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## Online document sharing platforms

The ACMA maintains a SharePoint site to provide authorised participants with access to documents related to Australian consultative processes. Access is granted once a participant has joined a domestic group.

The ITU maintains the Telecommunication Information Exchange Service (TIES), which includes online collaboration tools, access to ITU meeting documents and recordings, and automatic email notifications for use by authorised participants in ITU activities. Participants may register for TIES access at [www.itu.int/en/ties-services/Pages/login.aspx](http://www.itu.int/en/ties-services/Pages/login.aspx). Applications are sent by the ITU to the Australian Government for endorsement.

## Obligation to support Australian objectives

Australian Delegation and Sector/Affiliate member participants must support Australia’s policy positions and objectives as set out in the published Australian Preliminary Views, Australian Government delegation briefs and verbal, or, written instructions from Head or Deputy Head of Delegation, as applicable. This includes:

- unambiguously supporting and acting in accordance with the Australian positions and objectives
- promoting Australian views and expertise, and protecting Australian interests
- not representing any third party’s position as that of Australia
- not promoting an international government or industry interest that is counter to or inconsistent with an Australian position

Heads and Deputy Heads of Delegation have discretion to advance the Australian positions in accordance with the spirit of the approved Australian Delegation Brief. However, if new issues arise during negotiations, further consultation may be necessary. Additional constraints will apply to delegates to WRC given the outcome involves changes to an international treaty.

For the purpose of confirming consistency with current Australian Preliminary Views, contributions and submissions to ITU/APT from industry members should be shared in draft form with the Department and the ACMA a minimum of one week prior to the relevant submission deadlines.

## Failure to meet expectations

Participants who do not meet expectations as described in this guide, may be asked to explain or change their behaviour, and can ultimately be excluded from participation in domestic and international radiocommunications groups. The Department or the ACMA will pursue official channels and may involve a participant’s superiors (including clients, in relation to lobbyists) in any concerns raised about the conduct of a participant. The participant will have a reasonable opportunity to respond to any concerns raised. Where an amicable outcome can be reached, participants can continue to engage in the radiocommunications groups. However, the Department and the ACMA reserve discretion to revoke the participant’s accreditation or registration for an international meeting, withdraw Australian government support for Sector, Associate or Affiliate Membership, or cancel participation in a domestic group.

Given the risks to Australia's international reputation and relationships with other countries, participation in international meetings is particularly sensitive and the Head of Delegation may, at their discretion, exclude any participant from further participation in a meeting. This option should be considered:

- where a complaint has been received about a participant's conduct
- where there is prima-facie evidence of unprofessional behaviour or security breach
- where, in the Head of Delegation's view, there is a failure to comply with expectations set out in this guide
- where there is prima-facie evidence of a breach of the Participants Declaration ([Attachment B](#)) or requirements pertaining to the participant (e.g. an apparent breach of APS or Registered Lobbyist codes of conduct)

Given the difficulty of addressing disciplinary issues in such circumstances, the Head of Delegation's discretion is absolute and their decision is final. The Head of Delegation will consult with any Deputy Head of Delegation on the matter and provide reasons in writing at the time of the decision.<sup>4</sup> In such circumstances, any additional costs incurred (e.g. for adjusted travel arrangements) are to be met by the participant.

## Privacy

In the course of administering the radiocommunications groups the Department and the ACMA may collect personal information about members. This includes providing personal information to the ITU and the APT for the purposes of registering participants for meetings.

The Department and the ACMA manage and protect personal information that they collect and hold in accordance with the Privacy Act 1988 which regulates the collection, storage, accuracy, use, disclosure and security of personal information by public and private sector organisations. Each agency's privacy policy sets out:

- the kinds of personal information they collect and hold
- how the information is collected and held
- the purposes for which they collect, hold, use and disclose personal information

The Department's privacy policy is available at [www.communications.gov.au/privacy-policy](http://www.communications.gov.au/privacy-policy) and the ACMA's privacy policy is available at [www.acma.gov.au/theACMA/About/Corporate/Accountability/privacy-policy](http://www.acma.gov.au/theACMA/About/Corporate/Accountability/privacy-policy).

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<sup>4</sup> Heads of Delegation who are not officers of the Department or the ACMA must consult with both agencies.

## Attachment A: Australian Radiocommunications Groups

These Terms of Reference provide an overview of the functions of the various radiocommunications groups. The Department and the ACMA may provide additional guidance on the operation and administration of the various radiocommunications groups.

### Australian Preparatory Group for World Radiocommunication Conferences (PG WRC)

**Role:** The PG WRC provides stakeholder views, advice and recommendations to the Department and the ACMA on broad directions and specific priorities for Australia's engagement in international radiocommunications regulatory, technical, operational and standards activities, with a particular focus on agenda items listed for the next two WRCs. Advice from the PG WRC is based on input from members and takes into account relevant government policy.

The PG WRC provides stakeholder views and comments on Australian positions and proposals for consideration by the Department and the ACMA on matters to be considered at meetings of the WRC, APG, and CPM. The PG WRC also advises on harmonising positions and proposals across the Asia-Pacific region and with other regions.

The PG WRC seeks input as necessary from the PG RA/RAG and ARSGs, and informs the PG RA/RAG and ARSGs of relevant developments.

**Chair:** Assistant Secretary, Spectrum and Telecommunications Deployment Policy Branch, Department of Infrastructure, Transport, Regional Development and Communications

**Membership:** Members include the Department, the ACMA, and representatives of industry, peak industry bodies, government agencies, academia, and Australian Radiocommunications Study Group Chairs.

### Australian Preparatory Group for Radiocommunication Assemblies and the Radiocommunication Advisory Group (PG RA/RAG)

**Role:** The PG RA/RAG studies, coordinates and provides stakeholder views, advice and recommendations to the Department and the ACMA on broad directions and specific priorities for Australia's engagement in meetings of the RA and RAG. Advice may consider general advancement of the ITU-R, improvements to ITU-R working methods, improvements to the efficiency and effectiveness of ITU-R Study Group work, integration of reforms agreed by the ITU Plenipotentiary Conference into the work of the ITU-R, and other matters to be considered by the RA or RAG.

The PG RA/RAG assists in formulating and preparing Australian positions and proposals on RA and RAG matters for consideration by the Department and the ACMA. The PG RA/RAG also advises on harmonising positions and proposals across the Asia-Pacific region and with other regions.

The PG RA/RAG seeks input as necessary from the PG WRC and ARSGs on issues that arise in RA and RAG meetings, and informs domestic groups of relevant developments at RA and RAG meetings.

**Chair:** Assistant Secretary, Spectrum and Telecommunications Deployment Policy Branch, Department of Infrastructure, Transport, Regional Development and Communications

**Membership:** Members include the Department, the ACMA, and representatives of industry, peak industry bodies, government agencies, academia and Australian Radiocommunication Study Group Chairs.

## Preparatory Group for the Asia-Pacific Telecommunity Wireless Group (PG AWG)

**Role:** The PG AWG studies, coordinates and provides stakeholder views, advice and recommendations to the ACMA and the Department to assist in the development of Australian positions and contributions to AWG meetings. Advice covers matters considered by the AWG including aspects of emerging wireless systems (including IMT standards) to meet the upcoming digital convergence era in the Asia-Pacific region, cost effective radiocommunications solutions, and facilitation of the transfer of technology. Advice from the PG AWG is based on inputs from members and takes into account relevant government policy.

The PG AWG also advises on harmonising positions and proposals across the Asia-Pacific region and with other regions.

The PG AWG seeks input as necessary from ARSGs on issues that arise in AWG meetings, and informs ARSGs of relevant developments at AWG meetings.

**Chair:** Manager, Spectrum Planning Section, ACMA

**Membership:** Members include the ACMA, the Department, and representatives of industry, peak industry bodies, government agencies and academia.

## Australian Radiocommunications Study Groups (ARSGs)

**Role:** The ARSGs study, coordinate and provide stakeholder views and expert advice to the Department and the ACMA on relevant matters (see Table below) to assist in the development of Australian positions and contributions for Australian delegations to relevant meetings (see Table below) of the ITU-R.

ARSGs seek input from and provide information, advice and guidance to other ARSGs and domestic groups as necessary. ARSGs also promote and encourage Australian research into and participation in relevant matters generally.

### The ARSGs and areas of work of the groups

ARSG	Relevant meetings	Relevant matters
<b>ARSG 1</b>	ITU-R Study Group 1 and subordinate groups	Spectrum Management, including developing spectrum management principles and techniques, general principles of sharing, spectrum monitoring, long-term strategies for spectrum utilisation, economic approaches to national spectrum management, automated techniques and assistance to developing countries in cooperation with the International Telecommunication Union Development Sector.
<b>ARSG 3</b>	ITU-R Study Group 3 and subordinate groups	Radio propagation, including studies into the propagation of radio waves in ionised and non-ionised media and the characteristics of radio noise, for the purpose of improving radiocommunications systems.
<b>ARSG 4</b>	ITU-R Study Group 4 and subordinate groups	Satellite services, including development of and studies into systems and networks of the fixed-satellite service, mobile-satellite service, broadcasting-satellite service, radiodetermination-satellite service and inter-satellite links in the fixed-satellite service, including associated tracking, telemetry and telecommand functions.
<b>ARSG 5</b>	ITU-R Study Group 5 and subordinate groups	Terrestrial services, including studies into systems and networks for the fixed, mobile, radiodetermination, amateur and amateur-satellite services.
<b>ARSG 6</b>	ITU-R Study Group 6 and subordinate groups	Broadcasting services, including studies into 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.
<b>ARSG 7</b>	ITU-R Study Group 7 and subordinate groups	Science services, including studies into: <ul style="list-style-type: none"> <li>• Systems for space operation, space research, earth exploration and meteorology, including related use of links in the inter-satellite service</li> <li>• radio astronomy and radar astronomy</li> <li>• dissemination, reception and coordination of standard-frequency and time-signal service, including the application of satellite techniques, on a worldwide basis.</li> </ul>

**Chairs:** The Chair of each ARSG may be a representative of the Department, the ACMA, industry, a peak industry body, government agency or academia. Chairs are appointed by the ACMA in consultation with the Department.

**Members:** Members include the ACMA, the Department, and representatives of industry, peak industry bodies, government agencies and academia. Members are appointed by the ACMA in consultation with the relevant ARSG Chair and the Department.

To register your interest in participating in any of Australia's domestic radiocommunications groups please email [international@acma.gov.au](mailto:international@acma.gov.au) setting out your expertise, interest, company position and affiliations.





Australian Government

Department of Communications and the Arts



Australian Government



## Attachment B: Participants' declaration

Participants in Australia's domestic and international radiocommunications groups are required to complete this declaration on application for membership of the following radiocommunications groups:

- ITU Radiocommunication Sector
- Australian Preparatory Group for the WRC (PG WRC)
- Australian Preparatory Group for the RA/RAG (PG RA/RAG)
- Australian Preparatory Group for the AWG (PG AWG)
- Australian Radiocommunications Study Groups (ARSG).

and when expressing interest in attending the following forums:

- Conference Preparatory Meeting for WRC (CPM)
- Radiocommunication Assembly (RA)
- Radiocommunication Advisory Group (RAG)
- Asia-Pacific Telecommunity Preparatory Group for the WRC (APG)
- Asia-Pacific Telecommunity Wireless Group (AWG)
- ITU Radiocommunication Sector Study Groups, Working Parties and Task Groups.

This declaration sets out a range of expectations related to participation in both domestic and international forums. It includes an opportunity for participants to be transparent about any potential conflicts of interest, to confirm awareness of relevant codes related to professional conduct and lobbying, and to consent to collection of personal information by the Department and the ACMA as needed to administer the radiocommunications groups.

The declaration also includes undertakings to uphold the good reputation of Australia when engaging internationally, to avoid "improper use" of the member's position and information gained as a result of this position, and to protect official information. These expectations and undertakings are consistent with legal duties and obligations binding Australian government officials.

The declaration is not intended to give rise to specific legal obligations or liabilities. However, in case of breach, the Department and the ACMA reserve discretion to revoke the participant's accreditation or registration for an international meeting, withdraw Australian government support for Sector, Associate or Affiliate Membership, or cancel participation in a domestic group. Please see the section on "Failing to meet expectations" for further details.

## Australian Radiocommunications groups participants' declaration

I agree that:

I will take reasonable steps to avoid any conflict of interest (real or apparent<sup>5</sup>) in connection with the Australian Radiocommunications Groups;

I will disclose details of material personal interests<sup>6</sup> I hold, if any (use the attached template, if needed);

I will disclose details of any significant gifts or hospitality I am offered or receive in the course of my participation (use the attached template, if needed);

If my circumstances change following the making of this declaration such that a new material personal interest arises or a previously disclosed material personal interest is altered, I will notify the Department and the ACMA in a timely manner, and in any case, within 14 days of the change of circumstance, by lodging a new declaration (use the attached template, if needed);

Where I intend on undertaking lobbying activities as set out in the Australian Government Lobbying Code of Conduct, I have registered and included these details (and those of any clients I am acting on behalf of) on the Australian Government Register of Lobbyists;

I will update the Australian Government Register of Lobbyists as required and inform the Department and the ACMA of any changes;

I have reviewed the APS Values and Code of Conduct and will uphold standards and values of professional behaviour equivalent to those expected of APS officials;

In the course of my participation in the Australian radiocommunications groups, I will not cause or seek to cause, detriment to the Australian Government, the Commonwealth of Australia, Commonwealth entities (including departments and agencies), or any other person;

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<sup>5</sup> A **real** conflict of interest occurs where there is a conflict between the public duty and personal interests of a person that improperly influences the person in the course of their participation. An **apparent** conflict of interest occurs where it appears that the person's personal interests could improperly influence the person in the course of their participation but this is not in fact the case.

<sup>6</sup> The types of interests that must be disclosed include, but are not limited to, private employment (with both domestic and foreign based organisations, including foreign governments), shareholdings, trusts or nominee companies, company directorships or partnerships, significant liabilities, gifts, voluntary (social or personal) relationships that you, or a family member have.

In the course of my participation in the Australian radiocommunications groups, I will not improperly use<sup>7</sup> information, my position, power or authority gained as a member of Australian radiocommunications groups or an Australian delegation;<sup>8</sup>

If representing Australia as part of an Australian delegation, I will uphold policy priorities, strategies and text agreed by the Australian Government as contained in delegation briefs and verbal instructions from the Head or Deputy Head of Delegation;

I will protect official information that I hold or become privy to, including Australian delegation briefing or drafts thereof, access passwords to and contents of official SharePoint sites, and information communicated to me verbally in the course of my participation;

In the course of my participation in the Australian radiocommunications groups, I undertake that in all communications with international participants in these forums that I will behave in a way that upholds the good reputation of Australia;

If I become aware that I have not or may have not met my obligations under this declaration, including if inadvertently or accidentally, I will immediately take steps to advise the Department and/or the ACMA;

I am aware of the Australian Privacy Principles set out in the *Privacy Act 1988* (Cth) which authorise the collection and the third parties to whom my personal information may be disclosed; and

I consent to the collection of this personal information by the Department of Infrastructure, Transport, Regional Development and Communications and the Australian Communications and Media Authority.

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Signature\*: \_\_\_\_\_

Date: \_\_\_\_\_

\*Alternatively, the Declaration may be acknowledged in writing by email.

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<sup>7</sup> 'Improper use' in this context includes use by a person of their position as an Australian radiocommunications group or delegation, or of information obtained by the person as a result of that position, to: gain, or seek to gain, a benefit or advantage for themselves or any other person; or, to cause, or seek to cause, detriment to the Australian government, the Commonwealth of Australia, a Commonwealth entity (including a department or agency) or any other person.

<sup>8</sup> These obligations are intended to reflect those which apply to Australian public servants/Commonwealth officials. Where there is evidence that a participant has improperly used information, or attempted to use information for personal gain for example, buying shares, the Department and the ACMA may exclude that person from further participation.

## Declaration of material personal interests

### I declare that

I am aware that my information has been collected for the purpose of identifying material personal interests that could influence, or could be seen to influence, the decisions that the person takes or the advice he/she gives. I am aware of the Australian Privacy Principles set out in the Privacy Act 1988 which authorise the collection and the third parties to whom my personal information may be disclosed. I consent to the collection of my personal information by the Department of Infrastructure, Transport, Regional Development and Communications and the Australian Communications and Media Authority.

To the best of my knowledge, all of the information recorded in this form (including any attachments) is a complete and accurate record of the matters set out in it. I have informed those mentioned (where applicable) herein about the purpose of this form and the content of the information about them that I have recorded in this form. I further understand that, for this purpose, it is necessary for the collected information to be used by the Department to manage a conflict of interest.

The following list of my material personal interests, including a material personal interest arising because of an interest held by my family members or those with whom I have a close personal relationship, has been prepared on that basis.

List of material personal interests:

Signature:

Date:

Surname:

First name/s:

Radiocommunications groups/forums:

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