, they identify suitable topics for the agenda of future WRCs.

RA's are normally convened every two to three years, and may be associated, in terms of timing and location, with WRCs.

3.4 Conference Preparatory Meeting (CPM)

The 1993 RA by its Resolution ITU-R 2 decided that preparatory studies for a WRC must be carried out by a CPM. The CPM for each conference will normally hold two meetings during the interval between WRCs. The CPM is the meeting responsible for the organisation of studies in preparation for WRCs. The first meeting has an administrative focus, as it is held to establish the working arrangements, the allocation of tasks and to agree on the structure of the report to the WRC. The second meeting has the formal task of preparing the report to the WRC.

Prior to each WRC the CPM prepares a consolidated report on technical, operational and regulatory and procedural matters stemming from contributions from administrations, Sector Members and from within the ITU bodies (including study groups and the SCRPM). In order to prepare this report, regulatory studies of a technical or operational nature are undertaken by the appropriate study groups. The SCRPM considers and reports to the CPM on regulatory and procedural matters. For the final report the CPM updates and rationalises the material from the study groups and the SCRPM, together with any new material submitted to it.

3.5 Special Committee on Regulatory and Procedural Matters (SCRPM)

The SCRPM is established under Resolution ITU-R 38 and carries out work of a regulatory and procedural nature in preparation for the next WRC. The SCRPM, on the basis of proposals from the membership of the ITU and input from the relevant ITU-R working parties, task groups, joint rapporteur groups and joint study group initiates studies on relevant WRC agenda items.

⁹ The relationships and functions of the Radiocommunication Assembly are defined in Article 13 of the Constitution (Geneva, 1992) and Articles 8 and 11 of the Convention.

3.6 The Radiocommunication Advisory Group (RAG)

The RAG¹⁰ holds annual meetings. Under Resolution ITU-R **52** the RAG has the Authority to act between RAs to:

- develop and maintain working procedures made in accordance with RA Resolutions;
- consider and modify the Study Group program in respect of regional and operational plans;
- review Study Group activities;
- decide on the need to maintain, terminate or establish groups other than those established by the RA;
- consider other matters subject to unopposed agreement of Member States; and
- provide advice to the BR Director on operational planning and other matters assigned to it in accordance with No. **137A** of the ITU Convention with a view to providing a report to the RA.

The RAG will also generally discuss:

- coordination between the Sectors;
- issues concerning WRC agendas and preparatory work;
- reductions in the volume of ITU-R documents;
- allocation and management of work; and
- ITU-R Reform.

The RAG provides advice on these and other matters to the Director of the Radiocommunication Bureau.

3.7 Radio Regulations Board (RRB)

The part-time RRB¹¹ approves the Rules of Procedure, which are used in the application of the Radio Regulations. It registers frequency assignments and considers any matter that cannot be resolved through the application of the Rules of Procedure and performs any duties related to the assignment and utilisation of frequencies and to the equitable utilisation of the geostationary-satellite orbit. It also considers the reports of the Director of the BR on investigations, at the request of one or more ITU

¹⁰ The relationships and functions of the Radiocommunication Advisory Group are defined in Articles 12 (Section 84A) and 15 (Section 102) of the Constitution (Geneva, 1992) and Articles 8 (Sections 131 & 137A), 11A (Sections 160 A-H) and 12 (Sections 175A & 181A) of the Convention.

¹¹ The relationships and functions of the Radio Regulations Board are defined in Articles 12 (Section 82B) and 14 (Sections 93-101) of the Constitution (Geneva, 1992) and Article 10 of the Convention.

Members, of cases of harmful interference and formulates recommendations for their resolution.

3.8 Study Groups (SGs)

Study groups undertake studies in accordance with a work program approved by the RA, and any additional tasks allocated to them via the Director of the BR between Assemblies. They provide input to the report of the CPM to each WRC. They develop recommendations on a wide range of radiocommunication matters in relation to system characteristics, operational and procedural matters, and spectrum sharing issues:

- Study Group 1:** Spectrum Management.
- Study Group 3:** Radio Wave Propagation.
- Study Group 4:** Fixed-Satellite Services.
- Study Group 6:** Broadcasting services.
- Study Group 7:** Science Services.
- Study Group 8:** Mobile, Radiodetermination, Amateur and Related Satellite Services.
- Study Group 9:** Fixed Services.

Each study group establishes working parties (WPs) and task groups (TGs) depending on the workload for the study group and the Questions that have been allocated to it by the RA. The work of the study groups consists of two main streams, of either conference-related work, or other work. Joint working parties (JWPs), joint task groups (JTGs), joint rapporteur groups (JRGs) or Correspondence Groups (CG)¹² may be established as necessary when more than one study group is involved in a particular area of work.

The work is carried out during successive study periods which are usually of three years duration. The RA marks the end of each study period and the beginning of the next.

Although the ITU-R Recommendations are texts without legal force in their own right, they have an important influence on manufacturers and designers of equipment and systems. Developing countries regard conformity with ITU-R Recommendations as a guarantee of system performance.

The work has an influence on the regulatory environment as well. The WRCs are the competent bodies to effect changes to the Radio Regulations. They regard the work of the study groups and CPMs as a good basis for their decisions. The decisions of each WRC initiate a wide range of studies, the results of which will be contained in the CPM report to each WRC. The results of these studies provide the technical and regulatory bases that WRCs may use in their deliberations.

¹² Rapporteur and Correspondence Groups generally conduct their work by correspondence and therefore no meetings are required.

Countries that have the resources to establish representation at the CPMs and maintain continuity in the study groups are in a position to influence the outcome of the work on ITU-R Recommendations and WRC decisions.

4. Regional fora: The Asia-Pacific Telecommunity (APT) and the Asia Pacific Broadcasting Union (ABU)

4.1 The APT

4.1.1 Background

The APT was established in May 1979 as a Regional Telecommunication Organisation by an inter-governmental agreement. The inaugural General Assembly and Management Committee of the APT was convened from 8 to 17 May 1979 in Bangkok, Thailand with 15 Members, one Associate Member and four Affiliate Members. The APT Secretariat started functioning from 1 July 1979 in Bangkok, Thailand.

The APT is recognised by the ITU as a Regional Telecommunication Organisation pursuant to No. 194 of Article 43 of the Constitution and No. 269B of Article 23 of the Convention.

4.1.2 APT membership

Membership of the APT is open to any country within the Asia-Pacific region that is a Member of the United Nations (UN) or the Economic and Social Commission for Asia and the Pacific (ESCAP). Australia is a founding member of the APT and acceded to the Constitution on 25 February 1979.

Apart from membership as a Member Country (an APT Member) there are two other levels of membership in the APT:

- Associate Membership is open to any Associate Member of ESCAP¹³; and
- Affiliate Membership is open to any provider of telecommunications or radiocommunications services to the public within the region. An Affiliate Member is nominated by a Member or Associate Member.

The rights and obligations for APT Members, Associate Members and Affiliate Members are prescribed in the APT Constitution and also in the Rules of Procedure of the General Assembly and the Management Committee¹⁴.

4.1.3 APT structure

The APT has three principal organs:

¹³ **Note:** Associate Membership of the APT is not equivalent to and does not have the same rights, obligations and conditions as Associate Membership of the ITU.

¹⁴ Both the APT Constitution and the Rules of Procedure on the General Assembly and the Management Committee can be found on the APT website at <http://www.aptsec.org/>.

- The General Assembly -
 - The General Assembly is the supreme organ of the APT, comprising of all Members and Associate Members. Ordinarily it meets every three years for the purpose of:
 - establishing the general policies and principles necessary to achieve the objectives of the Telecommunity;
 - fixing the basis for annual budgets and limits of expenditure;
 - concluding and revising necessary agreements;
 - review and amend as appropriate the APT Constitution¹⁵; and
 - considering other matters of interest to the Telecommunity.
- The Management Committee -
 - The Management Committee is composed of all Members and Associate Members and meets once a year. The Committee:
 - pursues the policies and principles of the General Assembly;
 - supervises the Secretariat's function;
 - reviews and approves work program, annual budget and accounts;
 - draws up regulations; and
 - considers other relevant management issues.
- The Secretariat -
 - The Secretariat is the administrative arm of the APT. It co-ordinates and supports the activities of the APT and its Members. The APT Management Committee oversees the Secretariat and has a permanent staff based in Bangkok, Thailand.

A diagram of the APT Structure and its relationship with the Australian framework is provided at **Attachment 1-3**.

4.1.4 Australian participation in APT radiocommunications activities

Australia's primary participation in the APT's radiocommunications activities is with the APT Conference Preparatory Group for WRC (APG).

4.1.5 APT Conference Preparatory Group for ITU WRC (APG)

The APG is concerned with facilitating regional preparations for the next WRC.

¹⁵ The Constitution of the APT can be found at: <http://www.itu.int/ITU-SG/pp94/table1.html>

The main output function of the APG¹⁶ is the development of APT Common Proposals for consideration by the next WRC. The out-of-session work of the APG is carried out by correspondence groups and bulletin boards.

4.1.5.1 APG working methods

Information on the working methods of the APG including its working parties can be found in the APG for 2007 at <http://www.aptsec.org/Program/APG/papg.html>.

4.2 The Asia Pacific Broadcasting Union (ABU)¹⁷

The ABU is an association of television and radio networks from the Asia-Pacific region that exists to help develop broadcasting in the region and organise joint activities among its members.

It was founded in 1964 and has over 100 members in more than 50 countries and areas, including a number of Associate Members in Europe and North America.

The ABU is a Sector Member of the ITU in the Regional and Other International Organisations category pursuant to No. 231 of Article 19 of the Convention.

5. Australia's overall policy objective in international and regional radiocommunications meetings and fora

5.1 General

Australia's overall policy objective is to make spectrum available on a basis that is as technology neutral as practicable, and to achieve radiocommunication recommendations that will facilitate implementation of Australia's spectrum management policy and practice.

Australia promotes these objectives through the participation of its delegations in international and regional radiocommunications fora.

Additional information on how Australian delegations are to promote Australian policy objectives is given in Part 3 Section 3.1.

5.2 Standardisation

The ITU's telecommunication standardisation sector has flexibility to develop improved working methods, a stronger strategic direction and a global role that can meet the challenge of regionally-directed standards activities in Europe and elsewhere. Some elements of interest to the study groups are:

- terms of reference that encompass all network related issues;
- improvement of electronic document handling and messaging facilities;

¹⁶ Additional information about the APG can be found at <http://www.aptsec.org/Program/APG/papg.html>.

¹⁷ Additional information about the ABU can be found at <http://www.abu.org.my/public/index.cfm>.

- development of a global framework for cooperation with regional and other international and national standards agencies; and
- "user friendly" outputs which can be more readily used by developing countries and others not directly involved in making the standards.

5.3 Issues relating to impact on potential for competition

5.3.1 Joint activities

Joint Radiocommunication Sector and Telecommunication Sector activities in such areas as satellite-broadband data, mobile telecommunications, and broadband-video, are all cases where separate activity in the two sectors may reflect different commercial orientations of the participants, and there is scope for technical standards to be used as a device to influence competition for markets. In other areas also, there are cases where competition between service providers, or between regional or national standards proposals have a wider economic significance.

5.3.2 Satellite services

It is possible that development of some recommendations in the various radiocommunication study groups could impact on the potential for competition between satellite service providers. Given the current developments, for example, towards the introduction of global mobile-satellite telephone and broadband data services, this issue needs to be observed particularly closely.

6. Responsibilities of the Australian Administration

6.1 Devolvement of administrative responsibility to the Australian Communications and Media Authority (ACMA)

The Department of Communications, Information Technology and the Arts (DCITA) has overall responsibility for Australian involvement in APT and ITU management policy.

Under a Memorandum of Understanding (MOU)¹⁸ between the Australian Communications and Media Authority (ACMA) and the Department of Communications and Information Technology and the Arts (DCITA), the ACMA manages Australia's input into the APT's radiocommunications and telecommunications standardisation forums as well as non-treaty level inputs into the ITU-R and ITU-T.

6.2 The ACMA

The ACMA is the Commonwealth Government statutory body responsible for regulating telecommunications, radiocommunications and broadcasting , with a focus on promoting industry self-regulation.

¹⁸ The MOU between the ACMA and DCITA is being revised.

The ACMA was established under the *Australian Communications and Media Authority Act 2005*, and exercises powers and functions under the *Telecommunications Act 1997*, the *Radiocommunications Act 1992* and the *Broadcasting Services Act 1992* and other related legislation.

One of the ACMA's statutory functions under the *Radiocommunications Act 1992* is to manage the radiofrequency spectrum in order to:

“Promote Australia’s interests concerning international agreements, treaties and conventions relating to radiocommunications or the radiofrequency spectrum”.

Decisions made by the ACMA with respect to matters contained in these Guidelines, are the sole and unassignable responsibility of the ACMA. No other person or entity, acting in accordance with these Guidelines, shall have any express or implied responsibility for such decisions.

6.3 National policy positions

The term “national policy position” applies to policy positions that have either been determined or endorsed by the Minister for Communications, Information Technology and the Arts.

Wherever the term ‘binding national position’ appears in Australian documentation it is to be taken as having the same meaning as the term “national policy position”.

6.4 Additional requirements on Australian members of the ITU-R and the APT

Beyond the relevant membership requirements of the ITU-R and the APT¹⁹, the Australian Government imposes specific terms and conditions for Australian:

- ITU-R Sector and Associate Members; and
- APT Affiliate Members.

These additional requirements are that:

1. The Members will abide by any national policy position communicated by an authorised representative of the Government in written briefing material or by oral instruction from a Head of Delegation representing the Government.
2. Where there is no national policy position adopted by the Government, the Members may freely contribute their own views on technical issues within the relevant ITU or APT fora but may not at any time claim or imply authority to represent or act on behalf of Australia within the fora.
3. The Members will keep the relevant Government representatives informed of progress in the relevant ITU or APT activity to a level that will enable

¹⁹ Detailed in Part 1 of this document.

adequate assessment by the Government of any Questions of national interest that may arise.

Sector Members, Associate Members and Affiliate Members may contribute as independent entities in accordance with their ITU-R and APT rights and obligations, **except** when the independent contribution conflicts with a national policy position.

6.5 Approval of Australian ITU-R membership

Membership of the ITU-R as an Australian ROA Sector Member²⁰ or as an Associate Member²¹ is approved by DCITA in consultation with the ACMA.

An exchange of letters between the Minister for Communications, Information Technology and the Arts and each ROA sets out the relevant aspects of ROA and Member relations and the conditions for ROA participation in the ITU. In a similar exchange of letters DCITA has set out the relevant aspects of Associate Member and Member relations and the conditions for Associate Member participation in the ITU. The terms and conditions applying to both ROAs and Associate Members are essentially the same, however ITU rules limit Associate Members to participation in the work of a selected single study group and its subordinate groups.

Entities wishing to become an Australian ROA Sector Member or an Associate Member should contact the ACMA for information on how to proceed.

6.5.1 Australian ITU-R membership

Australian ITU-R membership details are given in **Attachment 1-4**.

6.6 Approval of Australian APT membership

Membership in the APT as an Australian Affiliate Member is approved by DCITA in consultation with the ACMA.

6.6.1 Australian APT membership

Australian APT membership details are given in **Attachment 1-5**.

²⁰ Sector Members of the ITU have Rights and Obligations that are detailed in Article 3 of the ITU Constitution at: <http://www.itu.int/ITU-SG/pp94/table1.html>

²¹ Information on the rights and obligations afforded to Associate Members by the ITU can be found at <http://www.itu.int/ITU-R/associate-members/index.html>.

Attachments to Part 1

- 1-1 The structure, working methods and management practices of the ITU-R
- 1-2 ITU-R structure and its relationships to the Australian framework
- 1-3 APT structure and its relationships to the Australian framework
- 1-4 Australian ITU-R membership
- 1-5 Australian APT membership

ALL ATTACHMENTS CAN BE FOUND AT PART 4.

Part 2 - The national consultative process

1. Outline

This part details the ACMA's national consultative process, facilitated through the IRAC and its working groups. Guidance is also provided on the development of briefs, positions and input documents in preparation for ITU-R and APT radiocommunication related meetings.

2. National consultation by the ACMA

In preparation for international and regional meetings of the ITU-R and the APT, described in Part 1, extensive industry consultation is undertaken through a process managed by the ACMA. The national consultative process is carried out through the International Radiocommunications Advisory Committee (IRAC) and its preparatory groups including Australian Radiocommunications Study Groups (ARSGs)²².

This process has served Australia very well over many years where industry representatives have made extensive contributions to the development of Australian delegation briefs, contributions, and participation in Australian delegations to regional and international meetings.

Australian Sector and Associate Members of the ITU and Affiliate Members of the APT have no additional status at national meetings of the IRAC and its working groups because of this membership.

Any conclusions, positions, and proposals developed in IRAC and its working groups are not binding unless they conform to an already existing national policy position²³. All conclusions, positions, and proposals developed by these groups are recommendations to the ACMA and are generally non-binding positions.

3. International Radiocommunications Advisory Committee (IRAC)²⁴

3.1 Background

The ACMA under section 58 of the *Australian Communications and Media Authority Act 2005* (the ACMA Act):

1. establishes the IRAC to assist the ACMA in performing its spectrum management functions as set out in section 9 of the ACMA Act by:

²² Information on the structure and objectives of the ARSGs can be found on the ACMA website at the following address: http://www.acma.gov.au/ACMAINTER.786632:STANDARD:1542339959:pc=PC_2715.

²³ See Part 1, Section 6.3.

²⁴ The IRAC Website is located at http://www.acma.gov.au/ACMAINTER.786632:STANDARD:1542339959:pc=PC_2701

- a. providing advice and recommendations to the ACMA on international radiocommunications matters particularly in relation to international radiocommunications treaty, regulatory and standards activities in international *fora*;
 - b. providing a forum for liaison and coordination between the ACMA and member organisations of the IRAC having responsibilities with international and regional organisations dealing with radiocommunications;
 - c. undertaking those activities in a way that enhances Australia's regional profile building on Australia's ability to:
 - i. work cooperatively with other entities in our own region; and
 - ii. articulate regional aspirations in the global ITU-R forum.
2. sets out the following arrangements relating to membership and working methods of IRAC:
- a. IRAC may establish working groups, including standing groups, preparatory groups and study groups, to consider and report on specified matters, which shall:
 - i. be given terms of reference by IRAC and establish a finite term for the completion of their task(s) at which time the body will be disbanded;
 - ii. have membership comprising persons drawn from organisations represented on the IRAC or any other persons who can usefully contribute to the specific tasks assigned; with the Chair reporting the views of the committee back to IRAC and the ACMA;
 - iii. report to IRAC on matters of procedure and policy but otherwise report to the ACMA on work progress; and
 - iv. meet as often as is necessary to complete their tasks in the time frame.
 - b. IRAC shall hold meetings at six-monthly intervals, with the power to convene additional meetings as necessary to resolve issues, at locations the IRAC determines that are most convenient to the majority of its members.
 - c. IRAC may establish its own meeting procedures.
 - d. IRAC members shall meet costs associated with attendance at IRAC meetings.

3.1.1 Membership of IRAC

Membership²⁵ of IRAC is granted at the invitation of the ACMA (subsection 58(2) of the ACMA Act). The IRAC membership includes representatives of peak industry bodies, advisers and the ARSGs and preparatory group Chairmen. The ACMA may also approve the appointment of a proxy. Members aim to provide a sufficient perspective of their industry sector that together represents the entire Australian radiocommunications industry.

3.1.2 Written directions to the IRAC by the ACMA

The ACMA has given written directions²⁶ to the IRAC under subsection 58 (3) of the *ACMA Act*. The written directions encompass 13 broad principles on participation by stakeholders in the IRAC (including its preparatory groups and Australian Radiocommunication Study Groups (ARSGs)) as well as in non-treaty level Australian delegations to international and regional meetings.

The written directions given by the ACMA form the basis of this document (the *IRAC Guidelines*).

3.2 IRAC Preparatory Group for the World Radiocommunications Conference (IRAC PG WRC)

The IRAC has identified a requirement to prepare for the ITU's World Radiocommunication Conferences (WRC). In order to meet this requirement, the IRAC formed a subordinate preparatory group - the IRAC PG WRC.

The groups responsibilities include:

- the development of advice and recommendations, as necessary, to IRAC and ACMA on WRC related matters;
- managing the development of Australia's positions and proposals on WRC agenda items;
- harmonising positions and proposals within the Asia-Pacific region and other regions; and
- reviewing agenda items for subsequent WRCs and other non Study Group related agenda items.

Terms of Reference (ToRs) for the IRAC PG WRC are given in **Attachment 2-1**.

At all national meetings, members of the IRAC PG WRC are required to identify who they are representing and what agenda items they are covering. Sometimes, members

²⁵ IRAC Membership details can be found at http://www.acma.gov.au/ACMAINTER.786632:STANDARD:1542339959:pc=PC_2701

²⁶ See 'Directions to the International Radiocommunications Advisory Committee No.1 of 2002' at http://www.acma.gov.au/acmainterwr/radcomm/international_activities/irt/directions.pdf

represent a number of foreign and Australian clients, and in these cases, the member must clearly state which client(s) they are speaking for.

3.2.1 Membership of the IRAC PG WRC

Membership of the IRAC PG WRC is at the invitation of the PG Chairman. The Chairman is appointed by the ACMA in consultation with group members and endorsed by the IRAC. The IRAC PG WRC membership is drawn from specialists from the private and government sectors who have an interest or expertise in the agenda items of the next two WRCs. Government sector representation includes, inter alia, members from the ACMA, DCITA and spectrum users such as the Department of Defence and Airservices Australia. Private sector representation includes telecommunications carriers, broadcasters and service providers. The “Guidelines on appointments to Australian delegations and membership of IRAC Groups” are reproduced in **Attachment 3-2**.

3.3 IRAC Preparatory Group for the Radiocommunication Assembly /Radiocommunication Advisory Group (IRAC PG RA/RAG)

The IRAC has identified a requirement to prepare for the RA and the annual meetings of the RAG. The RA and the annual meetings of the RAG are both meetings of the ITU-R. In order to meet this requirement, the IRAC established the subordinate IRAC PG RA/RAG.

The RA and the RAG deal with the ongoing development of the ITU-R. Australian involvement in these forums supports the Government’s policy objectives for competition in the provision of international and national communications facilities, and for market based access to the spectrum. In particular, there is a need to ensure that standards and radiofrequency agreements do not become instruments for market dominance or market exclusion.

Terms of reference for the IRAC PG RA/RAG are given in **Attachment 2-1**.

At all national meetings, members of the IRAC PG RA/RAG are required to identify who they are representing and what agenda items they are covering. Sometimes, members represent a number of foreign and Australian clients, and in these cases, the member must clearly state which client(s) they are speaking for.

3.3.1 Membership of the IRAC RA/RAG PC

Membership of the IRAC PG RA/RAG is at the invitation of the PG Chairman. The Chairman is appointed by the ACMA in consultation with group members and endorsed by the IRAC. The IRAC PG RA/RAG membership is drawn from specialists from the private and government sectors who have an interest or expertise relating to the ongoing development of the ITU-R. Government sector representation includes, inter alia, members from the ACMA, DCITA and spectrum users such as the Department of Defence while private sector representation includes telecommunications carriers, broadcasters and service providers. The “Guidelines on appointments to Australian delegations and membership of IRAC Groups” are reproduced in **Attachment 3-2**.

3.4 Australian Radiocommunications Study Groups (ARSGs)

The ARSGs have been established by IRAC to prepare for ITU-R study group meetings scheduled to be held during each ITU-R administrative cycle ending with the RA. The group's broad responsibilities include:

- the development of principles and techniques for effective spectrum management, sharing criteria and methods for spectrum monitoring, and long term strategies for spectrum utilization;
- the establishment and management of subgroups to coordinate Australian briefing material on WRC Agenda Items related to technical and operational issues where the ARSG is the lead group²⁷;
- report the outcomes of studies and make recommendations, relevant to WRC Agenda Items, to the IRAC PG WRC for approval; and
- generally studying the same work or Questions as those assigned to the corresponding ITU-R study group(s), or a sub-set of the Questions. It considers input documents and views from its members and documents from ITU Member countries and organisations;

Australian industry and stakeholder involvement is essential in ensuring that developments are in Australia's best interests. ARSGs are chaired by government or industry representatives and managed and coordinated by the ACMA. There are seven ARSGs, which mirror the ITU-R study groups.

Terms of reference for each ARSG are given in **Attachment 2-2** and may also be found at

http://www.acma.gov.au/ACMAINTER.786632:STANDARD:1542339959:pc=PC_2715.

Contact details for ARSG Chairmen are given in Annex A to **Attachment 2-2**.

In general within Australia, ARSGs mirror the work of the ITU-R study groups and their working parties. The activities of the ARSGs are managed by the ACMA.

The main purpose of these groups is to form an Australian position on the issues being considered at the regional and international level, and to provide input to the international meetings through written contributions and/or through meeting participation. Participation in the ARSGs also provides a forum and a personal networking opportunity for people involved in similar areas of radio development.

The ARSGs are viewed as 'groups of experts' in the terms of reference of their associated ITU-R study group. They do not make technical or policy inputs other than to the ACMA or through the ACMA to the relevant ITU-R study group.

²⁷ WRC Agenda Item lead groups are defined as C1 Questions in Resolution ITU-R 5. C1 Questions are assigned to an appropriate Study Group for study.

The ARSGs are required to take Australian Government policy into consideration, including national policy positions²⁸, when deciding upon Australian positions on issues that may have policy implications. The ACMA has the right not to accept ARSG advice if the opinion of the ACMA is that the advice is not in accordance with the national interest.

At all national meetings, members of the ARSGs are required to identify who they are representing and what agenda items they are covering. Sometimes, members represent a number of foreign and Australian clients, and in these cases, the member must clearly state which client(s) they are speaking for.

3.4.2 ARSG Chairmen and Deputy Chairmen

A Chairman is appointed by the ACMA to lead each ARSG, usually on a recommendation from the members of the ARSG concerned. ARSG Chairmen are standing members of IRAC. The ACMA may also approve the appointment of a Deputy Chairman to act as a proxy if the Chairman is unavailable. ARSG Chairmen may call meetings on an "as required" basis. A Chairman may decide where the meetings are to be hosted - this is normally achieved through consultation with the members of the relevant ARSG. Venues are chosen at the discretion of the ARSG Chairmen.

In conjunction with ARSG members and the ACMA, ARSG Chairmen are responsible for:

- managing of membership of the ARSGs (see Section 3.4.3);
- reviewing output of the ITU relevant to their ARSGs (see Section 3.5);
- managing the coordination process for the development of briefing material on WRC Agenda Items detailed under § 3.4.3;
- arranging the review of documentation for relevance to Australia either through correspondence or by holding a meeting;
- following the recommended timetable for preparation for ITU-R meetings given in Table 1 of Section 4.2.4; and
- preparing a summary of records of their meetings including any recommendation to the ACMA (and the IRAC if necessary).

The ACMA will consider the recommendations of the Chairman and the ARSG when developing a position or policy with respect to matters being considered by an ARSG or working party. In circumstances where the ACMA makes a decision that is contrary to the ARSG's or Chairman's recommendation, the ACMA will provide clear reasons for its decision to the ARSG.

²⁸ See Part 1, Section 6.3

3.4.3 ARSG membership and working groups

Each ARSG may establish sub-groups as needed. These may mirror to a certain extent the ITU-R structure, or may be set up for a specific purpose such as coordination / Special Interest Groups (CGs or SIGs) on WRC Agenda Items and then be disbanded. In some cases, SIGs are established to cover a specific technical topic that may broach several work areas.

The ARSGs and their sub-groups operate in an open and consultative process that allows membership by any Australian entity with an interest in the subject area, at the discretion of the ACMA after consultation with the ARSG (sub-group) Chairman. Visitors, including those from overseas, may also be permitted to participate after consultation with the relevant ARSG Chairman and the ACMA²⁹. However, in relation to Australian WRC Agenda Item positions access is at the discretion of the ACMA in conjunction with the ARSG Chairman³⁰. It is expected that broad participation would be beneficial to the members through contact with Australian and international colleagues and through the information shared. In those instances where one organisation has a number of members associated with an ARSG, the ARSG Chairman may liaise with one representative in order to minimise the number of copies of documentation. The ‘Guidelines on appointments to Australian delegations and membership of IRAC Groups’ are reproduced in **Attachment 3-2**.

ARSG members should be willing to make contributions to the international work that is the main goal of the group, either by developing input documents to ITU-R meetings or by otherwise assisting in formulating an Australian position on the documents sent for approval. ARSG members are expected to submit apologies if they cannot attend an ARSG meeting. ARSG Chairmen may update the membership as necessary by confirming a continuing interest from members. It is a general membership condition that non-attendance by a member at two meetings in succession, without either notification of absence or attendance by a proxy, may result in membership for that person lapsing.

Each ARSG may establish WRC Agenda Item CGs or SIGs under each ARSG. These groups will study, and provide advice to IRAC PG WRC and/or the ACMA on, *technical and operational* issues, develop *regulatory* text for the coordination of Australian delegation briefs - generally on matters relating to ITU-R Study Group Category C1 and C2.

Reporting of outcomes relevant to the IRAC PG WRC will be made by the ARSG Chairman, or the relevant CG or SIG Conveners as appropriate, as such:

- a) each WRC-Agenda Item is allocated to a ‘lead’ ARSG where there is interest from the stakeholders and a Coordinator or Convenor is appointed;

²⁹ See attachment 3-2 “Guidelines on appointments to Australian delegations and membership of IRAC Preparatory Committees and ARSGs.

³⁰ Details on brief handling and treatment of in-confidence material see Part 2 § 4.1, Part 2 § 3.2.2 and Attachment 3-2 § 5.3 and 6.3.

- b) those items that are not taken up in the ARSG's e.g. where the SCRPM is the 'lead' group or items are normally addressed by the CG will be established under the IRAC PG WRC and coordinators appointed accordingly;
- c) issues that span ARSG's, the CG's or SIG's established by the lead ARSG can include participants from the other (non-lead) ARSG's i.e. there is no restriction on who can belong to a CG or SIG; and
- d) the ACMA will continue to be a stakeholder in all items and provide advice and facilitate consensus building as necessary.

ARSG Chairmen are to periodically provide the ACMA with current membership details for their ARSG so as to allow for the update of the SDF and TIES access.

3.5 Access to ITU-R documents on the SDF

Members are expected to access the SDF server to assess the relevance of new/updated documents to their own interests. Further, members are urged to advise the Chairman of particularly important documents for the ARSG, so that they are not overlooked in the ARSG's work. The ARSG Chairman may advise members of documents of particular significance to the work of his or her ARSG. In specific cases the Chairman may assign ARSG document numbers to ITU-R documents and have them placed on the SDF server.

3.5.1 Telecommunication Information Exchange Service (TIES) access

Members can independently access ITU-R documents from the ITU via their own TIES accounts. The ITU's TIES server provides a wide range of documents electronically. ARSG Members can be registered for TIES through their association with the ACMA in which case they will be shown in the ITU TIES Directory as "Australian Radiocommunications Study Group Member".

Alternatively, staff members of Sector or Associate Members can be registered for TIES through their employer.

A condition of ITU-TIES access (including email services) made by the ITU, is that TIES services may only be used for ITU related work.

3.5.2 Study group "White", "Blue" and "Pink" documents

The ACMA seeks the ARSGs' advice on any documents which require a formal response to the ITU-R and the ARSG should prepare any contributions needed as a result of studying such documents. There are three types of working documents associated with ARSG work that are received by the ACMA from the ITU-R. These are "*White*", "*Blue*" and "*Pink*" documents. Further information on these document types is given in **Attachment 2-3**.

Once a text has reached the point of publication as a Blue or Pink document there is little chance of negative votes of Administrations preventing its adoption. Should Australia wish to oppose a text, it must carefully examine the situation particularly where there has not been Australian participation in the development of the text or where Australia's concerns have not been previously presented.

3.6 Administrative costs of involvement in IRAC Groups

All costs associated with involvement in IRAC Groups are borne by the individual participants or members. These costs typically include meeting luncheons, refreshments, travel to and from meetings and the costs of reproducing documents pertinent to each meeting.

4. Development of briefs and positions for ITU-R and APT meetings

4.1 Australian delegation briefs for ITU-R and APT meetings

Australian delegation briefs for ITU-R and APT meetings contain the positions and proposals of the Australian Government and industry and are developed through the IRAC and its working groups. The ACMA will provide a pro-forma framework for briefs, via an automatic email prompt, to the relevant chairman (see **Attachment 3-1**). It is the responsibility of the Chairmen of the relevant IRAC Group to coordinate the development of the brief in conjunction with the appointed Head of Delegation (HoD). The Chairman of the relevant IRAC Group should submit the final draft of the brief to the ACMA for finalisation and approval at least 15 working days prior to the first day of the meeting.

Briefing material should be drafted with a view to confining any in-confidence information³¹ in separate annexures to the main document. Any references to in-confidence information made in the main body of the brief should be general and refer the reader to the annexures for details where necessary.

Circulation of briefs shall normally be as follows:

- Draft briefs should be circulated within the relevant IRAC Group for consultation and development purposes. However, in exceptional circumstances, access to any in-confidence information associated with the draft brief will be at the discretion of the appropriate IRAC or working group Chairman.
- Approved briefs (final Australian delegation briefs approved by the ACMA) may be subject to confidentiality or privacy considerations and should be appropriately marked, handled and stored in line with the appropriate level of confidentiality and discretion. Where the approved brief contains in-confidence information the ACMA may elect to restrict access to the full brief, particularly via electronic mediums (such as the ACMA's SDF), to members of the associated delegation until after the conclusion of the relevant meeting(s). However, the ACMA may permit access to the approved brief, less any in-confidence annexures, to specific persons outside of the associated delegation.

No member of an Australian delegation is free to distribute in-confidence information in any form whether written or verbal outside of IRAC and its working groups without

³¹ See Definitions, Page 1

the prior consent, knowledge and authority of the HoD (see **Attachment 3-2** regarding conditions of conduct for members of Australian delegations).

Members of IRAC and its working groups not participating in a particular Australian delegation are obliged to respect the confidentiality of the related brief (see **Attachment 3-2** regarding conditions of conduct for members of IRAC and its working groups. Evidence of failure to comply with this requirement, or a national policy position, may result in exclusion from future Australian consultative meetings and Australian delegations. Evidence of such actions may also result in revocation, by Australia, of ITU-R Sector or Associate Memberships as well as revocation of APT Affiliate Membership where they exist.

See Part 3, Section 4 for information on participation in the ITU-R or APT outside of an Australian delegation.

4.2 Development of Australian input documents to the ITU-R and the APT

Australian input documents to ITU-R meetings or regional meetings of the APT can be prepared by members of the IRAC or its working groups. However, once approved by the ACMA, all input documents are then submitted to the ITU-R or the APT, under the name 'Australia' through the ACMA, regardless of the author's affiliation. The ACMA will consider whether there are any policy implications that require further consultation with DCITA and take any necessary action in consultation with ARSG Chairmen.

Australian Sector or Associate Members may submit input documents on their own behalf. However, such documents are not Australian documents and are to be marked with the originating organisation's name.

It is essential that these guidelines are followed and that the proper approvals are obtained before Australian documents are submitted to the ITU-R or the APT.

4.2.1 Consultation and approval of ITU-R and APT input documents

A draft Australian input should be submitted in the first instance to the Chairman of the relevant IRAC Group. The Chairman should then either:

- forward the draft to all of his/her membership for comment; or
- consult with a subgroup of members interested in the subject. For example this might be a standing subgroup set up by the ARSG, or an ad hoc interest group formed by canvassing all ARSG Members.

The Chairman is required to consult with other Chairmen if the topic of the document is relevant to more than one IRAC Group.

Discussion about the document may take place at a meeting or by email. The goal in all cases should be to achieve a consensus (not necessarily unanimous) view on the

document. When consensus is not possible³², the Chairman should inform the ACMA, noting the points of difference, especially where strong opposition exists.

It is vital that Australia does not submit documents that give conflicting views to the ITU-R and APT, either in the same groups or at different meetings. Differences between Australian delegates must be resolved internally within the Australian delegation and not at international or regional meetings. The Chairmen of the IRAC Groups and the ACMA should work to ensure consistency in Australian contributions to each ITU-R or APT meeting and between relevant committees. The ACMA has responsibility for the overall policy directions in ITU matters. The delegation brief should indicate whether the Australian position includes national policy positions³³.

In all cases, the ACMA will decide on the status of Australian input documents after taking account of the views transmitted by the Chairman. The ACMA would normally accept the Chairman's recommendation. However, the ACMA may reject a document recommended by an IRAC Group if it is not consistent with Government policy or approve a text not supported by an IRAC Group if it is considered to be in Australia's wider interest. In circumstances where the ACMA makes a decision that is contrary to the Chairman's recommendation, the ACMA will provide clear reasons for its decision to the IRAC Group.

The ACMA may need to consult with other Australian Government departments or agencies for policy or specialist input. Following approval by the ACMA, the ACMA will arrange to submit the document to the ITU-R or the APT on behalf of the Australian Administration.

4.2.2 Achieving Consensus

In the event that members of an IRAC Group have difficulty in reaching consensus on a significant issue they should refer to the "*Guidelines for consensus building in International Radiocommunications Advisory Committee Consultative fora*" given in **Attachment 2-5**.

4.2.3 Style of ITU-R and APG input documents

Guidelines for the format and style of ITU-R and APG input documents are given in **Attachment 2-6**.

4.2.4 Timetable for input documents for the ITU-R and submission of draft Australian delegation briefs

Following initial drafting, input documents and draft Australian delegation briefs must first be discussed and endorsed by the relevant IRAC Group, then submitted to the ACMA for approval. Redrafting for style and content may be necessary during this

³² See Attachment 2-5 for "*Guidelines for consensus building in International Radiocommunications Advisory Committee consultative fora*".

³³ See Part 1, Section 6.3

discussion period. There is a requirement to submit documents to the ITU-R³⁴ and APT offices at least seven days prior to the start of the relevant meeting. However, earlier submission (three weeks before the meeting, if possible) is often preferable so that the document is available well before the start of the meeting. Therefore, authors of potential input documents should consult at the earliest possible date with the relevant Chairman and notify him or her of their intention to develop a document and consult to ensure that the topic is relevant and that the style is consistent with ITU-R or APT needs.

In some cases, documents may be prepared in response to documents from other ITU or APT Members; by their nature these may be required on a much shorter time-scale, and some latitude in preparation and approvals may be allowed. However, approval by the ACMA is required, in consultation with the IRAC Group Chairman and also where possible with the IRAC Group membership.

Texts may be developed outside Australia by other bodies which may seek to have Australia submit the text either as part of a group of administrations or individually.

All input documents and draft Australian briefs are to be submitted to the ACMA by the 15 (working) day cut-off period outlined in Table 1. Unless a bona-fide reason has been established that briefs and input documents cannot be completed within this time frame, any input documents submitted inside the 15 (working) day cut-off period will not be accepted and not forwarded to the ITU or APT as Australian documents for that meeting. Similarly, briefing text for draft Australian delegation briefs that has not been agreed to by all affected stakeholders at the 15 (working) day cut-off period will be removed from the brief and the brief will be approved with 'follow discussion' on that item.

The ACMA may consider the following as bona-fide reasons and subsequent required actions for submission of input documents and briefs to the ACMA after the 15 (working) day deadline:

- a. the issue is urgent and was not able to be reasonably actioned earlier e.g. response to another administrations input contribution inside the 15 (working) day period;
- b. agreement has been reached through a meeting between the key stakeholders;
- c. the result of the meeting is reported to the ACMA, by the ARSG Chairman or WRC Agenda Item Coordinator, at the time of submission of contribution or brief; or
- d. the agreed input contribution and briefing text is provided

A recommended timetable for developing input documents (and briefs) is given in Table 1.

³⁴ Refer to ITU-R Resolution 1 "Working methods for the Radiocommunication Assembly, the Radiocommunication Study Groups and the Radiocommunication Advisory Group.

Table 1: Recommended Timetable for preparation for ITU-R and APT meetings.

Recommended time before start of meeting (Working days)	Documents		Delegation	Brief
	Action	Responsible		
45 days	Notify Chairman (Note 1) of intention to develop document.	Potential author/submitting body		
	Discussions with Chairman & other relevant parties concerning document topic & style.	Author/submitting body		
	Drafting of document	Author, with advice from Chairman (and possibly ACMA)		
	Consultation with other Chairman if appropriate.	Chairman		
30 days	Distribution to relevant IRAC Group for discussion.	Chairman	Potential delegates to notify Chairman and ACMA of possible attendance	Chairman to coordinate brief in consultation with IRAC Group (or ARSG)and ACMA
	Discussion by the relevant IRAC Group; possible revision by author.	Relevant IRAC Group or ARSG (comments) Author (revision) Chairman (supervise process)	ACMA to register delegates with ITU R and APT	ACMA to approve brief and distribute to delegates
15 days	Make recommendation to ACMA regarding approval of document and if required the date of submission to the meeting.	Chairman		
5 days	Document submitted to ITU-R.	ACMA		

Note 1: Includes Chairmen of the IRAC PG RA/RAG and the IRAC PG WRC as well as ARSG Chairmen as appropriate.

4.2.6 Rapporteurs and rapporteur groups

ITU-R study groups, including working parties and task groups, may appoint specialists from within their own membership to act as rapporteurs. Typically rapporteurs carry out or co-ordinate studies on matters of interest to one or more study groups and use electronic means to communicate out-of-session.

Persons who are appointed as rapporteurs, or who participate in rapporteur groups, operate in their own capacity as independent experts. An Australian who is appointed as a rapporteur does not represent Australia in this role and should understand that their views or positions cannot be attributed as Australian views or positions. Equally,

Australians who are not rapporteurs themselves but participate in rapporteur groups³⁵ do not represent Australia and should understand that their views cannot be attributed as Australian views.

However, rapporteurs or members of rapporteur groups are to keep the relevant Australian Government representatives informed of progress in the relevant ITU activity to a level that will enable adequate assessment by the Government of any Questions of national interest that may arise.

Attachments to Part 2

- 2-1 Preparatory group terms of reference.
- 2-2 Terms of Reference for Australian Radiocommunications Study Groups:
Annex A. ARSG Chairmen.
- 2-3 ITU-R study group documents.
- 2-4 Privacy of personal information.
- 2-5 Guidelines for consensus building in IRAC consultative fora.
- 2-6 Style and format of ITU-R SG, WP, TG Input Documents and APG documents.

³⁵ For additional information on participation in rapporteur groups refer to Attachment 1-1 Section 2.5.

Part 3 - Australian participation in the ITU-R and the APT

1. Outline

This part deals with Australian participation in meetings of the ITU-R and the APT, including registration and participation as an Australian delegate³⁶ at international meetings. Advice is also given on participation as an Australian ITU-R Sector or Associate Member. Detailed advice is provided to Australian delegations, concerning policy objectives, delegation powers and responsibilities, brief handling and security, presentation of documents and voting at international meetings.

2. Participation in Australian delegations

2.1 General requirements for Australian delegates to the ITU-R or APT

The ITU and the APT are primarily inter-governmental organisations that make provisions for separate participation by stakeholders from outside of national administrations (see Part 3 Section 4). Member States are represented by their national administrations and participate in ITU and APT meetings through their official delegations.

Australian delegations to ITU-R and APT meetings are convened and approved by the ACMA in consultation with the relevant IRAC Group. All Australian delegates are required to have contributed to the lead-up work for the meetings through participation in the relevant IRAC Group(s)³⁷. The “Guidelines on appointments to Australian delegations and membership of IRAC Groups” are reproduced in **Attachment 3-2**. A list of approved delegates will be included in the delegation brief.

All members of the Australian delegation are required to comply with the positions and proposals given in the approved Australian delegation brief (a pro forma Australian delegation brief is given in **Attachment 3-1**).

Members of an Australian delegation must not deviate from the approved delegation brief³⁸. A member of an Australian delegation must not act as a free-lance delegate at a meeting pursuing other interests in derogation of the approved brief. This is not meant to prevent delegates from pursuing their business interests, however, when these interests overlap with those provided in the brief, the HoD should be informed to avoid a conflict of interest. Evidence of failure to comply with the brief may result in the removal of the delegate from the Australian delegation. Participation in future Australian consultative meetings and Australian delegations may also be denied. If

³⁶ For the purposes of this document an Australian delegate is a person who has been approved by the ACMA to participate in an Australian delegation. See Section 4.2 of Attachment 3-2 for appointment principles as well as Section 2.1 of Part 3, “*General requirements for Australian delegates to the ITU-R or APT*”.

³⁷ Membership requirements for the IRAC WRC PC and the IRAC RA/ RAG PC can be found in Sections 3.2.1 and 3.3.1 of Part 2 respectively. See also Section 5 of Attachment 3-2 for appointment principles and conditions. However, in order to support a particular policy objective of the Australian Administration, the ACMA on occasion may appoint, as a member of a delegation, a person who has not fully participated in the lead-up work for a meeting.

³⁸ See Section 3.2.1 of Part 3 “*Responsibility for Australian positions*”.

such a delegate happens to be an ITU-R Sector Member, an ITU-R Associate Member, an APT Affiliate Member, failure to comply with the brief may also result in the revocation of this membership.

Australian delegates who are also ITU-R Sector or Associate Members have no additional status at meetings because of their ITU-R membership. Equally, Australian delegates who are also Associate Members or Affiliate Members of the APT have no additional status at meetings because of their APT membership.

Where study groups are expected to consider use of the simultaneous adoption and approval by correspondence procedure outlined in paragraph 10.3 of Resolution ITU-R 1, delegations should be appropriately briefed on the position to be adopted. If such a group agrees to apply the procedure (which it must do unanimously), the relevant IRAC Working Group should advise the ACMA on whether Australia should vote in favour, against, or abstain.

2.1.1 Foreign participation in Australian delegations

Foreign representatives will not normally be permitted to participate in Australian delegations. Applications and approval of foreign representatives will be considered on a case by case basis and in consultation with the relevant IRAC Group and the ACMA. The “Guidelines on appointments to Australian delegations and membership of IRAC Groups” contain additional detail and are reproduced in **Attachment 3-2**.

2.2 Heads of Delegation (HoD)

2.2.1 Heads of Delegation to ITU-R meetings

The ACMA will normally provide the HoD to ITU-R meetings within the scope of this document³⁹. Some circumstances, where there is a large delegation or an extraordinary large meeting agenda, warrant the appointment of a Deputy HoD. In such cases, the Deputy HoD will also normally be an ACMA representative.

2.2.2 Heads of Delegation to meetings of the APT Preparatory Group Meeting for WRC (APG).

The ACMA will provide the HoD to meetings of the APT Preparatory Group Meeting for WRC (APG). If there is a requirement to provide a Deputy HoD, this will also normally be an ACMA representative.

2.2.3 Procedures for appointing a Head of Delegation

The procedures that the ACMA normally follows for appointing a HoD to meetings of the ITU-R and the APG are as follows:

- If ACMA representatives attend a meeting, an ACMA representative will be the HoD. If the relevant ARSG Chairman or IRAC PG Chairman also attends, that

³⁹ The scope and coverage of this document are expressed in the introduction to this document.

person will be the Deputy HoD if required. If the ARSG Chairman or IRAC PG Chairman does not attend, the need for a Deputy will be assessed based on the number of delegates and the issues highlighted in the delegation brief;

- If an ACMA representative does not attend and the relevant ARSG Chairman or IRAC PG Chairman does, the ARSG Chairman or IRAC PG Chairman will normally be the HoD. If required the Deputy HoD will normally be an Australian Government representative, for example, a delegate from the Department of Defence;
- If neither an ACMA representative nor the relevant ARSG Chairman or IRAC PG Chairman attends the meeting, the ACMA will normally appoint an Australian Government representative, if available, to be the HoD. Again depending upon the size of the delegation and the number of issues to be addressed a deputy may not be required;
- If neither an ACMA representative, the relevant ARSG or IRAC PG Chairman, nor an Australian Government representative is attending the meeting and there is more than one delegate to the meeting, the ACMA will appoint an industry representative as the HoD; and
- A HoD is not needed if there is only one delegate to the meeting.

The preference for Federal Government employees as the choice for HoD arises because the ITU and the APT are primarily inter-governmental organisations. However in determining the appointment of a HoD, the ACMA will take into account matters of competency and experience as necessary.

2.2.4 Chairing of Working Groups

Prior to any member of the delegation accepting a chairmanship of any working or ad-hoc group, the Delegation Head should be consulted.

Due to the need at times to cover parallel meetings, it is often difficult to release members for chairmanship positions. However, there are situations where it would be positively advantageous to accept such a position.

2.3 Participation as a Rapporteur, Correspondence Group Chairman or in a Rapporteur or Correspondence Group

Persons who are appointed as Rapporteurs⁴⁰ or correspondence Group Chairman⁴¹ to ITU-R study groups (as well as their subordinate groups), or who participate in Rapporteur Groups or Correspondence Groups, operate in their own capacity as independent experts.

An Australian who is appointed as a Rapporteur or Correspondence Group Chairman by an international meeting does not represent Australia in this role and should understand that his or her views or positions cannot be attributed as Australian views

⁴⁰ Rapporteurs are appointed under the provisions of Resolution ITU-R-1. See Attachment 1-1 Section 2.5.

⁴¹ Correspondence Group Chairmen are appointed under the provision of Resolution ITU-R 1. See Attachment 1.1 Section 25.

or positions. Equally, Australian's who are not Rapporteurs or Correspondence Group Chairmen themselves but participate in Rapporteur Groups or Correspondence Groups do not represent Australia and should understand that their views cannot be attributed as Australian views.

Australians who are Rapporteurs or Correspondence Group Chairman or who are members of Rapporteur or Correspondence Groups are to keep the relevant Australian Government representatives informed of progress in the applicable ITU activity to a level that will enable adequate assessment by the Government of any Questions of national interest that may arise.

2.4 Participation in Asia Pacific Broadcasting Union High Frequency Coordination (ABU-HFC) activities by Australian international broadcasters

Australia has a responsibility under Article 12 of the Radio Regulations to seek agreement on frequency coordination before broadcasting into other countries. Regional co-ordination of HF broadcasting is carried out through the ABU according to a yearly cycle, which takes into account, amongst other things, the effects of solar activity on signal propagation. Preliminary notification of two proposed half yearly broadcasting schedules (designated A and B) is usually made electronically to the ITU and the ABU, followed by a formal yearly ABU coordination meeting. Typically an Australian delegation comprising of representatives of Australian international broadcasters will attend the meeting. In some circumstances members of the Australian Administration may also participate. The "Guidelines on appointments to Australian delegations and membership of IRAC Groups" are reproduced in **Attachment 3-2**. Delegation members are bound to follow the Australian delegation brief provided by the ACMA. Also, a combined ABU-HFC and High Frequency Coordination Conference (HFCC) and Arab States Broadcasting Union (ASBU) meetings are occasionally convened to produce a consolidated schedule for a large number of the world HF broadcasters.

Additional information is provided in **Attachment 3-3** "Participation in the ABU HFC by Australian international broadcasters".

3. Objectives and responsibilities of Australian delegations

3.1 Promotion of Australian policy objectives

Australia's overall policy objectives for international and regional meetings and fora are detailed in Part 1, Section 5.

The policy objective for meetings of the ITU-R is to continue the process of improving the management of radiocommunications work in line with the decisions of the Radiocommunication Assembly (RA). In general Australian delegations should support the adoption of recommendations on systems and services within timeframes that are realistic and which accommodate market needs. Australian delegations to the APT should support, at a regional level, Australia's policy objectives in the ITU-R.

An important Australian policy objective at these meetings is the development of Recommendations. Australian delegations should also promote the inclusion of appropriate material from study group reports into Recommendations or handbooks.

The delegation should support Recommendations and studies that facilitate the competitive provision of services and efficient use of the radiofrequency spectrum.

The delegation is to press strongly for draft new and revised Recommendations to proceed to accelerated approval if they are acceptable to Australia, so that they may be published expeditiously and be available for future discussions of national and international regulatory matters. The aim is also to reduce the workload of future RAs in dealing with Recommendations, so that they can concentrate more on their management role.

Other measures that can contribute to more efficient management of study group work should be supported. However there have been difficulties for Australia and other countries remote from Geneva in attending an increasing number and variety of meetings. Further efforts are needed by study groups to organise related meetings effectively and to assist participation by members of working parties and task groups who cannot attend meetings by keeping them fully informed.

In general delegates will act to promote Australian views and expertise, and protect Australian interests, in the development of open global standards, that:

- are timely, cost effective and appropriate to Australia's needs;
- support the development of efficient, inter-operable telecommunications networks capable of providing universal and cost-effective services (avoiding the risk of detriment to Australian interests that could result from the hegemony of inappropriate national, regional or proprietary standards); and
- promote the development of international world radiocommunications agreements that enhance efficient and coordinated access to spectrum and Australia's ability to implement and use satellite and other radio systems.

3.1.1 Competition Policy

Consistent with the Government's communications policy orientation, a pro-competitive policy approach that encourages market forces to influence service quality should be supported. Delegates are asked to be particularly alert to such issues, seeking advice where necessary from the ACMA, and in all cases reporting such issues in reports of meetings, to assist the ongoing process of policy development. Delegates should be clearly aware of the Government's strategies to develop trade in communications equipment and services with regional countries and beyond. Any proposal, which would have any implications for restricting markets, should be reported to the Department of Communications, Information Technology and the Arts (DCITA) immediately for policy guidance.

3.2 Powers and responsibilities of the delegation

The delegation is instructed to support the positions in the specific delegation brief. HoDs are expected to use their discretion to advance the Australian position in accordance with the spirit of the brief. They should consult with the members of the delegation and, where appropriate, with the ACMA. Contact details will be provided in the delegation brief.

If new or controversial issues arise during meetings, which are not covered by the general or specific guidance in the brief, HoDs should consult with the ACMA at the earliest possible opportunity.

Delegations are required to work in a highly interactive and responsible environment. It is important that all delegation members understand their rights and obligations in relation to the standard of conduct required when dealing with their colleagues, other delegations, the host organisation and the host nation.

Australian delegates to international meetings of the ITU-R (including study groups, working parties and task groups) and the APT normally attend as representatives of Australia, rather than representing their own organisation or company. However, the cost of attending the meetings is borne by the individuals or their organisation.

Australian delegations should take pride in their ability to serve the national well being effectively and efficiently. All members are expected and are directly required to work with reasonable proficiency, prudence, diligence and impartiality. The recipient organisations respect the dealings, views and conduct of the Australian delegations. This respect has produced great benefit for Australia's views. Future delegations are expected to display these characteristics when attending various international and regional fora.

There are several distinguishing features about work within the delegation. These include an accountability to Australia and a responsiveness to the methods of negotiating used by other delegations at the various international and regional fora. The handling of Recommendations and decisions must be on the basis of the merits of the differing points of view being put forward. This should be undertaken in a fair and equitable manner. Delegation members are expected to take all reasonable steps to ensure the information, on which they base decisions and determine courses of action, is accurate and balanced.

3.2.1 Responsibility for Australian positions

The final decision and responsibility for all Australian positions rests with the ACMA. All members of the delegation are responsible for supporting the official Australian position, including any national policy positions⁴², contained in the delegation brief.

It should also be recognised that positions outlined in the delegation brief are rarely static and as meetings progress a position may need to be reviewed as to its relevancy in the light of the course of discussions. This may lead to differences of opinion between the delegation members and other delegations. Irrespective of the circumstances, an air of cooperation, a willingness and a capacity to perform the duties of an Australian delegate effectively and efficiently is needed on a basis of personal impartiality. The raising of personal or corporate concerns contrary to an official position is in breach of the probity requirement in relation to the duties of the delegation.

⁴² See Part 1, Section 6.3

Where doubt exists about the correctness of a delegation position, the delegation member should raise that concern with the HoD, who has, by the inherent power of the position, the authority to direct delegation members in their representations. In the case that further regulatory input and direction is necessary then the HoD should seek the views of the Australian administration representative(s).

In accepting positions on a delegation to any level of international or regional fora, adherence to directions provided within the delegation brief is paramount. The purpose of the delegation is to represent the Australian position. Government and industry representatives participate in delegations to further both the cause of Australian industry and their own organisations. However, all members of the delegation must adhere to the law, the policies of the Government and the guidance given in the delegation brief, rather than pursuing their own idea of the Australian good. As the delegation as a whole is accountable for the quality of its dealings, it is required to deal equitably, and responsively with all individuals and groups represented at the fora.

The delegation should provide representation in a spirit of cooperation, teamwork and good communication thereby reducing the likelihood of misunderstanding and personal conflict. Disagreement between members of the delegation or between delegations should be resolved through mediation based on discussion of the issues and consultation with the ACMA in Australia. In the event that a disagreement cannot be readily resolved, the following criteria should be observed:

- Set out the points of disagreement clearly in writing and seek explicit interpretation and resolution of each point from the HoD;
- Establish a forum for parties involved to discuss the issues in question, with the HoD as an impartial adjudicator, to reach a negotiated solution; and
- Accept and follow the negotiated solution.

Members of Australian delegations have a duty to avoid malice in the decisions taken and representations made at international and regional fora. Within the scope and intentions of delegation brief, the general responsibility to be unbiased and equitable in decision making is complementary with the need for delegates to be reasonable and to consider the merits and deficiencies of any Question, Recommendation or report. In the case of controversial issues, this implies that a written record of the facts and evidence on which the decisions(s) were made should be systematically recorded and kept outlining the course of the decision making process.

There may be occasions where delegation members continue to disagree with the direction and guidance being developed or existing in the delegation brief. This may be due to personal or corporate attitudes differing from the present trends in international and national communications regulations and standards. Such grievances may be aired, with the concurrence of the HoD, and the points of disagreement forwarded to their own organisation and to the ACMA. The grievance mechanism provides an opportunity for delegates to officially seek a review of specific directions with the delegation brief.

Personal public comment (outside of official representation by the delegation) on the direction, intent or content of a delegation brief, prior and during a series of meetings

shall, subject to specific direction by the HoD, be avoided. Any comment regarding controversial or potentially controversial matters must be authorised by the HoD, or the ACMA. The use of official information and documents for anything other than official purposes is not permitted. This is intended to contribute to the proper flow of information and assumes that the information flow is within the scope of the meeting and the delegation brief. Material subject to commercial classifications should be appropriately marked, handled and stored in line with the appropriate level of confidentiality and discretion. No member of the delegation is free to distribute such information without the prior consent, knowledge and authority of the HoD.

3.2.2 Brief handling

Australian delegation briefs containing the positions and proposals developed through the consultative process for ITU-R and APT meetings are subject to confidentiality or privacy markings and should be appropriately marked, handled and stored in line with the appropriate level of confidentiality and discretion. No member of an Australian delegation is free to distribute such information including sensitive or in-confidence material, in any form whether written or verbal, without the prior consent, knowledge and authority of the HoD. All members, including ITU-R Sector Members and Associate Members as well as APT Affiliate Members are obliged to respect the confidentiality of the brief. See also Part 2, Section 4.1 “Australian delegation briefs for ITU-R and APT meetings” as well as Section 4.3 of **Attachment 3-2** “Guidelines on appointments to Australian delegations and membership of IRAC Groups”.

3.2.3 Support of Australian inputs at meetings

The delegation must support Australian proposals at meetings as well as the consequential development of associated Recommendations.

Copies of any Australian input documents will be included in the relevant briefing material unless they have already been published electronically by the ITU-R or the APT in which case the relevant URL's will be provided.

3.2.4 Presentation of Australian contributions

Experience has shown that an input document is likely to be neglected at an ITU-R or APT meeting unless a delegate is present to support it in person. This should preferably be the author or another person closely associated with the work that will be able to discuss the issues in detail. Therefore organisations should realise that their interests can best be served by developing input documents, if these interests will in general align with Australian policy, and if they can supply a delegate (or find a suitable representative) to attend the international meeting. As with ARSG membership, it is recognised that attendance at international and regional meetings is generally of benefit to the individual and the sponsoring organisation, as well as to national objectives.

3.2.5 Voting at ITU-R and APT meetings

The Australian position is that delegates should agree on consensus outcomes through a debating process and should avoid proposals to hold a vote at all. However, should a

formal vote be unavoidable or necessary **Attachment 3-4** provides guidance on the approach to be followed by the delegation.

3.3 Report by the delegation

HoDs are responsible for consolidating a summary report on the results of the meetings upon their return from meetings or fora. The report is to be provided to the ACMA and, as appropriate, to the IRAC PG WRC, the IRAC PG RA/RAG and to relevant ARSG(s). All members of the delegation are obliged to contribute to the report.

The delegation report should provide recommendations on further handling of specific issues raised at the meetings.

The report is to be provided within **one month** of the completion of the meeting(s). A framework for Australian delegation reports is given at **Attachment 3-5**.

3.4 Hosting meetings in Australia

Australia is often asked about hosting study group meetings. Given the general high cost of commitments, delegates should not encourage expectations of meetings in Australia without first consulting the ACMA. Small meetings (i.e. less than 20 participants) can be managed with moderate cost, and any proposals for such small meetings can be considered on their merits.

3.5 Gifts, favours and benefits at regional or international meetings

The acceptance or soliciting of gifts, favours or benefits which may prejudice the Australian position on a particular topic should be avoided at all times⁴³. Benefits are regarded to include personal gifts, sponsored travel, hospitality, entertainment and other personal gain. Delegation members should familiarise themselves with the “*Guidelines on accepting or soliciting gifts, favours and benefits at international or regional meetings*” detailed in **Attachment 3-6**.

4. Participation outside of Australian delegations

4.1 ITU-R participation outside of Australian delegations

As an alternative to participating in Australian delegations, Australian Sector Members and Associate Members have the option of participating in the work of the ITU-R in their own right outside of the Australian national consultative process. Such participation would be in accordance with their ITU-R membership rights and obligations as prescribed in the ITU Constitution and Convention⁴⁴. The Australian administration does not place any conditions as to who may represent Australian Sector Members and Associate Members outside of the Australian national consultative process. Representatives of Australian Sector Members and Associate Members attending meeting(s) in this capacity will not be provided with copies of any

⁴³ However, it is recognised that if a small gift or benefit is offered, it may cause insult to refuse the favour. See Attachment 3-6 for further guidance.

⁴⁴ The text of Constitution and Convention of the ITU can be found at http://www.itu.int/aboutitu/Basic_Text_ITU-e.pdf.

Australian delegation briefs relating to the meeting(s). However, they will be advised of any relevant national policy positions⁴⁵ by the head of any Australian delegation attending and must abide by them. Evidence of failure to comply with a national policy position may result in the denial of participation in future Australian consultative meetings, Australian delegations and/or revocation of Sector or Associate Membership of the ITU.

Australian Sector Members or Associate Members who are not participating in the meeting as part of the Australian delegation must make it clear to the meeting that they are participating in their own right and that they do not represent Australia. Similarly, they must clearly identify their own input documents as Sector or Associate Member contributions.

Australians may officially represent other Member States at ITU-R meetings. Similarly, Australians may represent other international organisations⁴⁶ which are not Australian Sector or Associate Members but which have Sector or Associate Membership in their own right. However, these persons do not represent Australia and are to ensure that this is clearly understood by the meeting Chairman and the other participants.

Notwithstanding a person's or organization's right to participate in the ITU-R outside of an Australian Delegation, all persons or organizations that have participated in the development of an Australian brief as part of the Australian consultative process are bound by the confidentiality requirements expressed in **Attachment 3-2**.

4.2 APT participation outside of Australian delegations

Australian APT Affiliate Members may participate in the work of the APT in their own right outside of an Australian delegation. Such participation would be in accordance with their APT membership rights and obligations. The Australian administration does not place any conditions as to who may represent Australian Affiliate Members outside of the Australian national consultative process. Representatives of Australian Affiliate Members attending meeting(s) in this capacity will not be provided with copies of any Australian delegation briefs relating to the meeting(s). However, they will be advised of any relevant national policy positions⁴⁷ by the HoD attending and must abide by them. Evidence of failure to comply with a national policy position may result in the denial of participation in future Australian consultative meetings, Australian delegations and/or revocation of Australian Affiliate Membership of the APT.

Australian APT Affiliate Members who are not participating in the meeting as part of the Australian delegation must make it clear to the meeting that they are participating in their own right and that they do not represent Australia. Similarly, they must clearly

⁴⁵ See Part 1, Section 6.3

⁴⁶ Examples of such international organisations are the International Amateur Radio Union (IARU), International Air Transport Association (IATA) and the International Committee on the Allocation of Frequencies for Radio Astronomy and Space Science (IUCAF).

⁴⁷ See Part 1, Section 6.3..

identify their own input documents as Affiliate Members contributions unless the national consultative process has accepted them as Australian contributions.

Australians may officially represent other Member Countries at a meeting of the APT. Similarly, Australians may officially represent other international organisations⁴⁸ which are not Australian Affiliate Members but which have Affiliate membership in their own right. However, these persons do not represent Australia and are to ensure that this is clearly understood by the meeting chairman and the other participants.

Notwithstanding a person's or organization's right to participate in the APT outside of an Australian Delegation, all persons or organizations that have participated in the development of an Australian brief as part of the Australian consultative process are bound by the confidentiality requirements expressed in **Attachment 3-2**.

5. Registration for international and regional meetings

5.1 General registration requirements

5.1.1 Submission of registration forms to the ACMA

All persons intending to participate in meetings of the ITU-R or the APT must submit the appropriate registration forms through the ACMA's International Radiocommunications Team (IRT)⁴⁹.

Registration forms are available via ITU-R or APT circulars to members, through the ITU-R and APT websites or through the relevant ARSG.

5.1.2 Registration deadlines for ITU-R meetings

It is encouraged that persons intending to attend an international meeting of the ITU-R (including study groups, working parties and task groups) be registered as early as possible with the ITU Radiocommunication Bureau prior to the beginning of the meeting.

5.1.3 Registration deadlines for APT meetings

The APT does not currently have a registration deadline for its meetings however early registration is encouraged.

5.2 Registration requirements for Australian delegates

Australian delegates to meetings of the ITU-R (including study groups, working parties and task groups) and the APG must be approved by the ACMA⁵⁰. The ACMA may

⁴⁸ Examples of such international organisations are the International Amateur Radio Union (IARU), International Air Transport Association (IATA) and the International Committee on the Allocation of Frequencies for Radio Astronomy and Space Science (IUCAF).

⁴⁹ Postal address: Box 78 Belconnen ACT 2616. Fax: (02) 6219 5133.

⁵⁰ Refer to Part 3, Section 1.1 for general requirements for Australian delegates.

consult with the relevant IRAC group Chairman for guidance in reaching this decision. Potential delegates should notify the relevant IRAC group Chairman of their intended attendance at least 30 days before the start of the relevant ITU-R or APG meeting.

The ACMA may refuse to accept a potential delegate, and that person will not be registered as an Australian delegate. The “Guidelines on appointments to Australian delegations and membership of IRAC working groups” are reproduced in **Attachment 3-2**.

Potential Australian delegates must submit the appropriate registration forms to the ACMA’s IRT. The IRT will submit completed forms to the appropriate secretariat should the applicant’s membership of the Australian delegation be approved. The IRT will note details of approved Australian delegates in the relevant Australian delegation brief.

5.3 Registration requirements for representatives intending to participate outside of Australian delegations

Representatives of Australian ITU-R or APT Members intending to attend meetings separately from an Australian delegation must submit their registration forms through the ACMA for approval. The ACMA will notify applicants of any national policy positions that are relevant to the meeting(s) that they propose to attend. In exceptional circumstances the ACMA may refuse to approve and forward registrations but will only do so if prior consultation with the affected party fails to result in a mutually acceptable solution.

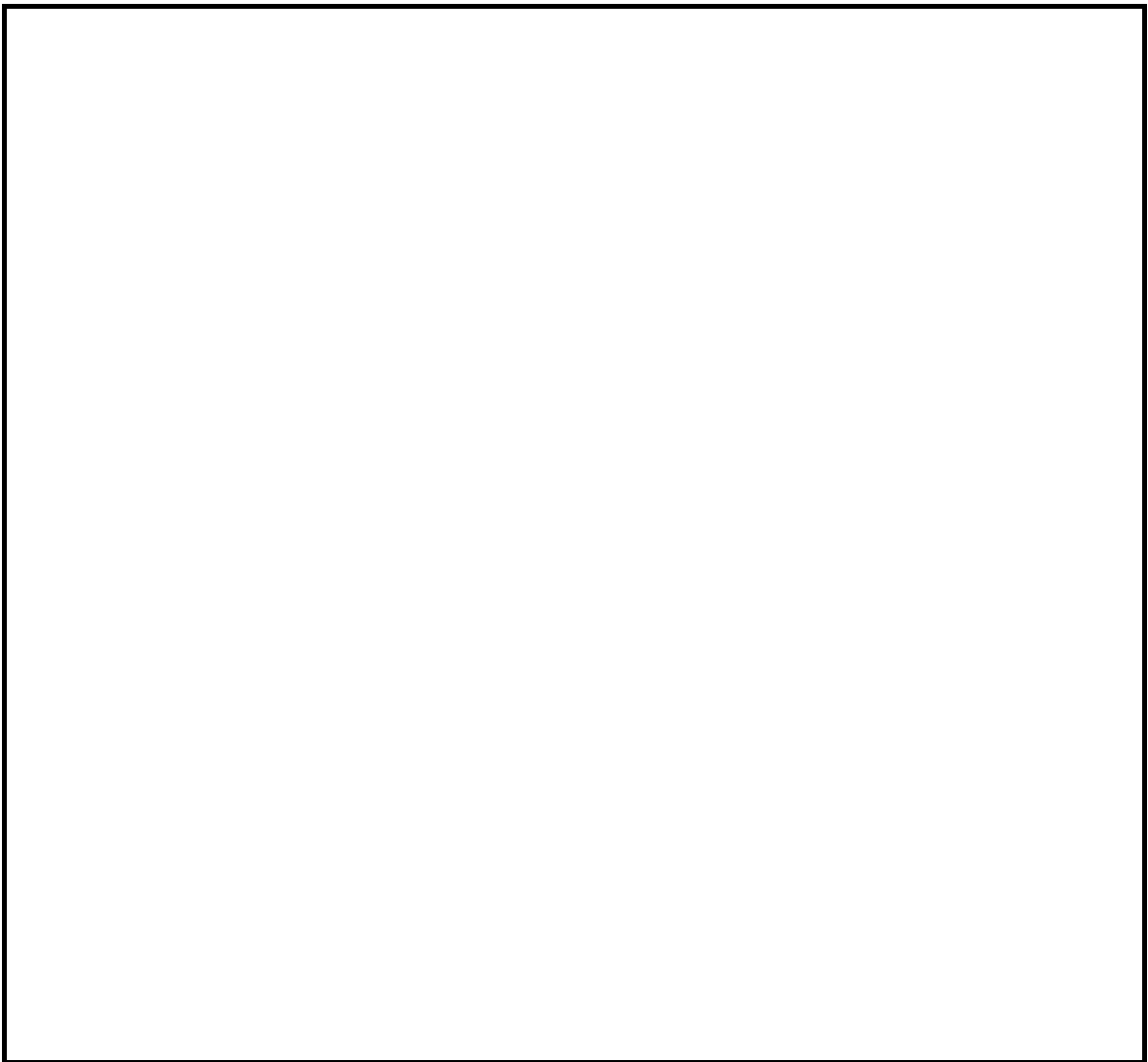
Attachments to Part 3

- 3-1 {Pro-forma} Australian delegation brief for the meetings of Radiocommunication {Study Group N or Working Party NX or Task Group N/n}.
- 3-2 Guidelines on appointments to Australian delegations and membership of IRAC working groups.
- 3-3 Participation in ABU HF coordination activities by Australian international broadcasters.

Annex A. {Sample document} ABU-HFC coordination process 2001.
- 3-4 Voting at ITU-R and APT meetings.
- 3-5 {Pro-forma} Australian delegation report for the meetings of Radiocommunication {Study Group N or Working Party NX or Task Group N/n}.
- 3-6 Guidelines on accepting or soliciting gifts, favours and benefits at international or regional meetings.



PART 4 – ATTACHMENTS TO PARTS 1, 2 AND 3:



Attachments to Part 1:

Attachment 1-1 - The structure, working methods and management practices of the ITU-R

Attachment 1-2 - The ITU-R structure and its relationships to the Australian framework

Attachment 1-3 - The APT structure and its relationships to the Australian framework

Attachment 1-4 - Australian ITU-R membership

Attachment 1-5 - Australian APT membership

Attachment 1-1 - The structure, working methods and management practices of the ITU-R

1. ITU-R structure

1.1 Reforms to the ITU structure

The 1992 Plenipotentiary Conference adopted a new structure, management practices and working methods of the ITU. These changes reflected concern about operational economy, efficiency, and the need for change in the ITU to keep pace with regional standards setting organisations, particularly the European Telecommunications Standards Institute (ETSI), which is the focus of pan-European standards. Plenipotentiary Conferences can consider further refinement of the structure of the R and T Sectors in consultation with the sectoral advisory groups.

Aspects of the structure which concern radiocommunication study groups include:

- a) The Telecommunication Standardisation Sector which now covers telecommunication network aspects of broadcasting and mobile telephone matters. ITU-T study group 9 has replaced Radiocommunication study group CMTT, Television and Sound Transmission;
- b) Flexibility for transfer of future work between the radiocommunication and standardisation sectors as new systems and requirements evolve;
- c) The Telecommunication Development Sector which covers activities related to the special needs of developing countries. It has two study groups and liaises closely with the T and R Sector study groups;
- d) The Radiocommunication Sector which comprises the study groups, Radiocommunication Assemblies, World Radiocommunication Conferences, the Radio Regulations Board (RRB) and the Radiocommunication Bureau. It has flexibility to develop improved working methods and responds rapidly to changing needs;
- e) World Radiocommunication Conferences (WRCs), which now take place every two to four years to deal more speedily and flexibly with changing demands on the radio frequency spectrum. Agendas are set at each conference for the next two WRCs;
- f) Radiocommunication Assemblies (RAs), which manage the study groups and Conference preparatory work, may be held adjacent to WRCs;
- g) Preparatory studies of technical, procedural and regulatory matters for WRCs which are organised by a Conference Preparatory Meeting (CPM) which will prepare a report to each WRC. Studies will generally be carried out through the study group structure and the Special Committee for Regulatory/Procedural Matters. They will be coordinated by a CPM Chairman and Vice-Chairman. A designated Vice-Chairman will succeed to the CPM Chairmanship after each WRC;

- h) The RRB which meets up to four times per year to consider problems concerning application of the Radio Regulations and other matters. It approves the Rules of Procedure for the regulatory work of the Radiocommunication Bureau and provides expert advice; and
- i) The strategic planning approach to all ITU activities which was adopted by the 1992 Plenipotentiary Conference with the establishment of the Radiocommunication Advisory Group (RAG), the Telecommunication Standardization Advisory Group (TSAG) and the Telecommunication Development Advisory Board (TDAB). At the 1998 Plenipotentiary Conference, the TDAB was subsequently renamed the Telecommunication Development Advisory Group (TDAG).

The current ITU Strategic Plan is considered to be too long and complex and there needs to be a linkage with the Sector operational and financial plans. Council and the Sector Advisory Groups are participating in a widespread debate on a draft Strategic Plan for the period 2003-2007 with the aim of making the Plan as concise and relevant as possible.

The review of the Strategic Plan process is one of a number of ITU reform issues being undertaken. The Sector Advisory Groups are also reviewing the potential for improving the organisation and working methods for their respective Sectors to ensure that the ITU is able to meet its objectives under the Constitution and meet budget restrictions imposed by the Plenipotentiary. Radiocommunications Sector work in this area includes the review of the study group structure.

The work program, structure and working methods of ITU-R meetings are detailed in the relevant Administration Circular (CA). An Internet link to the relevant circular(s) will normally be provided in specific briefing material. The work program and working methods for each meeting will be detailed in this circular.

At ITU-R meetings the revised procedures established in previous RAs will be implemented:

- a) Existing Questions are to be reviewed for relevance; and
- b) Reports converted into draft Recommendations, incorporated into handbooks, deleted, or in special cases, maintained.

2. ITU-R working methods and management practices

2.1 Working methods

2.1.1 Working methods for RAs and radiocommunication study groups

The working methods for RAs and Radiocommunication study groups are contained in Resolution ITU-R 1. These working methods are also applicable to the working parties and task groups established under a study group.

Additional information on working procedures for RAs and study groups, especially those concerning meetings and documentation is provided in the “*Guidelines for the*

working methods of the Radiocommunication Assembly, the Radiocommunication Study Groups and Related Groups” Version 2004⁵¹.

2.1.2 Working methods for the CPM

The working methods of the CPM are contained in Resolution ITU-R 2.

2.2 Approval of ITU-R reports

The 1990 Assembly decided that existing Reports should be converted into Recommendations or handbook material as far as possible. Resolution ITU-R 1, Sections 6.1.6 and 6.3 details the production of Reports:

2.3 Handbooks

Resolution ITU-R 1 Section 6.1.7 provides a description of the text for the production of Handbooks.

2.4 Recommendations

ITU-R Recommendations constitute a set of recommended technical and operating standards for radiocommunications, previously known as CCIR Recommendations. They are the result of studies undertaken by radiocommunication study groups on:

- the use of the radio-frequency spectrum in terrestrial and space radiocommunication including the use of satellite orbits;
- the characteristics and performance of radio systems (except the interconnection of radio systems in public communication networks and the performance required for these interconnections, which are included in ITU-T Recommendations);
- the operation of radio stations; and,
- the radiocommunication aspects of distress and safety matters.

The ITU-R Recommendations are approved by ITU Member States. Their implementation is not mandatory; however, as they are developed by experts from administrations, operators, the industry and other organisations dealing with radiocommunication matters from all over the world, they enjoy a high reputation and are implemented worldwide.

2.4.1 Treatment at working party level

Recommendations are developed by the working parties or task groups based on the Questions assigned to the study group and from the input contributions received from Administrations (Member States). Each ITU-R working party or task group meeting will decide whether a draft new or revised Recommendation should proceed to the study group meeting for consideration. Once the working party or task group considers a Recommendation to be sufficiently complete, the Chairman will submit it

⁵¹ Annex 1 to ITU Radiocommunications Bureau Administrative Circular CA/140 which is available at http://www.itu.int/dms_pub/itu-r/md/00/ca/cir/R00-CA-CIR-0140!!MSW-E.doc.

to the next study group meeting for adoption and then approval by the membership of that study group.

2.4.2 Adoption and approval at the study group level

New or draft Recommendations submitted by a working party or task group are considered at a meeting of the study group. Any changes made by the study group will normally only involve minor editorial corrections. Exceptionally, if a Recommendation is contentious and a consensus cannot be arrived at in the study group meeting, the Recommendation will be returned to the working party or task group for revision.

There are three different processes for the adoption and approval of draft new or revised Recommendations, they are:

- Alternative Approval Procedure (AAP) (Resolution ITU-R 45) (**Annex 3**)
- Simultaneous adoption and approval by correspondence (see Section 10.3 of Resolution ITU-R 1) (**Annex 1**).
- Approval by Members States (see Section 10.4 of Resolution ITU-R 1) (**Annex 2**).

The second dot point provides an accelerated approach to adopt and approve draft, new or revised Recommendations. The 2003 Radiocommunication Assembly (RA-03) adopted a procedure for the simultaneous adoption and approval, by correspondence, of Recommendations. This procedure can only be used if there is no objection by any Member State attending the meeting. Where study groups are expected to consider use this procedure, delegations should be appropriately briefed on the position to be adopted. If such a group agrees to apply the procedure (which it must do unanimously), the relevant IRAC Group should advise the ACMA on whether Australia should vote in favour, against, or abstain. In principle, Australia should encourage the use of the procedure in the interests of more efficient work, subject to any difficulties that we may have with particular draft Recommendations

Note: The flowcharts for the various options available for the adoption and approval of Recommendations can be found at: **Annexes 1, 2 and 3**.

2.4.4 Ballots on Recommendations

Delegations may abstain from ballots at a meeting and advise their position within one month after the meeting. If accelerated approval of a Recommendation proceeds, then all ITU Members will be advised of the proposal by mail. If 70% or more of the replies received from Members within three months indicate approval of that Recommendation, the proposal succeeds.

2.5 Questions

The following extract from Resolution ITU-R 5 gives the definition of categories of Questions:

- C: Conference oriented Questions associated with work related to specific preparations for, and decisions of, world and regional radiocommunication conferences:*
- C1: Very urgent and priority studies, required for the next World Radiocommunication Conference;*
- C2: Urgent studies, expected to be required for other Radiocommunication Conferences.*
- S: Questions which are intended to respond to:*
- matters referred to the Radiocommunication Assembly by the Plenipotentiary Conference, any other conference, the Council, the Radio Regulations Board;*
 - advances in radiocommunication technology or spectrum management;*
 - changes in radio usage or operation.*
- S1: urgent studies which are intended to be completed within two years;*
- S2: important studies, necessary for the development of radiocommunications;*
- S3: required studies, expected to facilitate the development of radiocommunications.*

The Questions form the basis of the studies and are approved by, and have a priority allocated to them, by the RA. Questions that are WRC related are considered the most important and tend to take precedence over all others.

The approved Questions and priorities assigned by the RAs constitute the Work Program. In accordance with No 129 of the ITU Convention, the Plenipotentiary Conference (PP), any other Conference, the Council, or the Radio Regulations Board (RRB) may refer new Questions to the RA. Questions will then be assigned to one of the study groups after consultation with the study group Chairmen and Vice-Chairmen.

Other new or revised Questions may be approved by the RA or by correspondence in the interval between RAs. These Questions may be proposed by Administrations, or by a study group, working party or task group.

For Questions approved in the interval between Assemblies, a circular letter is sent by the Director of the Radiocommunication Bureau to all participants in the radiocommunication study groups. This letter announces the new Question, the method of study proposed by the study group Chairman, and invites member participation.

2.6 Rapporteurs for ITU-R study groups, working parties and task groups

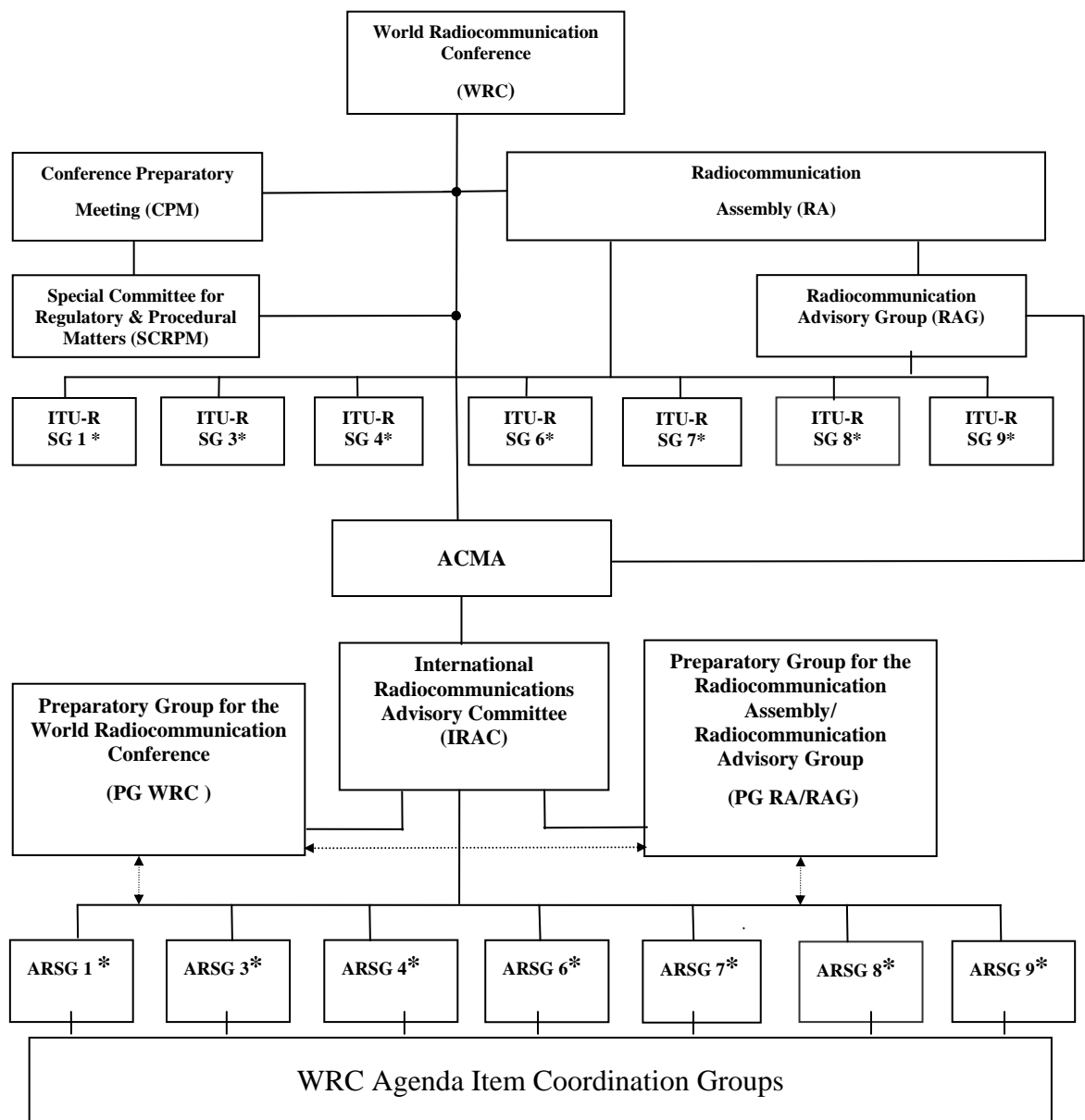
The working methods of Rapporteurs established by study groups, working parties and task groups are specified in Resolution ITU-R 1 Section 2.13. The Resolution permits the appointment of Rapporteurs and Rapporteur Groups under special circumstances. Rapporteurs should conduct their work by correspondence where possible.

Liaison rapporteurs can also be appointed under Resolution ITU-R 1 Section 2.15.

2.7 Correspondence Group Chairman for ITU-R study groups, working parties and task groups

The working methods of Correspondence Group Chairmen established by study groups are specified in Resolution ITU-R 1 Section 2.16. Correspondence Group Chairmen are to conduct their work by correspondence.

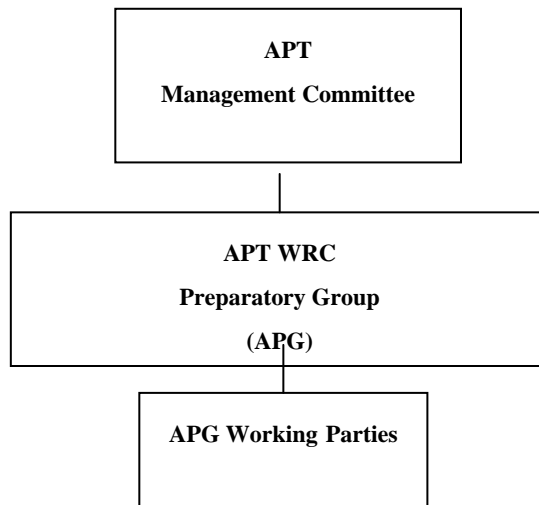
Attachment 1-2 - The ITU-R structure and its relationships to the Australian framework



Legend *

ITU-R SG1 & ARSG 1	Cover	Spectrum Management Techniques	ITU-R SG7 & ARSG 7	Cover	Science Services
ITU-R SG3 & ARSG 3	Cover	Radiowave Propagation	ITU-R SG8 & ARSG 8	Cover	Mobile, Radiodetermination, Amateur & Related Satellite Services
ITU-R SG4 & ARSG 4	Cover	Fixed Satellite Services	ITU-R SG9 & ARSG 9	Cover	Fixed Services
ITU-R SG6 & ARSG 6	Cover	Broadcasting Services - Sound & Television			

Attachment 1-3 - The APT structure and its relationships to the Australian framework



The topics addressed by these working parties vary from WRC to WRC depending on WRC agenda content.

The number of APG Working Parties and their topics can be found at:

<http://www.aptsec.org/Program/APG/papg.html#structure>.

Attachment 1-4 - Australian ITU-R membership

In addition to Australia's membership in the ITU-R as a Member State, as of September 2004, Australian membership also includes -

Three Sector Members:

- Boeing Australia Limited;
- SingTel Optus Pty Limited; and
- Telstra Corporation Limited.

No Associate Members

Attachment 1-5 - Australian APT membership

In addition to Australia's membership in the APT as a Member State, as of September 2004, Australian membership also includes -

Affiliate Members:

- Boeing Australia Limited; and
- Telstra Corporation Limited.
- Ericsson Australia Pty Ltd;
- Macquarie Corporate Telecommunications Pty Limited;
- Société Internationale de Télécommunications Aéronautiques (SITA); and
- Teledesic Australia Pty Ltd.

Attachments to Part 2:

Attachment 2-1 - Preparatory Group terms of reference

Attachment 2-2 - Terms of reference for Australian Radiocommunications Study Groups

Annex A to Attachment 2-2 - ARSG Chairmen and Deputy Chairmen (February 2004)

Attachment 2-3 - ITU-R study group documents

Attachment 2-4 - Privacy of personal information

Attachment 2-5 - Guidelines for consensus building in IRAC consultative fora

Attachment 2-6 - Style and format of ITU-R SG, WP, TG input documents and APG documents

Attachment 2-1 - Preparatory Group terms of reference

1. IRAC PG WRC terms of reference

On the basis of inputs from the Australian Communications and Media Authority (ACMA) and interested stakeholders, and taking Government policy into account, the IRAC Preparatory Group to prepare for World Radiocommunication Conferences will provide advice and recommendations, as necessary, to IRAC and the ACMA. The advice and recommendations will pertain to Australia's **broad directions and priorities** in relation to international radiocommunications regulatory, technical, operational and standards activities in both regional and international fora addressing the agenda items listed for the next two WRCs.

Taking these broad directions and priorities and the views of stakeholders into account, including all routine activities, the IRAC PG WRC will provide a forum to develop advice and recommendations to the ACMA in order to:

- assist the ACMA in formulating and preparing Australia's **positions and proposals** for international meetings and conferences concerning international radiocommunications regulatory, technical, operational and standards matters; and
- provide **advice and guidance** on IRAC PG WRC matters that are relevant to Australian Radiocommunications Study Groups (ARSGs) and the IRAC Preparatory Group for the Radiocommunication Assembly and Radiocommunication Advisory Group (IRAC PG RA/RAG).

2. IRAC PG RA/RAG terms of reference

On the basis of inputs from the Australian Communications Authority (ACMA) and interested stakeholders and taking Government policy into account, the IRAC PG RA/RAG will:

- provide advice and recommendations to the IRAC and the ACMA on Australia's **broad directions and priorities** in relation to advancing the ongoing development of the ITU Radiocommunication Sector (ITU-R) and improve the efficiency and effectiveness of ITU-R study group work through the next meeting of the RA meeting and the annual meetings of the RAG;
- coordinate and present the views of stakeholders to the IRAC and ACMA to assist in preparing advice on Australian **positions and proposals** for international meetings concerning improvements to ITU-R working methods;
- assist the ACMA with, and advise the IRAC on, **integrating the specific reforms** mandated by Plenipotentiary Conferences into the ongoing work of the ITU-R Sector; and
- provide **advice and guidance** on relevant IRAC PG RA/RAG matters that are relevant to Australian Radiocommunications Study Groups (ARSGs), and the IRAC Preparatory Group for the World Radiocommunication Conference (IRAC PG WRC).

Attachment 2-2 - Terms of reference for Australian Radiocommunications Study Groups

AUSTRALIAN RADIOCOMMUNICATIONS STUDY GROUP 1

TERMS OF REFERENCE

Spectrum Management Techniques

The Australian Radiocommunications Study Group 1 (ARSG 1) has been established by IRAC to prepare for International Telecommunication Union Radiocommunication Sector (ITU-R) Study Group 1 meetings in preparation for the study period ending at Radiocommunication Assembly. ARSG 1 develops principles and techniques for effective spectrum management, sharing criteria and methods, techniques for spectrum monitoring and long term strategies for spectrum utilisation.

On the basis of inputs from industry, Government organisations and other interested stakeholders and taking into account Government policy, ARSG 1 will:

- study, coordinate and provide expert advice to IRAC and the ACMA to assist in the development of Australian positions and contributions for Australian delegations to ITU-R Study Group 1 and its subordinate group meetings;
- promote and encourage the development of Australian expertise and encourage Australian participation in all ITU-R Study Group 1 matters, monitor emerging technologies and encourage Australian development; and
- provide advice and guidance on relevant ARSG 1 matters to other Australian Radiocommunications Study Groups (ARSGs) and the International Radiocommunications Advisory Committee Preparatory Groups for the Radiocommunication Assembly and Radiocommunication Advisory Group (IRAC PG RA/RAG) and World Radiocommunication Conferences (IRAC PG WRC).

AUSTRALIAN RADIOCOMMUNICATIONS STUDY GROUP 3

TERMS OF REFERENCE

Radiowave Propagation

The Australian Radiocommunications Study Group 3 (ARSG 3) has been established by IRAC to prepare for International Telecommunication Union Radiocommunication Sector (ITU-R) Study Group 3 meetings in preparation for the study period ending at Radiocommunication Assembly. ARSG 3 studies the propagation of radio waves in ionised and non-ionised media and the characteristics of radio noise, and offer advice on appropriate models for the effective design of radiocommunication systems and the evaluation of interference between systems.

On the basis of inputs from industry, Government organisations and other interested stakeholders and taking into account Government policy, ARSG 3 will:

- study, coordinate and provide expert advice to IRAC and the ACMA to assist in the development of Australian positions and contributions for Australian delegations to ITU-R Study Group 3 and its subordinate group meetings;
- promote and encourage the development of Australian expertise and encourage Australian participation in all ITU-R Study Group 3 matters, monitor emerging research and technologies and encourage Australian research; and
- provide advice and guidance on relevant ARSG 3 matters to other Australian Radiocommunications Study Groups (ARSGs) and the International Radiocommunications Advisory Committee Preparatory Groups for the Radiocommunication Assembly and Radiocommunication Advisory Group (IRAC PG RA/RAG) and World Radiocommunication Conferences (IRAC PG WRC).

AUSTRALIAN RADIOCOMMUNICATIONS STUDY GROUP 4

TERMS OF REFERENCE

Fixed Satellite Service

The Australian Radiocommunications Study Group 4 (ARSG 4) has been established by IRAC to prepare for International Telecommunication Union Radiocommunication Sector (ITU-R) Study Group 4 meetings in preparation for the study period ending at Radiocommunication Assembly. ARSG 4 develops and studies systems and networks of the fixed-satellite service and inter-satellite links in the fixed-satellite service, including associated tracking, telemetry and telecommand functions.

On the basis of inputs from industry, Government organisations and other interested stakeholders and taking into account Government policy, ARSG 4 will:

- study, coordinate and provide expert advice to IRAC and the ACMA to assist in the development of Australian positions and contributions for Australian delegations to ITU-R Study Group 4 and its subordinate group meetings;
- promote and encourage the development of Australian expertise and encourage Australian participation in all ITU-R Study Group 4 matters, monitor emerging technologies and encourage Australian development; and
- provide advice and guidance on relevant ARSG 4 matters to other Australian Radiocommunications Study Groups (ARSGs) and the International Radiocommunications Advisory Committee Preparatory Groups for the Radiocommunication Assembly and Radiocommunication Advisory Group (IRAC PG RA/RAG) and World Radiocommunication Conferences (IRAC PG WRC).

AUSTRALIAN RADIOCOMMUNICATIONS STUDY GROUP 6

TERMS OF REFERENCE

Broadcasting Services - Sound and Television

The Australian Radiocommunications Study Group 6 (ARSG 6) has been established by IRAC to prepare for International Telecommunication Union Radiocommunication Sector (ITU-R) Study Group 6 meetings in preparation for the study period ending at Radiocommunication Assembly. ARSG 6 studies systems of the broadcasting and broadcasting-satellite services, including international exchange of programs, audio and video frequency recording equipment, as well as the overall performance of the means of delivering signals to the general public, where they are used for sound, television, data and ancillary services accompanying sound and television.

On the basis of inputs from industry, Government organisations and other interested stakeholders and taking into account Government policy, ARSG 6 will:

- study, coordinate and provide expert advice to IRAC and the ACMA to assist in the development of Australian positions and contributions for Australian delegations to ITU-R Study Group 6 and its subordinate group meetings;
- promote and encourage the development of Australian expertise and encourage Australian participation in all ITU-R Study Group 6 matters, monitor emerging technologies and encourage Australian development; and
- provide advice and guidance on relevant ARSG 6 matters to other Australian Radiocommunications Study Groups (ARSGs) and the International Radiocommunications Advisory Committee Preparatory Groups for the Radiocommunication Assembly and Radiocommunication Advisory Group (IRAC PG RA/RAG) and World Radiocommunication Conferences (IRAC PG WRC).

AUSTRALIAN RADIOCOMMUNICATIONS STUDY GROUP 7

TERMS OF REFERENCE

Science Services

The Australian Radiocommunications Study Group 7 (ARSG 7) has been established by IRAC to prepare for International Telecommunication Union Radiocommunication Sector (ITU-R) Study Group 7 meetings in preparation for the study period ending at Radiocommunication Assembly. ARSG 7 studies:

- Systems for space operation, space research, earth exploration and meteorology, including the related use of links in the inter-satellite service;
- Radio astronomy and radar astronomy; and
- Dissemination, reception and coordination of standard-frequency and time-signal service, including the application of satellite techniques, on a worldwide basis.

On the basis of inputs from industry, Government organisations and other interested stakeholders and taking into account Government policy, ARSG 7 will:

- study, coordinate and provide expert advice to IRAC and the ACMA to assist in the development of Australian positions and contributions for Australian delegations to ITU-R Study Group 7 and its subordinate group meetings;
- promote and encourage the development of Australian expertise and encourage Australian participation in all ITU-R Study Group 7 matters, monitor emerging technologies and encourage Australian development; and
- provide advice and guidance on relevant ARSG 7 matters to other Australian Radiocommunications Study Groups (ARSGs) and the International Radiocommunications Advisory Committee Preparatory Groups for the Radiocommunication Assembly and Radiocommunication Advisory Group (IRAC PG RA/RAG) and World Radiocommunication Conference (IRAC PG WRC).

AUSTRALIAN RADIOCOMMUNICATIONS STUDY GROUP 8

TERMS OF REFERENCE

Mobile, Radiodetermination, Amateur and related Satellite Services

The Australian Radiocommunications Study Group 8 (ARSG 8) has been established by IRAC to prepare for International Telecommunications Union Radiocommunication Sector (ITU-R) Study Group 8 meetings, in preparation for the study period ending at Radiocommunication Assembly. ARSG 8 studies systems and networks for the mobile, radiodetermination and amateur services, including related satellite services. .

On the basis of inputs from industry, Government organisations and other interested stakeholders and taking into account Government policy, ARSG 8:

- study, coordinate and provide expert advice to IRAC and the ACMA to assist in the development of Australian positions and contributions for Australian delegations to ITU-R Study Group 8 and its subordinate group meetings;
- promote and encourage the development of Australian expertise and encourage Australian participation in all ITU-R Study Group 8 matters, monitor emerging technologies and encourage Australian development; and
- provide advice and guidance on relevant ARSG 8 matters to other Australian Radiocommunications Study Groups (ARSGs) and the International Radiocommunications Advisory Committee Preparatory Groups for the Radiocommunication Assembly and Radiocommunication Advisory Group (IRAC PG RA/RAG) and World Radiocommunication Conference (IRAC PG WRC).

AUSTRALIAN RADIOCOMMUNICATIONS STUDY GROUP 9

TERMS OF REFERENCE

Fixed Services

The Australian Radiocommunications Study Group 9 (ARSG 9) has been established by IRAC to prepare for International Telecommunication Union Radiocommunication Sector (ITU-R) Study Group 9 meetings in preparation for the study period ending at Radiocommunication Assembly. ARSG 9 studies systems and networks of the fixed services.

On the basis of inputs from industry, Government organisations and other interested stakeholders and taking into account Government policy, ARSG 9 will:

- study, coordinate and provide expert advice to IRAC and the ACMA to assist in the development of Australian positions and contributions for Australian delegations to ITU-R Study Group 9 and its subordinate group meetings;
- promote and encourage the development of Australian expertise and encourage Australian participation in all ITU-R Study Group 9 matters, monitor emerging technologies and encourage Australian development; and
- provide advice and guidance on relevant ARSG 9 matters to other Australian Radiocommunications Study Groups (ARSGs) and the International Radiocommunications Advisory Committee Preparatory Groups for the Radiocommunication Assembly and Radiocommunication Advisory Group (IRAC PG RA/RAG) and World Radiocommunication Conference (IRAC PG WRC).

Attachment 2-3 - ITU-R study group documents

1. Purpose

The following sections describe the documentation types in use by ITU-R study groups. Additional information on the use, handling and circulation of ITU-R documentation is provided in the “*Guidelines for the working methods of the Radiocommunication Assembly, Study Groups and related groups*”⁵².

2. Document types

2.1 Study group “White” Documents

For a particular study group, working party or task group these documents are the input contributions from Administrations, the Chairmen reports from previous meetings, communications (liaison statements) from other study groups, working parties and task groups and administrative documents from the ITU-R.

White documents for Radiocommunication Assembly meetings are input contributions from ITU Members and documents prepared by the Radiocommunication Bureau (BR). The white documents generally form the basis of the studies being undertaken at the particular meeting.

2.2 Study group “Blue” Documents

Blue documents denote new and/or revised Recommendations and/or Questions being put up for approval by the correspondence (postal ballot procedure). The decision to apply the postal ballot procedure is taken at a study group meeting (Resolution ITU-R 1⁵³, Section 10.2.2). When it is decided to submit a draft for approval by correspondence the conditions and procedures outlined in Resolution ITU-R 1 Section 10.3.5 apply.

2.3 Radiocommunication Assembly “Pink” Documents

These are the input documents to the RA from the study groups. They comprise reports from each study group Chairman and the draft new and revised Questions, decisions, opinions and Recommendations submitted for approval by the RA and include those Recommendations that have not been submitted to the ballot process.

2.4 Temporary “Yellow” documents

Documents produced in a meeting are designated temporary and published on yellow paper. As the name implies, they are working documents which provide a means to record thoughts and ideas developed during the course of the meeting and, moreover,

⁵² Annex 1 to ITU Radiocommunications Bureau Administrative Circular CA/140 which is available at http://www.itu.int/dms_pub/itu-r/md/00/ca/cir/R00-CA-CIR-0140!!MSW-E.doc.

⁵³ See Section 4 of ‘*Guidelines for the working methods of the Radiocommunication Assembly*’ available at Administrative Circular CA140, which is available at http://www.itu.int/dms_pub/itu-r/md/00/ca/cir/R00-CA-CIR-0140!!MSW-E.doc.

to prepare texts for eventual adoption by the group. At the end of the meeting, those temporary documents containing material for retention are then used for the preparation of white documents.

2.5 Liaison statements

Liaison statements, in the first instance, should only be developed if deemed absolutely necessary. The statement(s) should clearly indicate the source and recipient group(s), the subject of the liaison and the action needed, if any. It is also helpful if the statement includes a date by which the recipient group should respond and a contact point for informal discussions.

Attachment 2-4 - Privacy of Personal Information

Introduction

The *Privacy Act 1988* now affects both the public sector and private sector. It applies to persons participating in the International Radiocommunications Advisory Group (IRAC) and its subsidiary groups.

Purpose

Personal information such as that in IRAC and ARSG Member contact lists are caught by privacy legislation. This information is acquired, stored and made available for the purpose of facilitating interaction within and for the benefit of IRAC and its subsidiary groups that support ACMA spectrum management functions generally.

Effect

Both the ACMA and private industry entities and their representatives associated with the IRAC Groups are responsible for ensuring that personal information obtained while participating in IRAC or the ARSGs:

- Is such that collection is limited to that necessary for facilitating interaction within IRAC related activities.
- Is safeguarded from disclosure to persons or organisations outside of the IRAC structure.
- Is not used by an organisation or person for their own general or business purposes.
- These requirements can be waived with respect to individuals with the consent of those individuals.

Legislative abstracts

Adherence by all IRAC participants to the **Information Privacy Principles (IPP)** in the *Privacy Act* is required. Certain IPPs are particularly relevant.

Information Privacy Principle 9 states:

"A record-keeper who has possession or control of a record that contains personal information shall not use the information except for a purpose to which the information is relevant."

Information Privacy Principle 10.1 states:

"1. a record-keeper who has possession or control of a record that contains personal information that was obtained for a particular purpose shall not use the information for any other purpose unless:

- (a) the individual concerned has consented to use of the information for that other purpose; or

(e) the purpose for which the information is used is directly related to the purpose for which the information was obtained."

Information Privacy Principle 11.1 and 11.3 state:

"1. a record-keeper who has possession or control of a record that contains personal information shall not disclose the information to a person, body or agency (other than the individual concerned) unless:

(a) the individual concerned is reasonably likely to have been aware, or made aware under Principle 2, that information of that kind is usually passed to that person, body or agency; or

(b) the individual concerned has consented to the disclosure;

3. A person, body or agency to whom personal information is disclosed under clause 1 of this Principle shall not use or disclose the information for a purpose other than the purpose for which the information was given to the person, body or agency."

Information Privacy Principle 2 states:

"Where:

(a) a collector collects personal information for inclusion in a record or in a generally available publication; and

(b) the information is solicited by the collector from the individual concerned;

the collector shall take such steps (if any) as are, in the circumstances, reasonable to ensure that, before the information is collected or, if that is not practicable, as soon as practicable after the information is collected, the individual concerned is generally aware of:

(c) the purpose for which the information is being collected; and

(e) any person to whom, or any body or agency to which, it is the collector's usual practice to disclose personal information of the kind so collected, and (if known by the collector) any person to whom, or any body or agency to which, it is the usual practice of that first-mentioned person, body or agency to pass on that information."

National Privacy Principles in the *Privacy Act* that apply to the private sector and that have relevance include:

1 Collection

"1.1 An organisation must not collect personal information unless the information is necessary for one or more of its functions or activities.

1.3 At or before the time (or, if that is not practicable, as soon as practicable after) an organisation collects personal information about an individual from the individual, the organisation must take reasonable steps to ensure that the individual is aware of:

(a) the identity of the organisation and how to contact it; and

- (b) the fact that he or she is able to gain access to the information; and
- (c) the purposes for which the information is collected; and
- (d) the organisations (or the types of organisations) to which the organisation usually discloses information of that kind; and
- (f) the main consequences (if any) for the individual if all or part of the information is not provided.

1.4 If it is reasonable and practicable to do so, an organisation must collect personal information about an individual only from that individual.

1.5 If an organisation collects personal information about an individual from someone else, it must take reasonable steps to ensure that the individual is or has been made aware of the matters listed in subclause 1.3 except to the extent that making the individual aware of the matters would pose a serious threat to the life or health of any individual.”

2 Use and disclosure

“2.1 An organisation must not use or disclose personal information about an individual for a purpose (the secondary purpose) other than the primary purpose of collection unless:

- (a) both of the following apply:
 - (i) the secondary purpose is related to the primary purpose of collection and, if the personal information is sensitive information, directly related to the primary purpose of collection;
 - (ii) the individual would reasonably expect the organisation to use or disclose the information for the secondary purpose; or
- (b) the individual has consented to the use or disclosure;

3 Data quality

“An organisation must take reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up-to-date.”

4 Data security

“4.1 An organisation must take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.

4.2 An organisation must take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed for any purpose for which the information may be used or disclosed under National Privacy Principle 2.”

Note: Further information on Privacy Legislation is available from the Privacy Commissioner's website at <http://www.privacy.gov.au/business/index.html>.

Attachment 2-5 - Guidelines for consensus building in IRAC consultative fora

1. Introduction

The consultative processes of the International Radiocommunications Advisory Committee (IRAC) and its working groups can sometimes involve disputes between IRAC Group members. Participants representing commercial or vested interests occasionally perceive a disadvantage to those interests and subsequently seek outcomes that they consider more beneficial to themselves. Recognising these facts, IRAC has adopted the consensus-building guidelines set out below, which will apply to the following IRAC Groups:

- The International Radiocommunications Advisory Committee (IRAC);
- The IRAC Preparatory Group for the World Radiocommunication Conference (IRAC PG WRC);
- The IRAC Preparatory Group for the Radiocommunication Assembly and Radiocommunication Advisory Group (IRAC PG RA/RAG); and
- All Australian Radiocommunications Study Groups (ARSGs).

2. Principles

In order to build effective consensus when significant disagreements occur, IRAC Group members should:

- Adopt the position that a negotiated settlement **IS** frequently possible.
- Emphasise dispute avoidance as well as speedy resolution in order to minimise expense and preserve relationships.
- Demonstrate good faith by providing full information to other interested parties in order to clarify the facts surrounding any disputed position.
- Utilise the assistance of Group colleagues in seeking creative solutions that recognise fundamental concerns such as:
 - Safety of life;
 - Government policy;
 - Environmental impact;
 - National and community interests;
 - Commercial viability; and
 - Scientific facts and technical feasibility.

3. Guidelines

3.1 Initial actions

When a significant disagreement appears to be developing IRAC Groups members should bring this to the appropriate IRAC Group Chairman's attention at the earliest opportunity.

The Chairman may then elect to notify the Executive Manager of the ACMA's Radiofrequency Planning Group (RPG) of the problem. As part of any notification process the Chairman would need to identify all of the issues known to be in contention and provide a synopsis of events.

***Objective:** To keep key office holders informed of the existence and status of any disagreements with a view to ensuring that they can assist in consensus building.*

Additional points: Factors that might prompt notification could include:

- Parties in the dispute attempting to promote or force mutually exclusive outcomes;
- Parties in the dispute operating in accordance with external directions that appear to be inconsistent with the objectives of the presiding IRAC Group;
- High levels of frustration or discontentment affecting the group(s); or
- Protracted or intense arguments centred on entrenched or intractable positions.

Note: At this stage in the process the Executive Manager of the Radiofrequency Planning Group, ACMA will usually reserve his or her position and only observe the consensus building process.

3.2 Alternative approaches

The Chairman may choose to employ a variety of approaches in order to re-establish an effective consensus. These might include:

- Attempting facilitation using a mutually acceptable third party.

***Rationale:** To arrive at an agreed factual basis from which to progress by clarifying and documenting the various points of contention.*

***Considerations:** Any facilitator should be chosen for their ability to help the parties identify the key issues and options as well to document points of contention. Additionally the facilitator would have a role in ensuring that all parties have access to any information or resources that might assist in resolving the matter.*

Ordinarily the facilitator selected would have no role in advising on possible solutions or making determinations. In most circumstances facilitators need not be expert in the matters under contention.

- Engaging an external mediator if facilitation fails to resolve matters within a reasonable period.

Rationale: *To introduce an external perspective and work towards an agreed common position.*

Considerations: *Use people trained in alternative dispute resolution techniques to assist in identifying the issues and options and progress matters wherever possible.*

Ordinarily the external mediator need not be an expert in the matter under contention and would have a limited role in making determinations or advising on possible solutions.

- Engaging a subject expert (panel) to evaluate the problem, and express an opinion on the facts or determine the final position to be adopted.

Rationale: *To resolve disputes that are deadlocked on contentious technical matters.*

Considerations: *Ideally, the expert or a panel member should be trained in dispute resolution techniques.*

- If consensus cannot be achieved otherwise, refer the matter to the Executive Manager of the Radiofrequency Planning Group, ACMA for a decision.

Rationale: *To arbitrate a definitive outcome that is as effective and equitable as circumstances allow.*

Considerations: *This may involve accessing commercial and IRAC Group sources as well as engaging resources from outside the fora in which the dispute has arisen.*

Notes:

1. Any costs associated with employing external facilitators or mediators are the responsibility of the contending parties.
2. In some situations, IRAC Groups may not be able to be given full and open access to information for national security reasons. In circumstances where security clearances cannot be arranged for some members of an IRAC Group the ACMA will consider the matters in question internally and advise the chairman of the affected IRAC Group of its decision or opinion.

Attachment 2-6 - Style and format of ITU-R SG, WP, TG input documents and APG documents

1. ITU-R documents

1.1 Introduction

The following information is provided as general guidelines for the preparation of input documents to ITU-R study group (SG), working party (WP) and task group (TG) meetings and is aimed particularly at those persons new to ITU activities. It is

intended to cover most situations. Those with more experience will be able to judge when the situation warrants moving outside these guidelines.

Resolution ITU-R 1 provides information on the conduct of ITU-R activities, including study group, working party or task group meetings. Those preparing a document should consider this information. The text of Resolution ITU-R 1 is available at <http://www.itu.int/ITU-R/publications/download.asp?product=res&lang=e>

Additional information on working procedures for RAs and study groups, especially those concerning meetings and documentation is provided in the “*Guidelines for the working methods of the Radiocommunication Assembly, the Radiocommunication Study Groups and Related Groups*”⁵⁴.

1.2 Subject of input documents

Input documents should directly address an ITU-R issue, making specific reference in the introduction to an ITU-R Question (study program), Recommendation, WRC agenda item or similar document. For example, an input document may propose:

- changes or additions to a Recommendation or Question;
- a new Recommendation (or part of a new Recommendation) in response to a Question; and
- a new Question.

An input document may also provide information for testing existing Recommendations, for example: inclusion in the Study Group 3 database, or comparison of radio technologies in IMT-2000.

The document should indicate clearly what action should be taken by the study group, working party, or task group. For this reason, information documents or material published elsewhere (eg IEEE, conference papers) are generally not appropriate. Documents submitted “for information” are likely to be ignored by the meeting if the direct applicability to the meeting’s work is not clear. It is not appropriate to submit journal or conference papers with a cover page stating that the material “may be of use to the work of working party xx.”

1.3 Format of input documents

The following outline is generally appropriate for most input documents.

Date – should be in day/month/year format, according to the ITU standard.

Introduction – short description of the subject and intention of the document. For example, “This document proposes changes to Recommendation ITU-R N.xxx ... based on ... ” A few sentences summarising the rest of the document is appropriate.

⁵⁴ Annex 1 to ITU Radiocommunications Bureau Administrative Circular CA/140 which is available at http://www.itu.int/dms_pub/itu-r/md/00/ca/cir/R00-CA-CIR-0140!!MSW-E.doc

Discussion/background – history, requirements, technical advances, studies, experiments, etc which support the proposal. For example, “Measurements undertaken by ... have shown that ...”. A description of theory, alternative solutions, etc should be supplied at a level sufficient to justify the proposal.

Proposal – The action(s) proposed as a consequence of the discussion. For example, “It is proposed that the text in Annex 1 be added to section n.m of Recommendation ITU-R N.xxx.”

Annex(es) – Contain specific text for replacement or inclusion. Format and numbering should be the same as the document being modified.

1.4 Style of input documents

Several points of style should be considered in preparing input documents.

1. The document is submitted by Australia. Names, biography or contact information of individual authors or organisations, either in the title or text, is not appropriate.
2. For electronic submission of documents, Word for Windows 7.0 is the preferred format. Information about other formats is available in the latest revision of ITU-R Administrative Circular CA/17.
3. Equations, figures, and tables should be kept to a minimum and should be edited with the built-in Word for Windows editors. Authors should ensure that equations and figures will be legible and printable when converted to other file formats (eg Word 7.0 to 6.0) and when photocopied.
4. Equations are numbered in brackets near the right-hand margin. Figures and tables are numbered below the figure or table, with a title on the following line.
5. Documents will be printed on monochrome printers and photocopied for distribution. Often there will be a few “generations” of photocopies between the original and the reader. The use of colour in figures is therefore inappropriate and authors should ensure that figures will be clear in black-and-white and when photocopied repeatedly.
6. ITU-R Recommendations do not allow for the inclusion of references. (Reports and Handbooks may include references.) Therefore, the use of references in input documents is generally unnecessary.

2. Guidelines for formatting APG documents

Documents (contribution) should be prepared in Microsoft Word for Windows, English version following the Recommendation format below (layout, font size for headings, spacing etc). This is to standardise the format of papers from all sources during the preparation period leading to a WRC, and to ease the work for the APT Secretariat when compiling proposals (from various sources) during on-going development of common proposals and finalisation stage to submit to the ITU.

Recommended Format for papers:

1. Page Setup:
Margins Left 2.54cm, Right 2.54cm, Top 2.03cm, Bottom 2.03cm.
Page Size: 210 x 297mm for Portrait orientation,
unless tables are used in landscape orientation.
2. Spacing: Before: 0pt After: 0pt SINGLE LINE spacing
3. Country name heading (Times New Roman Bold 14)
4. Title of paper (Times New Roman 14)
5. WRC Agenda item heading (Times New Roman Bold 12)
6. Para Heading (Times New Roman Bold 14, Indent Col 4)
7. Para Text (Times New Roman 12) No indent needed

Please refer to the sample below on these 7 points.

Sample following the recommended format:

Australia *(Point No. 3- Times New Roman Bold 14, centre)*

PROPOSALS FOR THE WORK OF THE CONFERENCE

(Point No. 4 – Times New Roman 14, centre)

Agenda item 1.16 – to consider the allocation of frequency bands above 71 GHz to the Earth exploration-satellite (passive) and radio astronomy service, taking into account Resolution 723 (WRC-97) *(Point No. 5 – Times New Roman Bold 14, Indent Col 4).*

1 Introduction *(Point No. 6 – Times New Roman Bold 14, Indent Col 4).*

The issued is the need to identify global additional frequency bands for the terrestrial component of IMT-2000, beyond those identified in No. S5.388, to satisfy future spectrum requirements, which have been based on projected marked demand.

(Point No. 7 – Times New Roman 12, from left, no indent or tab).

Attachments to Part 3:

Attachment 3-1 - {Pro-forma} Australian delegation brief for the meetings of Radiocommunication Study Groups (and subordinate groups)

Attachment 3-2 - Guidelines on appointments to Australian delegations and membership of IRAC Groups

Attachment 3-3 - Participation in ABU HF coordination activities by Australian international broadcasters

Annex A to Attachment 3-3 - ABU-HFC Coordination Process

Attachment 3-4 - Voting At ITU-R and APT meetings

Attachment 3-5 - {Pro-forma} Australian delegation report for the meetings of Radiocommunication

Attachment 3-6 - Guidelines on accepting or soliciting gifts, favours and benefits at international or regional meetings

Attachment 3-1 - {Pro-forma} Australian delegation brief for the meetings of Radiocommunication Study Groups (and subordinate groups)

AUSTRALIAN DELEGATION BRIEF

for the meetings of

RADIOCOMMUNICATION

{Insert meetings}

From {Insert total dates of meetings}

At {Insert city and country}

Prepared by: ARSG {N} and International Radiocommunications Team

Approved:

Alan Ashman

Manager

International Radiocommunications

Date:

Australian Communications and Media Authority

Contents page.

BRIEF FOR MEETINGS OF {INSERT MEETINGS}

{Insert total dates, City and Country}

1. INTRODUCTION

This brief is provided in conjunction with the *Advisory Guidelines for Australian participation in international and regional radiocommunications fora and meetings*⁵⁵ (the *IRAC Guidelines*). Delegates are required to conform to both the *IRAC Guidelines* and this specific delegation brief. The *IRAC Guidelines* detail the provisions of delegate participation and contains information common to all international and regional briefing material.

2. POLICY GUIDELINES AND OVERAL OBJECTIVE

In general, delegates will act to promote Australian views and expertise, and to protect Australian interests. Refer to Part 3 of the *IRAC Guidelines* for detailed information on this and related topics.

Delegates should collaborate with other APT members that may be present at meetings, with a view to forwarding relevant information and TEMP documents concerning WRC-07 Agenda items for uploading to the APT Bulletin Boards. The intent is to initiate and share the work equitably between APT members, not for Australia to do all the work.

3. DELEGATION

Delegate's name	Role	Organisation	Participating in
{Name}	{Head of Delegation (HoD)}		
{Name}	{Delegate}		
{Name}	{Delegate}		
{Name}	{Delegate}		

4. DATES OF MEETINGS

Group	Meeting dates	Opening session
Study Group {NN}	{DATE}	{TIME}
Working Party {NN}	{DATE}	{TIME}
Working Party {NN}	{DATE}	{TIME}

5. ORGANISATION OF STUDY GROUP {N} (SG {N})

SG {N} studies Questions on {eg Science Services} allocated to it by the ITU-R Radiocommunication Assembly (RA), by the Director of the Radiocommunications Bureau, and additional Questions arising from WRC decisions or approved by

⁵⁵ Is available at: https://web.acma.gov.au/private/ilt/arsg_general/arsg-general_index.htm.

correspondence. The current Chairman of SG {N} is {name, country}. SG {N} includes {Insert subordinate parties or groups}

This brief addresses meetings of {Insert relevant meetings} taking into account national consultation through ARSG {N}. The working methods of these meetings are to be conducted in accordance with Resolution ITU-R 1 “*Working methods for the Radiocommunication Assembly, the Radiocommunication Study Groups and the Radiocommunications Advisory Group*” and Administrative Circular CA/140 “*Guidelines for the working methods of the Radiocommunication Assembly, Radiocommunication Study Groups and Related Groups*”. The areas of work and the aims of the Delegation at these meetings are as follows.

5.1 SG {N}

SG {N} will consider adoption of new and revised Recommendations and Questions developed by {Insert relevant meetings}. The meeting will discuss relevant issues as part of the preparatory process leading to the World Radiocommunication Conference 2007 (WRC-07).

The agenda for this meeting is included in ITU Administrative Circular {Insert CACE number, title and URL}. A list of input documents and corresponding Australian positions can be found at **Attachment 1**.

Comments

SG {N} tasks arising from WRC-03 and/or the Conference Preparatory Meeting (CPM) for WRC-07

SG {N} is studying a number of matters resulting from WRC-03 Resolutions and CPM decisions. Further action is required on:

- {Insert relevant matters / issues.}

SG {N} will discuss how these can be handled and related liaison with other Study Groups. The delegation should participate as far as practicable in any drafting groups formed to address these issues. The delegation is to examine drafts and seek amendments as necessary, consistent with Australia’s objectives as stated in **Section 2** of this brief.

Australian contributions to the meeting of SG {N}.

- {Insert document number, title and brief description}

(NOTE: THE FOLLOWING SUB-SECTIONS RELATE TO THE SUBORDINATE PARTIES/GROUPS OF THE STUDY GROUP.)

5.2 WORKING PARTY {NN} (WP {NN})

WP {NN} deals with {eg *Terrestrial delivery*}. The current Chairman of WP {NN} is {Name, Country}. The meeting will review Questions assigned, the establishment of

Sub-Working Groups and the assignment of documents. A list of input documents and corresponding positions can be found at **Attachment 1**.

The agenda and Questions assigned to WP {NN} are contained in ITU Circular Letter {Insert LCCE number, title and URL}.

Topics to be addressed at WP {NN} for which draft Recommendations might be developed

- [Insert topics and draft Recommendation reference.]

WP {NN} matters of interest to Australia.

- {Insert issues and include WRC related issues as required.}

WRC-2007 Agenda Items relevant to WP {NN}

Current in-confidence Australian briefing material for the WRC-07 Agenda Items relevant to this meeting is included at **Attachment 2**. This material has been extracted from the latest IRAC PG WRC document. Australian public positions are highlighted.

Australian contributions to the meeting of WP {NN}.

- {Insert ITU-R document number, title and brief description}

5.3 Task Group {NN} (TG {NN})

TG {NN} deals with {eg *Terrestrial delivery*}. The current Chairman of WG {NN} is {Name, Country}. The meeting will review Questions assigned, the establishment of Sub-Working Groups and the assignment of documents. A list of input documents and corresponding positions can be found at **Attachment 1**.

The agenda and Questions assigned to TG {NN} are included in ITU Circular Letter {Insert LCCE number, title and URL}.

Topics to be addressed at TG {NN} for which draft Recommendations might be developed

- [Insert topics and draft Recommendation reference.]

TG {NN} matters of interest to Australia.

- {Insert issues and include WRC related issues as required.}

WRC-07 Agenda Items relevant to TG {NN}

Current in-confidence Australian briefing material for the WRC-07 Agenda items relevant to this meeting is included at **Attachment 2**. This material has been extracted from the latest IRAC PG WRC document. Australian public positions are highlighted.

Australian contributions to the meeting of TG {NN}.

- {Insert ITU-R document number, title and brief description}

6. AUSTRALIAN INPUTS TO THE MEETINGS

- {Insert ITU-R document number and title}. Attachment {3}

7. REPORTS

The Delegation is to prepare a report of the meeting within one month from the final day of the meeting in accordance with Part 3 of the IRAC Guidelines.

8. LIST OF CONTACTS

Australian Communications and Media Authority:

Mr Alan Ashman	Tel: +61 2 6219 5455
Manager	Fax: +61 2 6219 5133
International Radiocommunications Team	alan.ashman@ACMA.gov.au

Delegation

{Name}	{Address}
	Tel: {}
	Mob: {}
	Fax: {}
	Email: {}

{Name}	{Address}
	Tel: {}
	Mob: {}
	Fax: {}
	Email: {}

Conference Centre	Telephone: +{Number}
{Location}	Fax: +{Number}

9. REFERENCE DOCUMENTS

1. *IRAC Guidelines*: https://web.acma.gov.au/private/ilt/General/general_index.htm.
2. Formal notice of the meeting and the draft agenda:
 - Study Group {N} Administrative Circular {CACE NNN, insert URL}; and
 - Working Party(s) {NN}, Task Group(s) {NN} Circular Letter {LCCE NN, insert URL}.
3. Guidelines for the working methods of the Radiocommunication Assembly, Radiocommunication Study Groups and Related Groups (the Guidelines), Administrative Circular CA/140, Resolution ITU-R 1, refers to the Guidelines http://www.itu.int/dms_pub/itu-r/md/00/ca/cir/R00-CA-CIR-0140!!MSW-E.doc.

10. ATTACHMENTS

1. List of Study Group {N} and subordinate meeting input documents issued;
2. Australian In-confidence and public positions for WRC-07 Agenda items specific to WP's {NNN}.
- 3.

Attachment 1

Note: a blank ("-") entry under 'Comments' indicates **no action is required** by the Australian delegation, relating to the contribution.

Contributions to Study Group {N} Meeting (as at Date)

Doc No	Source	Title	Position	Comments

Notes

- I For information
- S Support
- FD Follow discussion
- MOD Needs modification
- OPP Oppose

Contributions to Working Party {NN} Meeting (as at Date)

Doc No	Source	Title	Position	Comments

Notes

- I For information
- S Support
- FD Follow discussion
- MOD Needs modification
- OPP Oppose

Contributions to Task Group {NN} Meeting (as at Date)

Doc No	Source	Title	Position	Comments

Notes

- I For information
- S Support
- FD Follow discussion
- MOD Needs modification
- OPP Oppose

Attachment 2

**CURRENT AUSTRALIAN BRIEFING MATERIAL FOR WRC-07 AGENDA
ITEMS RELEVANT TO THE MEETINGS OF {Insert meetings}**

(Australian publicly available positions are highlighted)

Agenda Item	Issue	Group
{NNN}	{NNN}	{SGN, WPNN, TGN}

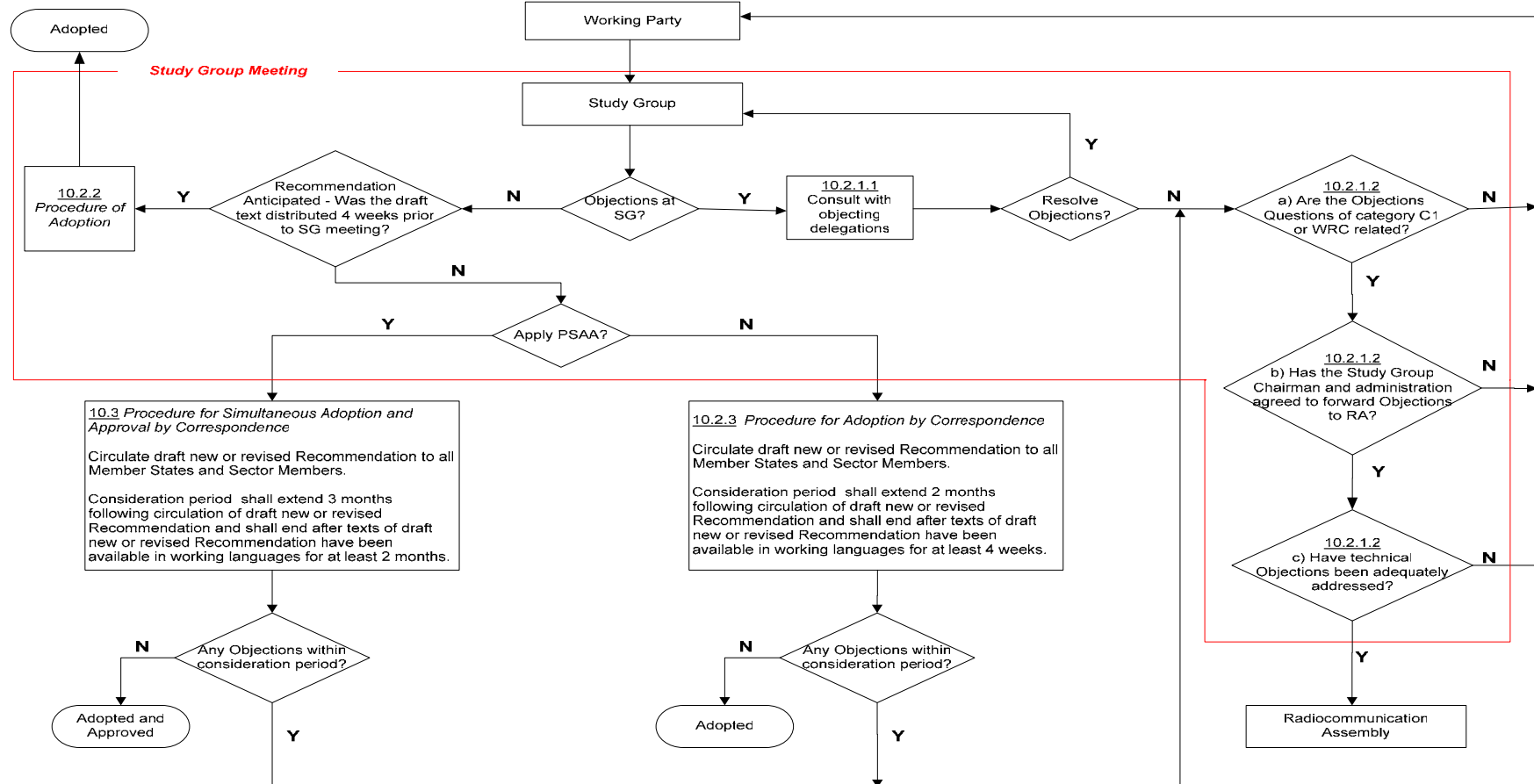
Working Party {NN}

Agenda Item {NN} – {Insert title/note}

{Insert briefing material}

[This Annex is optional for Study Group Meetings]

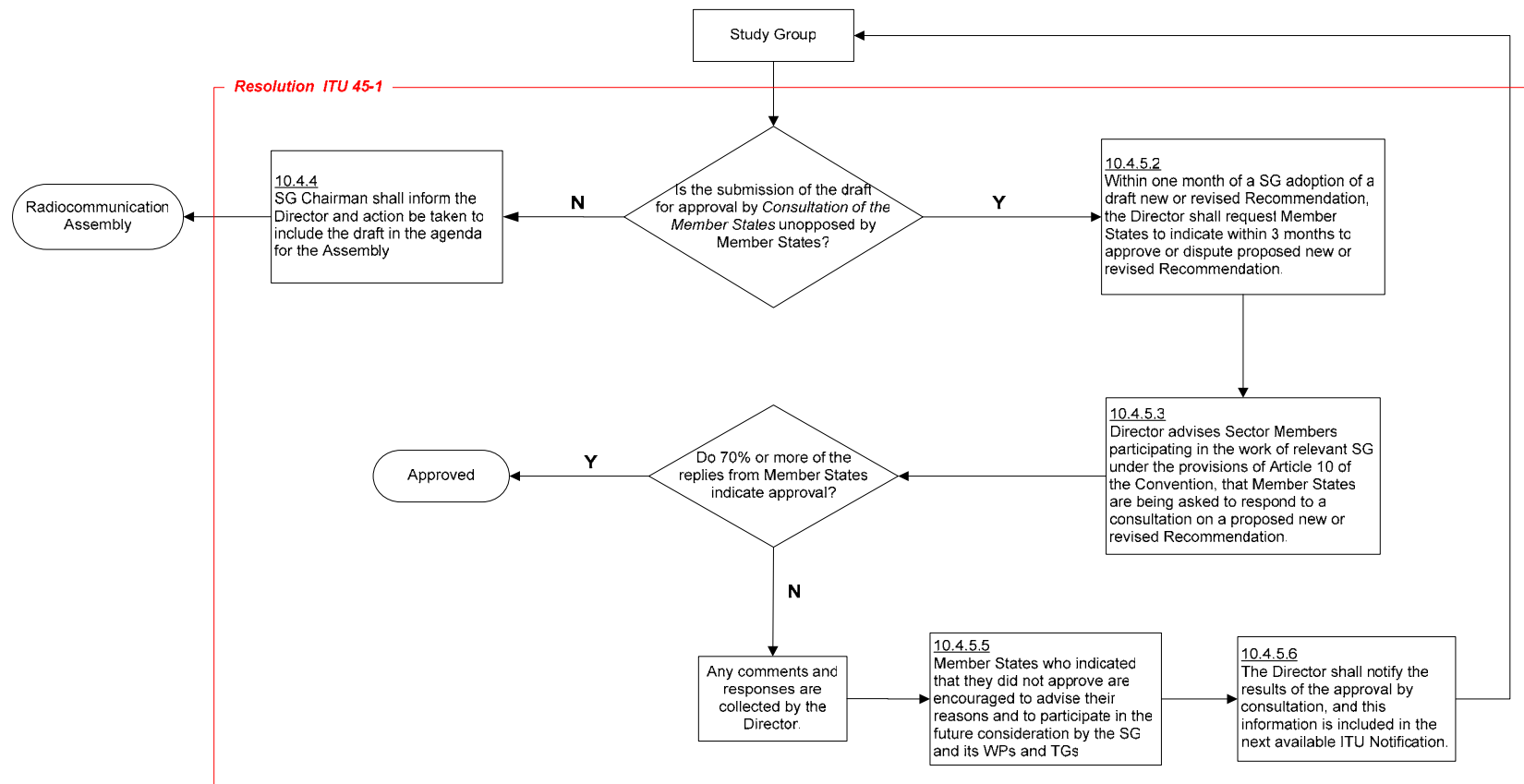
PROCEDURE FOR ADOPTION OF DRAFT NEW OR REVISED RECOMMENDATIONS (RESOLUTION ITU-R 1-4)*



* Disclaimer: The flowchart above provides only a conceptual outline of the "Procedure for draft new or revised Recommendation Adoption". For detail application, refer to Resolution ITU-R 1-4.

[This Annex is optional for Study Group Meetings]

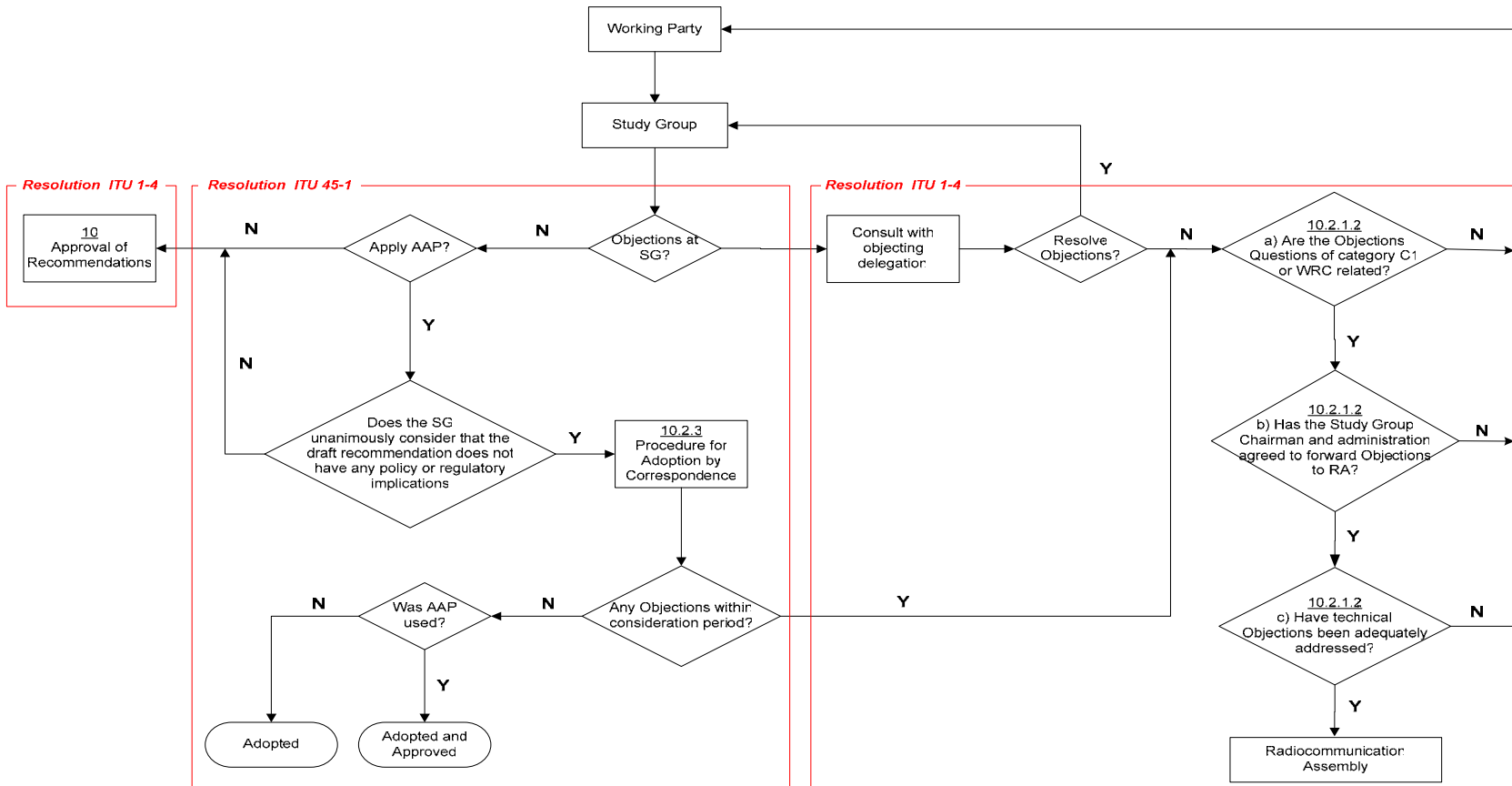
PROCEDURE FOR APPROVAL OF DRAFT NEW OR REVISED RECOMMENDATIONS (RESOLUTION ITU-R 1-4) *



* Disclaimer. The flowchart above provides only a conceptual outline of the "Procedure for draft new or revised Recommendation Approval". For detail application, refer to Resolution ITU-R 1-4.

[This Annex is optional for Study Group Meetings]

PROCEDURE FOR ALTERNATIVE APPROVAL PROCEDURE (AAP) FOR DRAFT NEW OR REVISED RECOMMENDATIONS (RESOLUTION 45)*



* Disclaimer: The flowchart above provides only a conceptual outline of the "Procedure for draft new or revised Recommendation using Alternative Approval Procedure (AAP)". For detail application, refer to Resolution ITU-R 45-1 and Resolution ITU 1-4.

Attachment 3-2 - Guidelines on appointments to Australian delegations and membership of IRAC Groups

1. Scope

This document addresses participation in non-treaty level radiocommunication activities including:

- The appointment of delegates and observers to Australian delegations to the ITU-R and the APT; and also
- Membership of International Radiocommunications Advisory Committee (IRAC) Preparatory Groups and Australian Radiocommunications Study Groups (ARSGs) including provisions for observers and visiting experts.

2. General

The right to participate in Australian delegations to meetings of the ITU-R and the APT is not automatic. Delegates and observers are appointed on a case-by-case basis at the discretion of the ACMA. In appointing delegates and observers, the ACMA will be guided by the general principles and conditions set out in Section 4 of these guidelines.

Similarly, the right to become a member of an IRAC Group is not automatic and subject to aspirants conforming to the general principles and conditions set out in Sections 3, 5 and 6 respectively. Section 7 also outlines the conditions under which observers and visiting experts may participate in the meetings of IRAC Groups.

3. Conflicts of interest

Participants in an IRAC Group must declare any business or professional relationships that might reasonably be perceived as conflicts of interest. Evidence of the deliberate avoidance of relevant disclosure may lead to exclusion from further participation.

Participants representing third parties, in whole or in part (eg. consultants), are obliged to make unambiguous declarations of their interests at national consultative meetings and other situations of potential conflict of interest - eg. in the course of developing briefing material including Australian positions and proposals. Consultants participating on an on-going basis will also be expected to submit a declaration of their business interests to the ACMA annually.

Generally speaking persons who can effectively demonstrate that they are working in the interests of Australia will be admissible to Australian delegations and IRAC Groups provided that they have the requisite skills or knowledge to benefit the work of the delegation or group. Persons participating on behalf of non-Australian industry affiliates (including foreign governments and other foreign organisations) will be required to refrain from promoting such interests while participating in the Australian World Radiocommunication Conference preparatory process, except where this is shown to be in Australia's interests.

4. Principles and conditions of appointment to Australian delegations

4.1 Background

The ITU and the APT are primarily inter-governmental organisations⁵⁶. Member States are represented by their national administrations and participate in ITU and APT meetings through their official delegations.

4.2 Appointment principles

Appointments to Australian delegations are made on a case-by-case basis. In general, before appointing a delegate or an observer to particular international or regional radiocommunication meetings, the ACMA must be satisfied that the appointment will be in Australia's national interest.

4.2.1 Appointment of delegates

In considering who to appoint as delegates the ACMA will take into account the following principles:

- A delegate is a person who participates fully in the work of the delegation;
- Candidates must be able to demonstrate expertise in the use or development of radiocommunications or broadcasting in Australia or other such expertise that would benefit the work of the delegation;
- Candidates are required to have contributed⁵⁷ to the lead-up work for the meetings through participation in the relevant IRAC Group (s)⁵⁸; and
- Candidates must agree to comply with the conditions of conduct set out in Section 4.3.1.

Note: Persons representing overseas organisations, other administrations or foreign companies⁵⁹ will not be considered for appointment as a delegate to an Australian delegation. Such persons may however be considered for appointment as observers in some circumstances – see Section 4.2.2.

4.2.2 Appointment of observers

In considering the appointment of observers to Australian delegations the ACMA will take into account the following principles:

⁵⁶ The ITU and the APT also make provisions for separate participation by stakeholders from outside of national administrations which are outside the scope of this document. See Part 1 of the *'Advisory guidelines for Australian participation in international and regional radiocommunication fora and meetings'* for further information.

⁵⁷ Contributions on behalf of some organisations may need to be progressed by different persons at different times.

⁵⁸ However, in order to support crucial policy objectives of the Australian Administration, the ACMA on occasion may appoint, as a member of a delegation, a federal public servant who has not fully participated in the lead-up work for a meeting.

⁵⁹ See Definitions, page 1.

- In order to support particular policy objectives of the Australian Administration, the ACMA may appoint observers from the Government or non-government sectors;
- Persons representing overseas organisations, other administrations or foreign companies⁶⁰ will not ordinarily be considered for appointment as an observer to an Australian delegation. However, if a need arises the ACMA may decide to appoint such a person as an observer if he or she:
 - is able to provide expertise not readily available in Australia;
 - can reasonably be expected to act in Australia’s national interests;
 - is restricted to observer status on the delegation; and
- Candidates must agree to comply with the conditions of conduct set out in Section 4.3.2.

Note: observers alone may not comprise an Australian delegation.

4.3 Conditions of conduct

4.3.1 Conditions of conduct for delegates

In order to participate in an Australian delegation a delegate must:

- act in Australia’s national interests;
- act in accordance with the authorised delegation brief and follow reasonable directions from the Australian Head of Delegation (HoD);
- ensure that access to any Australian in-confidence material⁶¹ or information under their care is limited to persons contributing directly and materially to the work of the Australian delegation. No Australian in-confidence material or information may be tabled or otherwise disseminated outside of the delegation unless expressly approved by the Australian HoD. This requirement extends to all briefs and documents stored on the ACMA’s SDF server;
- unambiguously support Australia’s objectives and positions (including any national policy positions⁶²) as expressed in the delegation brief or as expressly directed by the Australian HoD;
- not represent any external representative’s position as Australia’s;
- not represent non-Australian text or documents as being Australian; and
- behave in a manner that is otherwise consistent with Parts 2 and 3 of the ‘Advisory guidelines for Australian participation in international and regional radiocommunication fora and meetings’.

⁶⁰ See Definitions, page 1.

⁶¹ See Definitions, page 1.

⁶² See Part 1, Section 6.3.

Note: Delegates not conforming to these conditions of conduct may be excluded from the delegation at any stage.

4.3.2 Conditions of conduct for observers

To participate in an Australian delegation an observer must comply with the conditions of conduct applying to delegates expressed in Section 4.3.1 and additionally; not speak, or purport to speak, on behalf of the delegation except under the express direction of the Australian HoD.

Notes: 1. Access by observers to Australian in-confidence material⁶³ including Australian proposals and positions will only be provided at the discretion of the Australian HoD and is subject to observers complying with the Conditions of Conduct set out in Section 4.3.1.

2. Observers not conforming to these conditions of conduct may be excluded from the delegation at any stage.

5. Principles and conditions applying to membership of IRAC Preparatory Groups

5.1 Background

Membership of IRAC Preparatory Groups is at the invitation of the relevant Group Chairman ('the Chairman'). The Chairman is appointed by the ACMA in consultation with Group members and endorsed by the IRAC. The IRAC PG RA/RAG membership is drawn from specialists from the private and government sectors who have an interest or expertise relevant to the ongoing development of the ITU-R. The IRAC PG WRC membership is drawn from specialists from the private and government sectors who have an interest or expertise in the agenda items of the next two WRCs. Government sector representation includes, inter alia, members from the ACMA, the Department of Defence, CSIRO and Airservices Australia while private sector representation includes telecommunications carriers, broadcasters and service providers.

5.2 Membership principles

In general, when considering the appointment of Preparatory Group members the Chairman should be satisfied that the appointment will be in Australia's national interest. The Chairman may consult with the ACMA and current Preparatory Group members on a candidate's suitability and will take into account the following principles:

- The membership of the IRAC PG RA/RAG is constituted from specialists from the private and government sectors who have an interest or expertise relevant to the ongoing development of the ITU-R.

⁶³ See Definitions, page 1.

- The membership of the IRAC PG WRC is constituted from specialists from the private and government sectors who have an interest or expertise relevant to agenda items of the next two WRCs.
- Candidates must agree to comply with the conditions set out in Section 5.3.
- **Notes:**
 1. Overall responsibility for appointment of IRAC preparatory Group members remains with the ACMA.
 2. Persons representing overseas organisations, other administrations or foreign companies⁶⁴ will not be considered for appointment as a member of an IRAC Preparatory Group. Subject to the discretion of the relevant Chairman such persons may be allowed to participate as observers or visiting experts– see Section 7.

5.3 Membership conditions

In order to be a member of an IRAC Preparatory Group, members must:

- act in Australia’s national interests;
- act under guidance from the Group Chairman;
- ensure that access to any Australian in-confidence material⁶⁵ or information under their care is limited to persons contributing directly and materially to the work of the Preparatory Group. No Australian in-confidence material or information may be tabled or otherwise disseminated outside of the Preparatory Group unless expressly approved by the Preparatory Group Chairman. This requirement extends to all briefs and documents stored on the ACMA’s SDF server; and
- conduct themselves in a manner that is otherwise consistent with Part 3 of the *‘Advisory guidelines for Australian participation in international and regional radiocommunication fora and meetings’*.

Notes: 1. Membership may be cancelled where a member is absent (or does not send a proxy) for two consecutive meetings and does not submit apologies at the time of meeting.

2. Preparatory Group members not conforming to these conditions of conduct may be excluded from the membership at any stage.

6. Principles and conditions applying to membership of ARSGs

6.1 Background

Persons wishing to participate in the work of an ARSG should contact the relevant Working Group Chairman (‘the Chairman’). The Chairman is appointed by the ACMA in consultation with Working Group members and endorsed by the IRAC. The ARSG membership is drawn from specialists from the private and government

⁶⁴ See Definitions, page 1.

⁶⁵ See Definitions, page 1.

sectors. ARSGs do not directly make Australian Government policy on radiocommunications matters. Rather they provide expert or technical advice to the ACMA, which the ACMA takes into account when developing positions and proposals for ITU-R and APT meetings.

6.2 Membership principles

In general, when considering the appointment of ARSG members the Chairman should be satisfied that the appointment will be in Australia's national interest. The Chairman may consult with the ACMA and current Group members on a candidate's suitability and will take into account the following principles:

- candidates should have the ability to contribute meaningfully to the work of the ARSG and be willing to actively participate in some or all of its work program; and
- candidates must agree to comply with the conditions set out in Section 6.3.
- **Notes:**
 1. Overall responsibility for appointment of ARSG members remains with the ACMA.
 2. Persons representing overseas organisations, other administrations or foreign companies* may only be appointed as a member of an ARSG with the agreement of the ACMA. Subject to the discretion of the relevant Chairman such persons may be allowed to participate as observers or visiting experts– see section 7.

6.3 Membership conditions

In order to participate in an ARSG, members must:

- act in Australia's national interests;
- act under guidance from the ARSG Chairman;
- ensure that access to any in-confidence material⁶⁶ or information under their care is limited to persons contributing directly and materially to the work of the ARSG and its working groups. No Australian in-confidence material or information may be tabled or otherwise disseminated outside of the ARSG and its working groups unless expressly approved by the ARSG Chairman. This requirement extends to all briefs and documents stored on the ACMA's SDF server; and
- conduct themselves in a manner that is otherwise consistent with Parts 2 and 3 of the '*Advisory guidelines for Australian participation in international and regional radiocommunication fora and meetings*'.

Notes: 1. Membership may be cancelled where a member is absent (or does not send a proxy) for two consecutive meetings and does not submit apologies at the time of meeting.

⁶⁶ See Definitions, page 1.

2. ARSG members not conforming to these conditions of conduct may be excluded from the membership at any stage.

7. Limits on participation in IRAC preparatory meetings and ARSGs by observers and visiting experts.

7.1 Observers and visiting experts

7.1.1 Observers

Persons who are:

- Government employees who are not members of an IRAC Group; or
- representatives of foreign administrations or foreign organisations invited by the Australian Administration; or
- participants in another country's WRC preparatory process, where expressly agreed by the ACMA.

may, at the discretion of the relevant Chairman, be permitted to attend IRAC Group meetings as observers in accordance with the principles and conditions of conduct set out in Sections 7.2 and 7.3 respectively.

7.1.2 Visiting experts

Persons who are not members of an IRAC Group may, at the discretion of the relevant Chairman, be permitted to attend IRAC Group meetings as visiting experts in accordance with the principles and conditions of conduct set out in Sections 7.4 and 7.5 respectively.

7.2 Principles relating to observers

In general, before inviting an observer to attend a particular meeting, the Chairman will take into account the following principles:

- the observer's participation should:
 - benefit the work of the IRAC Groups; or
 - foster co-operation within the Australian Administration; or
 - in the case of invited representatives of foreign administrations or foreign organisations, benefit Australia's international radiocommunications interests;
- the organisation represented by the observer should be one which has an appropriate interest in the work of the IRAC Group and will respect the confidentiality of the Groups work; and
- observers must comply with the conditions set out in Section 7.3.

7.3 Conditions of conduct relating to observers

In the event that an observer is invited to attend an IRAC Group meeting, the observer must agree to be bound by the following conditions. The observer:

- must act under guidance from the Chairman;
- must not take part in discussions on issues unless invited by the Chairman;
- must not raise any proposals or objections at the meeting;
- ensure that access to any Australian in-confidence material⁶⁷ or information under their care is limited to persons contributing directly and materially to the work of the IRAC Groups. No Australian in-confidence material or information may be tabled or otherwise disseminated outside of the IRAC Groups unless expressly approved by the Chairman; and
- must agree to leave the meeting at any time, at the request of the Chairman, if – for instance - in-confidence issues need to be dealt with.

Notes: 1. Access by observers to Australian in-confidence briefing material including Australian proposals and positions will only be provided at the discretion of the IRAC Group Chairman and is subject to observers complying with the Conditions of Conduct set out in Section 7.3.

2. Observers not conforming to these conditions of conduct may be refused further access to the IRAG Group at any stage.

7.4 Principles relating to visiting experts

In general, before inviting a visiting expert to attend a particular meeting the Chairman should be satisfied the visitor's participation will be in Australia's national interest. In considering whether to issue an invitation the Chairman may consult with the ACMA and current IRAC Group members and will take into account the following principles:

- candidates should have significant expertise in the use or development of radiocommunications or broadcasting or such other expertise that would be of assistance to the meeting;
- the participation of the person should be limited to presenting and explaining relevant information; and
- candidates must agree to comply with the conditions set out in Section 7.5.

Note: Visiting experts will not be given access to Australian in-confidence briefing material including Australian proposals and positions.

7.5 Conditions of conduct relating to visiting experts

In the event that a visiting expert is invited to attend an IRAC Group meeting, the

⁶⁷ See Definitions, page 1.

visiting expert must agree to be bound by the following conditions. The visiting expert:

- must not take part in discussions on issues unless invited by the Chairman; and
- must not raise any proposals or objections at the meeting.

The visiting expert should also:

- (normally) submit an information paper to the Chairman prior to the meeting outlining the material he or she will be presenting;
- act under guidance from the Chairman;
- enter and leave the meeting in accordance with a timetable agreed with the Chairman; and
- agree to leave the meeting at anytime, at the request of the Chairman, if in-confidence issues need to be dealt with.

Note: Visiting experts not conforming to these conditions of conduct may be refused further access to the IRAC Group at any stage.

Attachment 3-3 - Participation in ABU HF coordination activities by Australian international broadcasters

1. Introduction

The *Broadcasting Services Act 1992* requires broadcasters to hold a content licence, known as an International Broadcasting Licence (IBL), as well as an apparatus licence issued in accordance with the *Radiocommunications Act 1992*. The Australian administration has a responsibility under the ITU Radio Regulations to reach agreement on frequency coordination before authorising Australian broadcasts into other countries.

The ACMA has developed procedures for the licensing and coordination of HF broadcasting services. Under these procedures the prospective HF broadcasters are responsible for coordinating their own operating frequencies. In this region (Region 3), this means that the prospective broadcasters should be involved in the frequency coordination arrangements under the auspices of the Asia-Pacific Broadcasting Union (ABU). Coordination is to be undertaken in accordance with Article **12** of the ITU Radio Regulations.

2. Policy guidelines

Australia's overall policy with regard to frequency coordination is to allow prospective international HF broadcasters to undertake their own coordination following clearance of their proposed frequencies by the ACMA.

Australia does not support spectrum hoarding and accordingly broadcasters should only seek coordination for frequencies that they plan to use within the coming cycle. It is recognised that draft schedules may include several options for frequencies noting that not all are actually required for the service. Such provisional lodgements are to be suppressed as soon as the desired coordination outcome is obtained.

3 Coordination process

Article **12** of the ITU Radio Regulations, provides a process for the international coordination of HF broadcasting. All HF broadcasters are required to coordinate under this Article.

Article **12** specifies that the HF broadcasting coordination exercise is a procedure between administrations. It states further that administrations may authorise a broadcasting organisation, among others, to act on its behalf in coordination. Delegation members are authorised under this provision. The participants shall fully comply with the requirements of Article **12**.

The coordination process requires participating broadcasters to develop draft seasonal schedules for their transmissions (including transmitter locations, target zones, proposed frequencies and time of operation). These draft schedules are developed with the assistance of software provided by the ITU. Each year broadcasters are required to send their draft schedules to the ABU in advance, by a date nominated by the ABU. The schedules are to be provided in electronic format compatible with ITU software.

The ABU consolidates the draft schedules from individual broadcasters into a draft regional schedule. The ABU also uses the ITU software to identify the potential for interference between broadcasters and produces a “collision” list that is distributed to broadcasters along with the draft regional schedule.

The ACMA requires frequencies (including emission bandwidth limits) coordinated through the ABU be within band segments of the Australian Radiofrequency Spectrum Plan

http://www.acma.gov.au/ACMAINTER.655952:STANDARD:606855858:pc=PC_27
13 allocated to Broadcasting AUS54 and not have an impact on existing licensed services. It is required that this be kept in mind if there is a need to nominate alternative frequencies for ABU coordination. Before submitting alternative frequencies to the ABU for coordination they should be submitted to the Compliance & Technical Services Unit, Customer Services Group, ACMA, who will assess their availability within Australia.

4 Delegate Responsibilities

The ACMA considers that the purpose of the frequency coordination process is to obtain frequency resources for use by Australia. Delegates are acting primarily on behalf of the ACMA in this process. They are to promote Australian views and expertise, and to protect Australian interests, including any schedule proposed by an Australian HF broadcaster where resources allow and it is practicable.

Australian delegations should take pride in their ability to serve the national well-being effectively and efficiently. All members are expected to and are directly required to, work with reasonable proficiency, prudence, diligence and impartiality. The recipient organisations respect the dealings, views and conduct of the Australian delegations. This respect has produced great benefit for Australia’s views. All delegations are expected to display these characteristics when attending various international fora.

There are several distinguishing features about work within the delegation framework. These include accountability to Australia and responsiveness to the methods of negotiating used by other delegations at the various international fora. Delegation members are expected to take all reasonable steps to ensure the information, on which they base decisions and determine courses of action, is accurate and balanced. In addition, Australia has a policy of open transparency in frequency allocation matters. Any agreements made must be consistent with this policy

All members of the delegation are responsible for supporting the official Australian position, including any national policy positions⁶⁸, contained in the delegation brief. Delegates are required to conform to the requirements stated in the approved brief. The ACMA should be consulted if there appears to be a need to deviate from the delegation brief. However, it is recognised that as meetings develop a position may need to be reviewed in order to take into account the course that discussions are actually taking. Where the brief is silent on an issue delegates are expected to use their discretion to further their position in accordance with the spirit of the brief.

⁶⁸ See Part 1, Section 6.3

They should consult with other members of the delegation and with the ACMA, especially when trying to resolve conflicting views or when appropriate.

5. Reports

The Head of Delegation is to prepare a report of the meeting. The report, including the respective outcomes of each participant and any other relevant outcomes concerning HF broadcasting in general should be provided to the ACMA within one month of the end of the meeting. The ACMA welcomes contributions, which reflect broadcaster's experiences in the frequency coordination process, and which they believe would be of benefit in future briefs.

6. Composition of Australian delegations to the ABU HFC

Persons intending to attend the ABU HFC as delegates are bound by similar conditions to persons attending other international radiocommunications fora, committees and meetings on behalf of Australia.

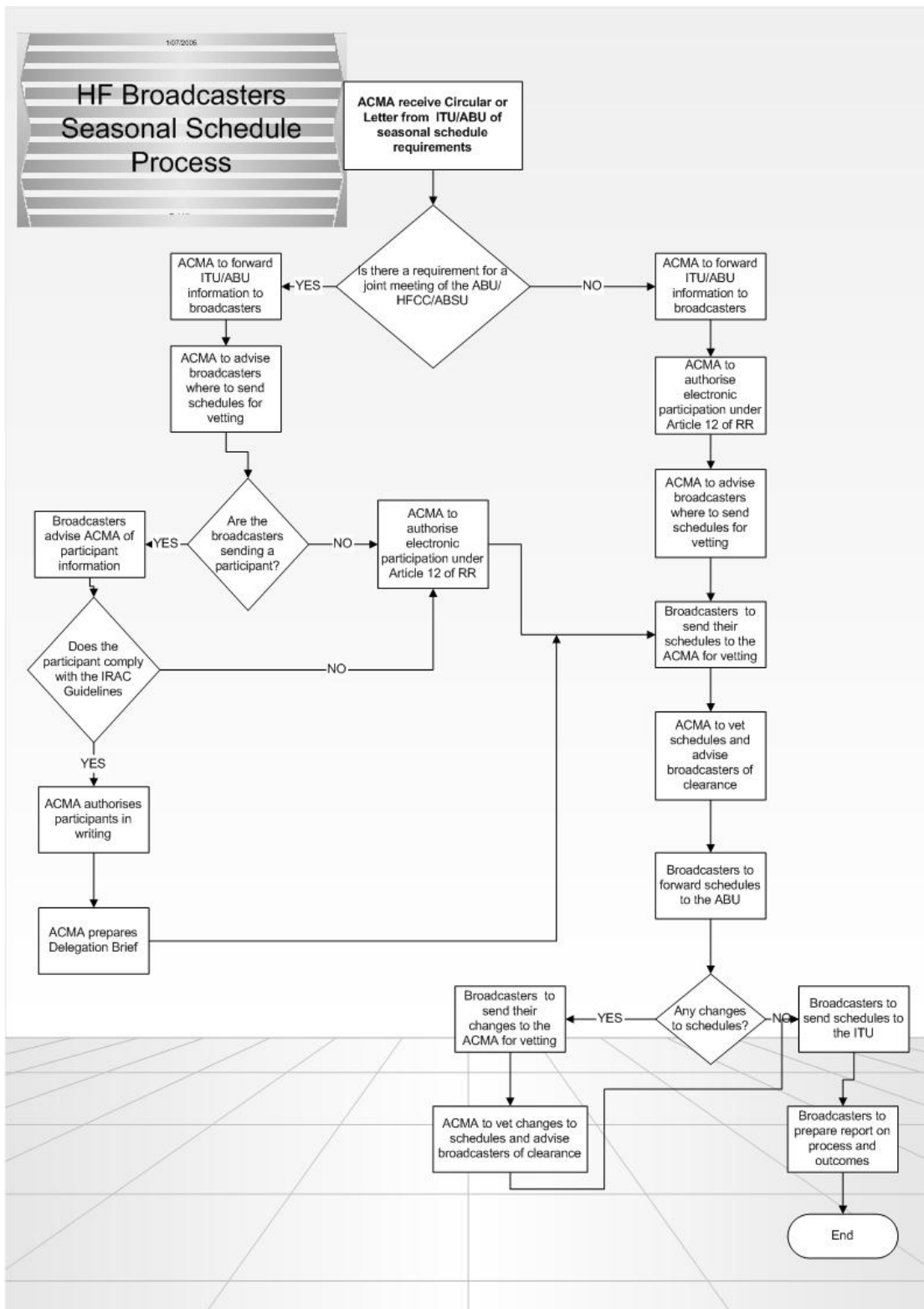
Membership of an Australian delegation to the ABU HFC is approved by the ACMA. The ACMA does not normally send a representative. This is consistent with Article 12 of the ITU Radio Regulations, under which administrations may authorise a broadcasting organisation, among others, to act on its behalf in the coordination process. Normally the ACMA will nominate a non-ACMA member to act as Head of Delegation. However, irrespective of an ACMA presence in the Australian Delegation to the HFC all delegates are bound by the Delegation Brief and any relevant conditions imposed by these guidelines.

7. Participation in the seasonal planning by electronic means (i.e. not attending a Joint Coordination Meeting)

- i. The ACMA will advise you by email on receipt of the Asia-Pacific Broadcasting Union (ABU) letter and the ITU Radiocommunication Bureau Circular Letter on the application of Article 12 of the Radio Regulations that includes the closing date for receipt of HF broadcasting schedules for the next season. This advice will also include any information on Regional coordination meetings (see Enclosure 1 for a sample email);
- ii. In the same email, the ACMA will authorise you to act on its behalf in the ABU and ITU process under Article 12 of the Radio Regulations. We will also advise where in the ACMA you should send your schedules for vetting in consideration of the Australian Radiofrequency Spectrum Plan;
- iii. You should ensure that you provide your schedules with sufficient time for the vetting and to meet the deadline set in the ABU and ITU letters;
- iv. After your schedules have been vetted by the ACMA (see point 2 above) and cleared, you will be able to forward your schedules to the ABU;
- v. After coordination in the ABU process, if any frequencies have changed you should clear these frequencies with the ACMA before final submission to the ITU; and
- vi. You should subsequently advise the ACMA if you have had any difficulties in meeting your frequency requirements as a result of this process.

8. Participation in the seasonal planning and attending a Joint Coordination Meeting

- i. The ACMA will advise you by email on receipt of the Asia-Pacific Broadcasting Union (ABU) letter and the ITU Radiocommunication Bureau Circular Letter on the application of Article **12** of the Radio Regulations that includes the closing date for receipt of HF broadcasting schedules for the next season. This advice will also include any information on Regional coordination meetings (see Enclosure 1 for a sample email);
- ii. In the same email, the ACMA will advise where you should send your schedules for vetting in accordance with the Australian Radiofrequency Spectrum Plan;
- iii. You will also be asked whether you intend to send a representative to the Joint Coordination Meeting. Your participation to represent Australian interests in the Joint Coordination Meeting has to be authorised by the ACMA and will trigger the requirement for a Delegation Brief that the ACMA will prepare. Authorisation to represent Australian interests is subject to your agreement to meet the requirements set out in the Delegation Brief and you will be required to advise the ACMA in writing of your acceptance of this condition. The Delegation Brief has been considerably streamlined (see Enclosure 2) but nevertheless makes reference to several sections of ACMA's *Advisory guidelines for Australian participation in international and regional radiocommunications fora and meetings (the Guidelines)*. These *Guidelines* can be found on the ACMA web site at:
http://www.acma.gov.au/acmainterwr/radcomm/international_activities/irt/arsg/irac_advisory_guidelines.pdf. This conforms to the current practice with other Australian representation in ITU Radiocommunication Sector activities such as ITU-R Study Group and Working Party meetings where attendance and a Delegation Brief is approved by the ACMA. Australian Delegates attending any Joint Coordination Meeting are therefore subject to similar conditions to those that apply to delegates attending other international radiocommunications fora, committees or meetings on behalf of Australia. Note that in accordance with § 2.1.1 of *the Guidelines*, foreign representatives will not normally be permitted to participate in Australian delegations. This provision of *the Guidelines*, however provides for foreign applications to be considered and approved by the ACMA on a case by case basis;
- iv. If there is to be no attendance by an Australian Delegation, the procedure for submitting the schedules by electronic means shall apply;
- v. You should ensure that you provide your schedules with sufficient time for the vetting and to meet the deadline set in the ABU and ITU letters;
- vi. After your schedules have been vetted by the ACMA (see point 2 above) and cleared, you will be able to forward your schedules to the ABU;
- vii. After coordination in the ABU process, if any frequencies have changed you should clear these frequencies with the ACMA before final submission to the ITU; and
- viii. You should subsequently provide a Report of the meeting to the ACMA (the information provided at Enclosure 3 is adequate for this Report).



Attachment 3-4 - Voting At ITU-R and APT meetings

1. Voting at ITU-R meetings

1.1 Introduction

Formal voting procedures are outlined in section 14 of the Rules of Procedure (RP) of Conferences and Other Meetings of the International Telecommunication Union. The RP and Resolutions are silent on the issue of whether voting can be held at meetings of a study group meeting level or below, but under Section 15 of the RP votes can be taken in committees or subcommittees.

The Australian position is that delegates should agree on consensus outcomes through a debating process and should avoid proposals to hold a vote at all. If voting does occur it should follow the procedures outlined in Section 14 of the RP. The Head of a Delegation will be responsible for voting or abstaining from a vote. Delegates who are unsure of their voting obligations or responsibilities should ask an ACMA officer. This may involve calling the ACMA officers as provided in the delegation brief to seek advice.

1.2 ITU-R rules for voting at ITU-R meetings

Instrument Amending the Constitution of the International Telecommunications Union (Geneva, 1992)

ARTICLE 32 (CS)

General Rules of Conferences, Assemblies and Meetings of the Union

177
PP-98
PP-02

(1) The General Rules of conferences, assemblies and meetings of the Union adopted by the Plenipotentiary Conference shall apply to the preparation of conferences and assemblies and to the organisation of the work and conduct of the discussions of conferences, assemblies and meetings of the Union, as well as to the election of Member States of the Council, of the Secretary-General, of the Deputy Secretary-General, of the Directors of the Bureau of the Sectors and of the members of the Radio Regulations Board..

178
PP-98
PP-02

(2) Conferences, assemblies and the Council may adopt such rules as they consider to be essential in addition to those in Chapter II of the General Rules of conferences, assemblies and meeting of the Union. Such additional rules must, however, be compatible with this constitution, the Convention and the aforesaid Chapter II; those adopted by conferences or assemblies shall be published as documents of the conference or assembly concerned.

Instrument Amending the Convention of the International Telecommunications Union (Geneva, 1992)

ARTICLE 32A (CV)

Right to Vote

- 340A
PP-98
1. At all meetings of a conference, assembly or other meeting, the Delegation of a Member State duly accredited by that Member State to take part in the work of the conference, assembly or other meeting shall be entitled to one vote in accordance with Article 3 of the Constitution.
- 340B
PP-98
2. The delegation of a Member State shall exercise the right to vote under the conditions described in Article 31 of this Convention.
- 340C
PP-98
3. When a Member State is not represented by an administration at a radiocommunication assembly, a world telecommunication standardization assembly or a telecommunication development conference, the representatives of the recognized operating agencies of the Member State concerned shall, as a whole, and regardless of their number, be entitled to a single vote, subject to the provisions of No. 239 of this Convention. The provisions of Nos. 335 to 338 of this Convention concerning the transfer of powers shall apply to the above conferences and assemblies.

General Rules of Conferences, Assemblies and Meetings of the Union

CHAPTER II 22. Rules for Debates and Voting Procedures in Committees and Subcommittees

- 147
1. The Chairmen of all committees and subcommittees shall have powers similar to those conferred by Section 11 on the Chairmen of the conference.
- 148
2. The provisions of Section 20 for the conduct of debates in the Plenary Meeting shall also apply to the discussions in committees and subcommittees, except in the matter of the quorum.
- 149
3. The provisions of Section 21 shall also apply to votes taken in committees and subcommittees.

21. Voting

21.1 Definition of a majority

- 115
- (1) A majority shall consist of more than half the delegations present and voting.
- 116
- (2) In computing a majority, delegations abstaining shall not be taken into account.
- 117
- (3) In case of a tie, a proposal or amendment shall be considered rejected.

118 (4) For the purpose of these Rules of Procedure, a "delegation present and voting" shall be a delegation voting for or against a proposal.

21.2 Non-participation in voting

119 Delegations which are present but do not take part in a particular vote or expressly state they do not wish to take part shall not be considered as absent, for the purpose of determining a quorum as defined in No. 93 , nor as abstaining for the purpose of applying the provisions of No. 121.

21.3 Special majority

120 In cases concerning the admission of new Member States, the majority described in Article 2 of the Constitution shall apply.

21.4 Abstentions of more than fifty per cent

121 When the number of abstentions exceeds half the number of votes cast (for, against, abstentions), consideration of the matter under discussion shall be postponed to a later meeting, at which time abstentions shall not be taken into account.

21.5 Voting procedures

122 (1) The voting procedures are as follows:

123 a) *by a show of hands as a general rule unless a roll call under b) or secret ballot under c) has been requested;*

124 b) *by a roll call in the alphabetical order of the French names of the Member States present and entitled to vote:*

125 1. if at least two delegations, present and entitled to vote, so request before the beginning of the vote and if a secret ballot under c) has not been requested, or

126 2. if the procedure under a) shows no clear majority;

127 c) *by a secret ballot, if at least five of the delegations present and entitled to vote so request before the beginning of the vote.*

128 (2) The Chairmen shall, before commencing a vote, observe any request as to the manner in which the voting shall be conducted, and then shall formally announce the voting procedure to be applied and the issue to be submitted to the vote. The Chairman shall then declare the beginning of the vote and, when the vote has been taken, shall announce the results.

129 (3) In the case of a secret ballot, the secretariat shall at once take steps to ensure the secrecy of the vote.

130 (4) Voting may be conducted by an electronic system if a suitable system is available and if the conference so decides.

21.6 Prohibition of interruptions once the vote has begun

131 No delegation may interrupt once a vote has begun, unless to raise a point of order in connection with the way in which the vote is being taken. The point of order cannot include any proposal entailing a change in the vote that is being taken or a change in the substance of the question put to the vote. Voting shall begin with the Chairman's announcement that the voting has begun and shall end with the Chairman's announcement of its results.

21.7 Reasons for votes

132 The chairman shall authorise any delegations which so request to give the reasons for their vote, after the vote has been taken.

21.8 Voting on parts of a proposal

133 (1) When the author of a proposal so requests, or when the meeting thinks fit, or when the chairmen, with the approval of the author, so proposes, that proposal shall be sub-divided and its various sections put to the vote separately. The parts of the proposal which have been adopted shall then be put to the vote as a whole.

134 (2) If all the sections of a proposal are rejected, the proposal shall be regarded as rejected as a whole.

21.9 Order of voting on concurrent proposals

135 (1) When there are two or more proposals on any one matter, they shall be put to the vote in the order in which they were presented, unless the meeting decides to the contrary.

136 (2) After each vote, the meeting shall decide whether or not the following proposal shall be voted on.

21.10 Amendments

137 (1) Any proposal for modification consisting only of a deletion from, an addition to, or a change in, a part of the original proposal shall be considered an amendment.

138 (2) Any amendment to a proposal accepted by the delegation submitting the proposal shall at once be embodied in the original proposal.

139 (3) No proposal for modification shall be regarded as an amendment if the meeting considers it to be incompatible with the original proposal.

21.11 Voting on amendments

140 (1) When an amendment to a proposal is submitted, a vote shall first be taken on the amendment.

141 (2) When two or more amendments to a proposal are submitted, the amendment furthest from the original text shall be put to the vote first; if this amendment does not obtain the support of the majority, of the remaining amendments, that furthest from the proposal

shall then be put to the vote and the same procedure shall be followed until a subsequent amendment gains the support of the majority; if all the amendments submitted have been considered and none has gained a majority, the unamended proposal shall be put to the vote.

142 (3) If one or more amendments are adopted, the proposal thus amended shall then be put to the vote.

21.12 Repetition of a vote

143 (1) In the committees, subcommittees or working groups of a conference or a meeting, a proposal, a part of a proposal or an amendment which has already been decided by a vote within one of the committees, subcommittees or working groups may not be put to the vote again within the same committee, subcommittee or working group. This shall apply irrespective of the voting procedure chosen.

101 (2) In the plenary meetings, a proposal, a part of a proposal or an amendment shall not be put to the vote again unless:

102 a) *the majority of the Member States entitled to vote so request, and*

103 b) *the request for a repetition of the vote is made at least one full day after the vote has been taken. This period shall not apply on the last day of a conference or other meeting.*

2. Voting at APT meetings

Rules of Procedure of the Management Committee of the Asia-Pacific Telecommunity

Chapter VI	Voting
Rule 26	If agreement is not reached on a proposal, a vote shall be taken, the results of which shall be recorded in the record of meeting.
Rule 28	1. Voting shall normally take place by a show of hands. 2. At the request of one or more of the representative present, a roll-call vote shall be taken. 3. In case of more than one contestant for election, voting shall be by secret ballot. 4. At the request of a representative, supported by at least two other representatives, voting shall be by secret ballot. The necessary steps shall then be taken to ensure the secrecy of the vote.
Rule 29	Decisions of the Management Committee shall be taken by a majority of members voting with the exception of decisions on financial matters, or other matters that, under the Constitution, require a two-thirds majority of Members voting. In case of a tie, the proposals shall be considered rejected. In computing a majority, abstentions shall not be taken into account.

Rule 30	Any matter which has been voted upon or otherwise formally dealt with by the Management Committee may not be reconsidered at the same session unless the majority of Members decide otherwise.
Rule 31	A Member may give to another Member an authority to cast its vote at any or all meetings at which it is unable to present. In such a case the Member shall in good time so notify the Chairman. However, a Member may not exercise more than one proxy vote.

**Attachment 3-5 - {Pro-forma} Australian delegation report for the
meetings of Radiocommunication**

COVERING IN-CONFIDENCE – {to be in header}

AUSTRALIAN DELEGATION REPORT

From the Meetings of

RADIOCOMMUNICATIONS

{eg STUDY GROUP {N}:}

or

WORKING PARTY {NN}::

or

TASK GROUP {NN}:}

**{held from day n to day n, month, year}
{place}**

Prepared by: Head of Delegation, {Name}

Date:

Australian Communications and Media Authority

Contents Page

IN-CONFIDENCE – {to be in header}

Editorial Note

This Report of the Australian delegation to the meeting should be read in conjunction with the regional or international body's report of the meeting.

1. INTRODUCTION

1.1 Background

1.2 Preparations and history leading to this meeting if required

1.3 General objectives

Australia's general objectives were:

- Referred to in the Brief

1.4 Australian delegation to the Meeting

The Australian delegation to the meeting was as follows:

Delegate's name	Role	Organisation	Meetings Attending
{Name}	{Head of Delegation (HoD)}	{Organisation}	WPs {NN} etc.
{Name}	{Role}	{Organisation}	WPs {NN} etc.
{Name}	{Role}	{Organisation}	WPs {NN} etc.

1.5 Administrative and procedural issues

.....

1.5.1 Meeting structure and arrangements

The meeting structure and allocation of work within each of the subject working parties is outlined in the corresponding relevant Appendices to this report. Meeting times were as follows:

Group	Meeting dates	Opening session
Working Party {NN}	{Date}	{Time}
Working Party {NN}	{Date}	{Time}

1.5.2 Delegation structure and arrangements

The Australian delegation for the (Date) Study Group {N} and Working Party meetings comprised {N} delegates. The work was allocated on an issues basis, subject to the priorities set by the delegation Brief and available resources, as follows:

- {Name} – WP{NN}, issue; and
- {Name} – WP{NN}, issue;

Delegation issues were progressed on the basis of the brief, taking account of views shared at delegation meetings and ongoing advice of the ACMA.

1.5.3 Composition of meeting

(Include items such as information on attendee numbers, key delegations, APT representation etc, if applicable. Also include breakdown of input documents, who were significant contributors, major pushers of issues, especially APT activity, break up text by Working Party Headings.)

1.6 Australian proposals

There were {N} Australian input contributions to the meeting, they are as follows:

- Proposal ...

2. MEETING OUTCOMES AND KEY ISSUES

The overall meeting outcomes for Australia are described in this section, divided up by key issues, with some issues addressed in parts by several working parties. Future work for the next meetings (Date) are discussed under each sub heading.

- Sub heading
 - Future Work
 - Output Documents
- Sub heading
 - Future Work
 - Output Documents

NOTE - The meeting outcomes and key issues should be reported in the same format as the delegation brief to the meeting.

2.1 Other meeting matters

Any other Meeting matters of relevance to Australia should be reported in the same format as the delegation brief for the Meeting.

2.2.1 Intelligence Gathered

This may include sensitive information for use with future delegations.

2.2.2 Recommendations / Action Items

The recommendations to the ACMA, ARSGs and IRAC as appropriate should be reported.

2.2.3 Future work of the ITU Group / Next meetings

Indicate date of next meeting and what actions needed prior to that meeting

The planned dates of upcoming Study Group {N} and related Working Party are shown below:

<i>Meeting</i>	<i>Date</i>
WP {NN}	{Date}
JRG {NN}	{Date}

Action items arising from the meeting of {Insert meeting name}

Action From Meeting	Action	Status

Attachment 3-6 - Guidelines on accepting or soliciting gifts, favours and benefits at international or regional meetings

1. General

These guidelines apply when performing duties as a delegate of the Australian Administration.

The Australian Delegation to a regional or international meeting is required to act with decorum and the utmost of probity at all times both during the conference and outside. There may be cases where a member of the delegation is offered a gift or hospitality in good faith. This paper outlines the extent to which members of the delegation are to deal with gifts and hospitality, excluding what is considered common courtesy, reasonable and appropriate.

These guidelines deal only with matters of direct connection with the delegation and do not cover any private gifts or private hospitality that is clearly not connected to the delegation.

All members of the Australian Delegation are expected to comply with these guidelines.

2. Gifts

The acceptance or soliciting of gifts, favours and benefits, which may prejudice the Australian position on a particular topic, is to be avoided at all times. Benefits are regarded to include personal gifts, sponsored travel, hospitality, entertainment and other personal gain.

However, it is recognised that if a small gift or benefit is offered, it may cause insult to refuse the favour. On a larger scale, financial and other benefits which are not readily available to the general public can be assumed to involve an element of personal favour and an expectation of favour being returned. Dealings of this nature are an immediate threat to the integrity of individuals specifically, and the delegation generally. Delegates are directed that they must not influence or try to influence other delegation members by providing gifts or benefits for them.

Expenditure on minor gifts of protocol or public relations nature is acceptable as a charge against official hospitality where presentation of such gifts conforms with the delegation functions.

3. Hospitality

The offer and return of hospitality is an integral part of conducting business overseas. Caution should be exercised where the possibility exists of hospitality being offered with the expectation of a returned favour. When accepting hospitality, delegates should be sensitive to and avoid situations that could be interpreted as appreciation for, or seeking favourable consideration by the Australian delegation.

The number of Australian Delegation officials attending functions should be restricted to those who will be able to advance public business or where the delegation objectives will benefit from their attendance.

Delegates are not permitted to abandon their assigned delegation responsibilities in order to attend a function.

Functions may be hosted by the Head of Delegation, the spouse of the Head of Delegation, or a member of the delegation authorised by the Head of Delegation. Hospitality may be provided in the host's private hotel but members of the host's family, other than the Head of Delegation's spouse, would not normally be included.

Where a delegation or parts thereof, needs any hospitality funds, it should be provided to a nominated delegation member, who will be responsible to the Head of Delegation for its proper expenditure and accounting.