



African Spectrum Working Group (AfriSWoG)

Annex 3

Administrative

13 November 2013

AfriSWoG Working Methods

PREAMBLE

Considering, the ratification of the African Spectrum Working Group (AfriSWoG) framework by the 14th ATU Administrative Council meeting, the 1st AfriSWoG meeting **adopted** the following working methods:

SECTION I: DEFINITIONS

Article 1: Definitions

The following meanings shall apply in these Working methods, unless the context demands otherwise:

“**ATU or Union**” shall mean the African Telecommunications Union;

“**ATU Members**” shall mean members of ATU whether state or associate members;

“**AfriSWoG**” shall mean the African Spectrum Working Group together with its Sub-Working Groups;

“**Plenary**” shall mean AfriSWoG plenary;

“**REC**” shall mean Regional Economic Community in Africa;

“**ATU (Spectrum) Meeting**” shall mean a competent ATU meeting on matters of radio spectrum and Radiocommunications;

“**Framework**” shall mean the AfriSWoG framework;

“**General Secretariat**” shall mean the ATU General Secretariat;

“**TDC**” shall mean the competent Technical and Development Conference of ATU;

“**Subgroups**” shall mean AfriSWoG subgroups including Task Groups, Editorial Groups, Rapporteur Groups, Correspondence Groups, etc, constituted by AfriSWoG to deal with specific matter(s);

“**Sub-Working Group**” shall mean AfriSWoG sub working group headed by an AfriSWoG vice-chairman;

“**ITU**” shall mean International Telecommunication Union;

“**ITU-R**” shall mean ITU Radiocommunication Sector;

“**WRC**” shall mean ITU World Radiocommunication Conference; and

“**RA**” shall mean ITU Radiocommunication Assembly.

SECTION II: ESTABLISHMENT, COMPOSITION AND MANDATE

Article 2: Establishment

The AfriSWoG was established by the 14th ATU Administrative Council meeting, as a non-permanent organ of ATU. It is an advisory body and a working group as envisaged in Article 10 numbers (i), (j) and (k) of the ATU Constitution and Convention (Cape Town 1999). Its work is subject to all ATU Membership in particular member states through ATU spectrum meetings or otherwise.

Article 3: Composition

1. Section 7 of the AfriSWoG Framework outlines the membership to AfriSWoG which was designed to kick-start its work. However participation is open to all ATU members (Section 8 (5) of the Framework refers).
2. AfriSWoG shall consist of its plenary, Sub Working Group Radiocommunication Conference Preparation (SWG – RCP), and Sub Working Group Spectrum Management and Engineering (SWG – SM&E) as shown in Figure 1
3. AfriSWoG may establish any committee as it deems necessary. The committee shall be constituted on the basis of the issues to be addressed and shall work under the coordination of the designated chairman. The committee shall cease to exist upon the completion of their mission.

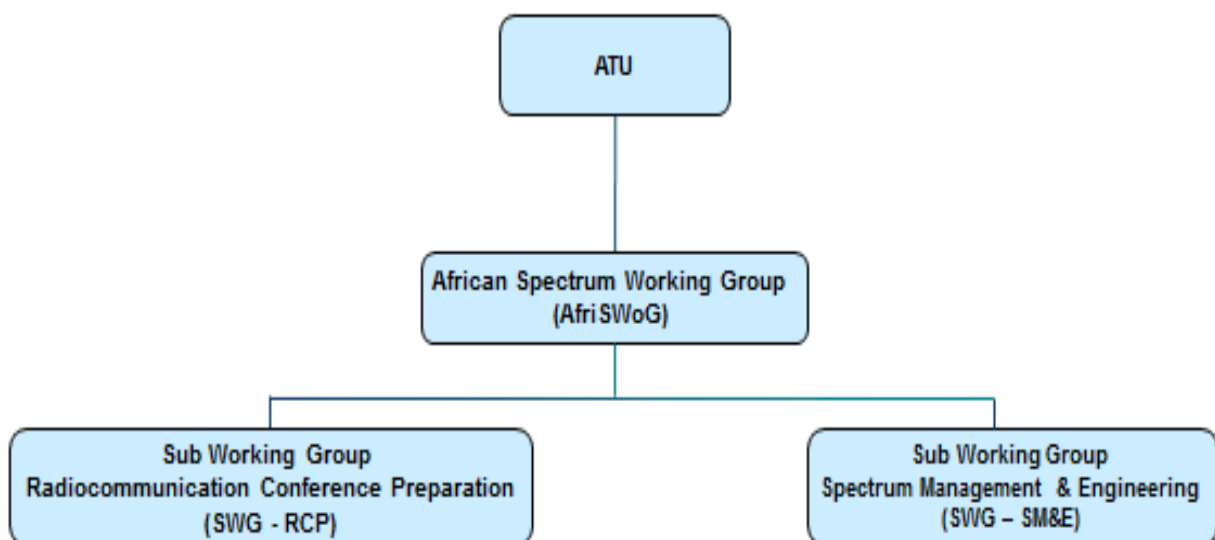


Figure 1: AfriSWoG Structure

Article 4: Mandate

Section 6 of the AfriSWoG Framework defines the primary mandate for the AfriSWoG, specifically AfriSWoG shall:

1. Act as an **advisory group** to the General Secretariat on matters of the radio spectrum, radiocommunications including frequency coordination matters within the mandate of the ATU Constitution and Convention.
2. Act as a **working (study) group** on matters brought it for study, mainly:
 - a. The continental technical preparatory works for international spectrum management conferences in particular the development of working documents by acting as a study group, including the provision of technical expert advice to ATU membership during international spectrum management conferences
 - b. The continental implementation modalities for relevant resolutions made at the international spectrum management conferences.

SECTION III: MEETINGS

Article 5: Meetings

1. The notice for the convening of AfriSWoG meeting shall be served at least 60 calendar days before the meeting date. The notice shall be sent to all membership via email and post and placed on the ATU website (www.atu-uat.org).
2. The decision to convene a meeting shall be taken by plenary or by the Management Team in consultation with the General Secretariat.

Article 6: Agenda of Meetings

1. A draft agenda of the proposed meeting shall be annexed to the meeting announcement notice.
2. A meeting shall adopt its agenda at the opening plenary.

Article 7: Opening and Closing Plenaries

1. The opening and closing plenaries shall be presided by the Chairman, or one of the vice-chairmen, in the absence of the Chairman, so designated by the Management Team who shall also have the mandate to declare the meeting opened or closed.
2. During the opening or closing plenaries, the following personalities may be authorized to make a speech:
 - a. The representative of the host country;
 - b. The representative of the General Secretariat;
 - c. Any other person so invited by the Chairman on request or otherwise.

Article 8: Participation in Meetings and activities

Only representatives of ATU members and those specified under Section 7 of the Framework may participate in the meetings/activities of AfriSWoG. However, dully invited persons may also participate in the meetings/activities to which they have been invited as observers.

Article 9: Working Languages

The working languages of the meeting shall be those of ATU, namely: English and French. The plenary may be conducted in both English and French, whenever possible. However, due to financial constraints regarding interpretation services, sessions may be conducted in English only.

Article 10: Venue

1. Meetings shall be held in Nairobi - Kenya, except where an ATU member offers to host the meeting.
2. Where two (2) or more ATU members offer to host the same meeting, AfriSWoG shall decide, by consensus on the venue of its given meeting(s).
3. Where an ATU member who offered to host a meeting of AfriSWoG cannot do so, the meeting shall take place in Nairobi - Kenya, unless AfriSWoG management team receives and accepts a new offer to host the meeting.
4. A host Administration shall be expected to provide adequate premises, necessary facilities such as, internet services and equipment free of charge for the conducting of the meeting.

SECTION IV: MANAGEMENT TEAM

Article 11: Management Team

1. The plenary shall elect AfriSWoG Management Team which shall comprise:
 - One (01) Chairman,
 - Two (02) Vice Chairmen,
 - Two (02) Rapporteurs,
2. The term of the members of the Management Team shall be commensurate to the period between WRC, meaning it shall expire at the end of a WRC during which study period they were elected. A member of the Management Team may be re-elected for a maximum of two (02) consecutive terms.
3. In order to give every sub-region a representation in the Management Team, at least one management seat will need to be provided for each sub-region.

Article 12: Role of the Management Team

1. Overseer of AfriSWoG, including the planning, scheduling, supervision of the work and other related matters as required by this document.
2. Through the Chairman, the Management Team shall consult with the Secretary General and reach an agreement on matters that have financial implications such as schedule of meetings. The schedule of meetings/programme should take into account relevant factors, including:
 - a. the need for the proposed meetings/activities;
 - b. any directive issued by the ATU Meeting concerning the AfriSWoG meetings/activities
 - c. other ATU meetings and activities;
 - d. activities of other organizations in the area of ICT for which participation by AfriSWoG participants may be needed, e.g. ITU-R meetings/activities;
 - e. the availability of resources (human, financial and others);

3. Maintain a plan for AfriSWoG that considers a period of at least one year ahead, taking due account of the related schedule of World Radiocommunication Conferences, Radiocommunication Assemblies and ATU activities such as Technical Development Conferences. The plan may be reviewed at any AfriSWoG meeting.

Article 13: Duties of office bearers

1. The Chairman shall:
 - a. Be responsible for overall administrative matters regarding the AfriSWoG;
 - b. Preside over the meeting proceedings and other procedures;
 - c. Present the reports of the meetings to ATU meetings for consideration;
 - d. Preside over the Management Team meetings;
 - e. Carry out other duties consistent with the responsibilities of the chairman
2. The vice chairmen shall:
 - a. Assist the Chairman in the exercise of her/his functions;
 - b. Replace the Chairman in the event of incapacity or absence;
 - c. Act as chairman of Sub-Working Groups
 - d. Carry out other duties consistent with the responsibilities of the vice chairman
3. The Rapporteurs shall:
 - a. Prepare draft reports for adoption;
 - b. Prepare and submit a final report at the end of each meeting
 - c. Carry out other duties consistent with the responsibilities of the rapporteurs
4. The General Secretariat representative shall:
 - a. Render necessary assistance and advice to the Management Team and AfriSWoG in general;
 - b. Ensure that meeting announcements are carried out in accordance to these working methods including placement of relevant documentation on the ATU website; and
 - c. Carry out other duties consistent with the responsibilities of the General Secretariat.

SECTION V: DECISION MAKING

Article 14: Plenary

1. Plenary shall be responsible for making final decisions and approvals regarding all matters within the AfriSWoG, including terms of reference, work scopes of Sub-Working Groups and subgroups, topic, recommendations etc.
2. As a general rule, AfriSWoG shall make its decisions by consensus, failing that, a listing of differing views and their justification may be compiled regarding the contentious issue.

Article 15: Sub-Working Groups / sub-groups

1. Sub Working Group Radiocommunication Conference Preparation (SWG - CRP), including RA will be responsible for the continental technical preparatory works for international spectrum management conferences in particular the development of

working documents, including the provision of technical expert advice to ATU membership during international spectrum management conferences

2. Sub Working Group Spectrum Management and Engineering (SWG-SM&E) will be responsible for developing strategies, plans, recommendations, implementation advice and guidelines for the management of the radio spectrum, as well as developing technical guidelines, sharing and compatibility studies for radio spectrum use by various radiocommunications services.
3. A Sub-working group may establish subgroups depending on the working activities
4. Establishment and abolishment of subgroups under a Sub-working group is to be considered at the meeting of the relevant sub-working group
5. Sub-working group will develop the terms of reference, work scopes and deliverables of its subgroups
6. Sub-working group will consider candidatures for chairmen of its subgroups.
7. Sub-working group will report back to Plenary on completion of each task

Article 16: Use of electronic/correspondence means of working

1. Electronic means of communication shall be used as far as possible to facilitate the work of AfriSWoG and subgroups, both during and between their respective meetings.

SECTION VI: INPUT DOCUMENTATION FOR WORK

Article 17: Input Documentation

1. Contribution to AfriSWoG shall be in writing and sent to the ATU General Secretariat and copied to AfriSWoG Chairman and Vice Chairmen.
2. All ATU Members may submit input contributions related to the terms of reference, agenda and work of the AfriSWoG
3. Other relevant international or regional organizations may submit contributions as information document to the AfriSWoG meeting
4. Input documents should be submitted at least one week (1600 hours UTC) before the meeting starts
5. Input documents could be submitted in French or English
6. Contributions from members that are not based on the terms of reference, agenda and work of the AfriSWoG can be considered as input contributions to the meeting if agreed by the Plenary.
7. Request for study shall be made in accordance with template TRS (Template for Requesting Study)
8. Input contributions shall be made in accordance with template TIC (Template for Input Contribution)
9. Input documentation may include:
 - a. any directives issued by ATU organs with respect to the AfriSWoG
 - b. documentation prepared by the ATU General Secretariat, particularly of an organizational or procedural nature, for clarification purposes or in response to AfriSWoG requests; and
 - c. any subgroup report, summarizing the conclusions of any work carried out.

SECTION VII: ROLE OF THE GENERAL SECRETARIAT

Article 18: Role of the General Secretariat

1. The role of the General Secretariat in implementing the aforementioned arrangements shall, among others be as follows:
 - a. Convene meetings of AfriSWoG on dates and venues so agreed between AfriSWoG and the Secretary General;
 - b. Provide advice to AfriSWoG and subgroups particularly in relation to procedural matters; and
 - c. Negotiate and sign hosting agreement for the meetings of AfriSWoG and other legal matters.

SECTION VIII: COORDINATION WITH THE GENERAL SECRETARIAT AND INTERNATIONAL ORGANIZATIONS

Article 19: Coordination with the General Secretariat

1. The Secretary General or the Chairman may request a coordination meeting between the General Secretariat and the Management Team of AfriSWoG.
2. At the discretion of the Secretary General, other experts may be invited on an ex-officio basis.
3. The purpose of the meeting shall among other matters, be to ensure the most effective conduct and coordination of the work of AfriSWoG and financial issues.
4. The Secretary General shall serve as Chairman of such meetings.
5. If appropriate, such meetings could be by electronic means, such as telephone or video conferences or using the Internet.
6. However, a face-to-face meeting may be organized prior to or during an AfriSWoG meeting or ATU meeting as and when appropriate.

Article 20: Coordination with Other international organizations

1. The work of AfriSWoG will take account of, and coordinate with the work of relevant organizations including ITU-R.
2. When cooperation and coordination with other international organizations is necessary, the interface or liaison shall be provided by the Secretary General.

[SECTION IX: COPYRIGHT

Article 21: Copyright issues

1. Any party participating in the work of AfriSWoG should, from the onset, notify the AfriSWoG Chairman, or Representative of the ATU General Secretariat, or the Secretary General of ATU, to any known patent or to any known pending patent application or copy righted material either their own or of other organizations.
2. The Secretary General shall endeavour to resolve the copyright issue in close collaboration with the AfriSWoG Chairman and the notifying party.
3. The work of AfriSWoG shall be copyrighted to ATU.]

SECTION X: FINAL PROVISIONS

Article 22: Application

AfriSWoG shall address all matters by applying these working methods to its fullest extent. In cases where a matter cannot be addressed by applying these working methods, AfriSWoG shall apply working methods applicable to ATU organs including ATU Administrative Council and Plenipotentiary Conference.

Article 23: Ratification

These Working Methods shall be submitted to the ATU Administrative Council for Ratification through the Secretary General.

Article 24: Entry into Force

These Working methods shall enter into force upon ratification by the ATU Administrative Council.
