Australian Government

Department of Infrastructure, Transport, Regional Development and Communications

Australian Government

acma

Participation in Australia's domestic and international radiocommunications groups: Guidelines

April 2021

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Introduction

International cooperation on radiocommunications promotes enabling conditions, including policy and regulatory certainty and interoperable international technology standards, for the rational and efficient use of Australia's sovereign assets in the radio spectrum and national interests in orbital satellite positions.

The Australian Government sees multi-stakeholder participation as central to effective international engagement on radiocommunications. Active engagement from stakeholders such as major telecommunications providers, equipment manufacturers, satellite providers and technology companies, as well as the land transport, defence, aviation and maritime sectors, radio-astronomers, and spectrum engineers, provides important expertise to support Australia's pursuit of its national interests.

The Australian Government is a Member State of the International Telecommunication Union (ITU) and a Member of the Asia-Pacific Telecommunity (APT), and participates in these regional and international organisations to prepare for multilateral negotiations at World Radiocommunication Conferences (WRCs) which occur every 3 to 4 years.

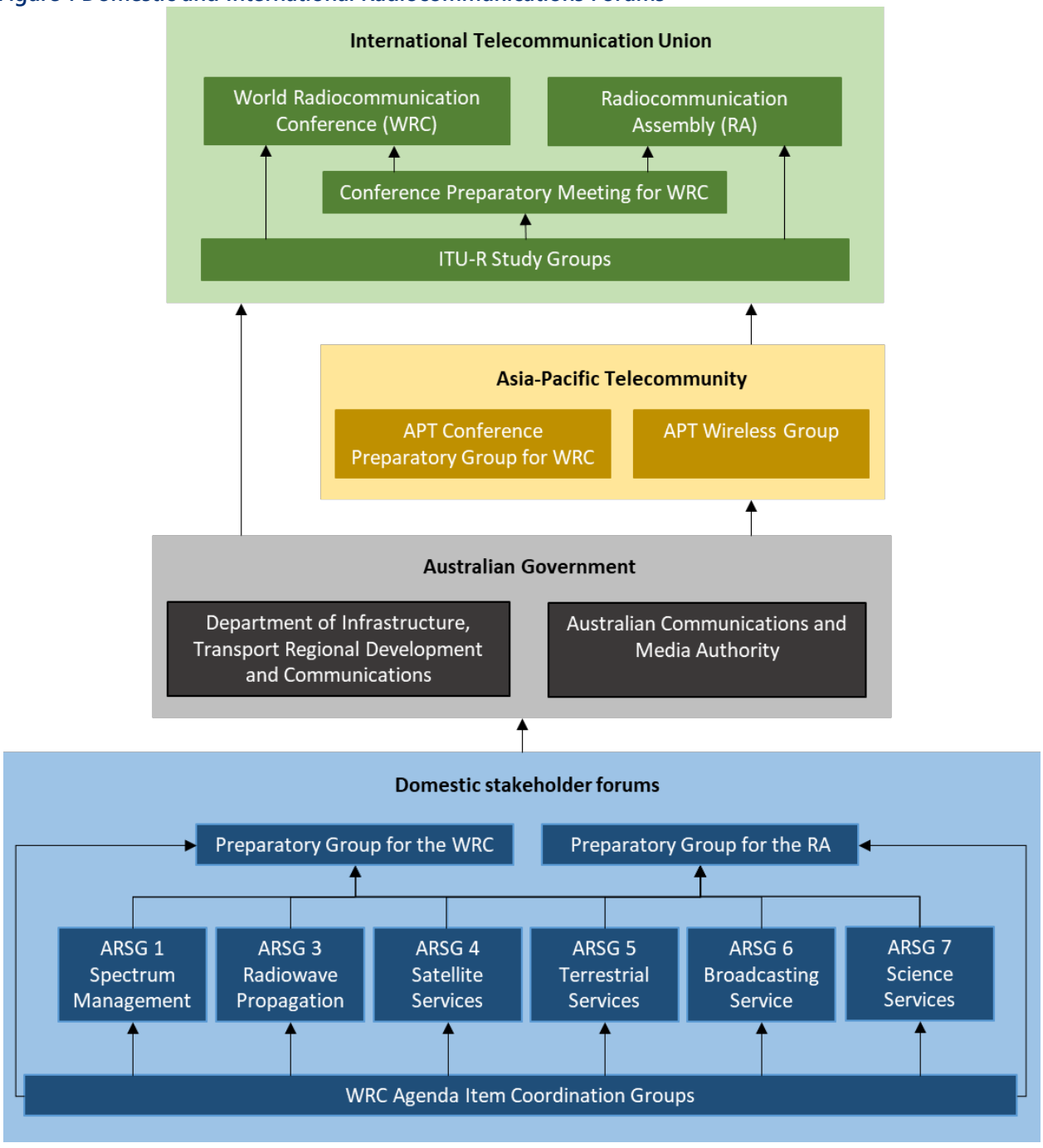
Table: Forums that Australian stakeholders and officials participate in:

Lead agency	Forums
Department of Infrastructure, Transport, Regional Development and Communications	World Radiocommunication Conference (WRC) Conference Preparatory Meeting for WRC (CPM) Radiocommunication Assembly (RA) Radiocommunication Advisory Group (RAG) Asia-Pacific Telecommunity Preparatory Group for the WRC (APG) Australian Preparatory Group for the WRC (PG WRC) Australian Preparatory Group for the RA/RAG (PG RA/RAG)
Australian Communications and Media Authority	ITU Radiocommunication Sector Study Groups, Working Parties and Task Groups Australian Radiocommunications Study Groups (ARSGs) Asia-Pacific Telecommunity Wireless Group (AWG) Australian Preparatory Group for AWG (PG AWG)

The Department of Infrastructure, Transport, Regional Development and Communications (the Department) leads Australia's multi-stakeholder engagement on policy issues in preparation for WRCs, as well as the regional and international preparatory meetings which precede the WRC. This includes performing as Head of Delegation at the WRC and meetings of the Asia-Pacific Telecommunity Preparatory Group for WRC (APG). Decisions taken by states at the WRC can make changes to the Radio Regulations, the international treaty agreement on the use of the radio spectrum and satellite orbits.

The Australian Communications and Media Authority (ACMA) leads Australia's multi-stakeholder engagement on technical and regulatory discussions in both international and domestic radiocommunications forums, including those related to the WRC process. These include the technical study groups in the ITU and the parallel Australian Radiocommunications Study Groups (ARSGs). These discussion forums conduct technical studies and produce recommendations on key issues, including ahead of WRC negotiations.

Figure 1 Domestic and International Radiocommunications Forums



Domestic stakeholder participation

Australia has a very engaged radiocommunications community which includes representatives from major telecommunications providers, broadcasters, representatives of international and national satellite providers, amateur radio and satellite specialists, maritime specialists and radio-astronomy experts, as well as representatives from various government departments and agencies.

The ARSGs (as set out above) are groups of experts in the work of their respective ITU Radiocommunication Sector (ITU-R) Study Groups. The ARSGs provide expert advice to assist in the development of Australian positions and contributions to ITU-R Study Group and subordinate group meetings, which meet regularly, often at the ITU headquarters in Geneva, Switzerland. The ARSGs also provide an ongoing stakeholder process that supports the development of Australia's positions for WRCs (e.g. reporting outcomes of ITU-R studies, and acting as a sounding board for discussions that have taken place in Australia's Agenda Item Coordination Groups (CGs), as necessary). The agenda for each WRC is set at the previous conference, so one of the main focuses of these groups is studies on WRC agenda items, however they also consider technical issues that do not stem from the WRC agenda.

The CGs are a subsidiary group of the PG WRC, made up of interested subject-matter experts from the PG WRC, and are the main forum for detailed discussions around WRC agenda items. The CGs and the PG WRC provide advice directly to ACMA and the Department to inform Australian preliminary positions on WRC agenda items ahead of the regional meetings of the APG and the international Conference Preparatory Meetings (CPM). Additionally, a stakeholder group supports Australia's preparation for the ITU's Radiocommunication Advisory Group (RAG) and Radiocommunication Assembly (RA) meetings which provide guidance to the ITU-R study groups and set ITU-R sector priorities and work programs. This stakeholder group is the PG RA/RAG.

The processes of the ITU and APT are "contribution driven" which means that issues will generally only be discussed on the basis of member contributions or submissions. The expert stakeholders of the ARSGs, CGs, and PGs play an important role in developing Australian contributions throughout the WRC cycle, driving technical and policy discussions at the international and regional levels.

Officers from both the Department and ACMA, as well as Australian Public Service (APS) officers from other departments and agencies, participate in these forums together with industry representatives, providing expertise in both domestic and international, technical and policy negotiations.

More detailed descriptions of the domestic radiocommunications groups is available at Attachment A.

To register your interest in participating in the ARSGs or the Australian Preparatory Group for the Asia-Pacific Telecommunity Wireless Group (PG AWG), please email international@acma.gov.au.

To register your interest in participating in the PG WRC, CGs or the PG RA/RAG, please email WRC@communications.gov.au setting out your expertise, interest, company position and affiliations, with the Participants' Declaration (available at Attachment B).

Participation in any of Australia's domestic and international radiocommunications groups (e.g. ARSGs or PG WRC) is contingent on acceptance of the latest version of these *Guidelines for participation in Australia's domestic and international radiocommunications groups*.

Membership and participation in domestic stakeholder groups

Discretion to approve members of the ARSGs and PG AWG rests with ACMA (in consultation with the relevant ARSG Chair and the Department, as appropriate). Discretion to approve members of the PG WRC and PG RA/RAG rests with the Department (in consultation with ACMA). The decision-maker can take a range of factors into consideration when determining whether to approve a membership and membership can be rescinded if participants do not act in accordance with these guidelines.

When a membership request is received, the factors the decision-maker may take into account in deciding whether or not to approve the membership, include:

- the connection the individual or entity has to Australia;
- the skills and experience they would bring if they were accepted as a member of an Australia radiocommunications group;
- the ability of the individual or a representative of the entity to travel to attend in-person meetings;
- their existing or past participation in regional and international radiocommunications forums, including as members of a non-Australian delegation; and
- any other factors relevant to the request.

Participation in Australia's radiocommunications groups is on the condition of agreeing not to be involved in similar groups outside of Australia. Entities that are based both in Australia and elsewhere, and are seeking membership of Australia's radiocommunications groups while also participating in one or more non-Australian preparatory group(s) may be required to agree to additional undertakings at the discretion of the Department and ACMA. This is to avoid real or apparent conflicts of interest and ensure official information is appropriately protected. If any party would like to discuss specific circumstances in relation to this requirement, please contact ACMA (for ARSGs and PG AWG) or the Department (for PG WRC and PG RA/RAG).

Membership of Australian radiocommunications groups will not be approved for individuals that currently form part of a non-Australian domestic preparatory group, or take part in non-Australian delegations to radiocommunications forums and meetings.

Additionally, where an individual acts for more than one party, they are required to provide clarity to the decision-maker, and to other stakeholders, about which party they are representing in relation to different agenda items or issues. If the membership application is approved, it is the responsibility of the individual to keep the Department or ACMA (as appropriate in each case) promptly informed of any changes to the interests they are representing in Australian radiocommunications groups. This is necessary to maintaining transparency and appropriately managing real or apparent conflicts of interest (see "Conflicts of interest" section for more information).

International stakeholder participation

Australian delegations to international radiocommunications technical and policy level meetings draw from expert stakeholder participants as well as government officials. These stakeholders are generally drawn from the Australian radiocommunications groups and are therefore already involved in the domestic discussions on Australian preliminary positions. This is true of the technical level meetings (e.g. ITU-R study groups) as well as the rounds of regional (APT) and international (ITU-R) meetings held in preparation for the WRC.

Private sector and academic stakeholders also have the option to directly engage in ITU discussions and meetings as ITU Sector Members, rather than participating in an Australian delegation. Affiliate Membership of the APT is also open to Australian companies and organisations, and enables participation in ICT related regional events and meetings.

Sector or Associate membership of the ITU-R and Affiliate membership of the APT needs to be supported by the member state (the Department in consultation with ACMA) and both organisations levy fees for membership.

Australian industry membership[1] of these international and regional organisations is supported by the Australian Government on condition that such members have regard to and not act against published Australian Government positions (see "Obligation to support Australian objectives" section for more information). Australian industry members are also expected to provide contributions to the Department and ACMA at least one week before submission.

Australian delegation briefs and other official information must not be shared beyond those individuals that have been approved as members of each respective Australian radiocommunications group (see "Participation on a delegation" section for more information). Where an entity participates in international and regional meetings both as an industry member and as a member of one or more Australian radiocommunications groups or the official Australian delegation, the entity may be required to agree to additional undertakings at the discretion of the Department and ACMA, to avoid real or apparent conflicts of interest and ensure official information is appropriately protected.

Conflicts of interest

Many private sector stakeholders have commercial interests in seeking greater access to valuable and scarce spectrum and satellite orbits at the international level. WRC outcomes that govern the use of radio frequency spectrum and establish technological standards and regulations can have major impacts on market access and product take-up (globally or regionally). These impacts can affect, for example, the costs of mitigating interference to other users of radio spectrum, or the underlying conditions for testing and building critical mass, or user acceptance, of new technologies.

The Australian Government welcomes private sector advice on the basis that participants are required to be transparent about their commercial and personal interests and avoid any conflict of interest (real or apparent) in connection with participation in the radiocommunications groups. Participants need to avoid improper use of their position or information gained through participation in the radiocommunications groups (i.e. for personal gain).

Australian Government officials are subject to duties and obligations imposed by relevant sections of the APS Values and Code of Conduct set out in the *Public Service Act 1999*, and the *Public Governance, Performance and Accountability Act 2013*. Other participants will be required to make undertakings that they will observe similar duties and obligations through a Participants' Declaration (see Attachment B), and to disclose any material personal interests that may give rise to a real or apparent conflict of interest. If there is uncertainty about whether an interest is material or not, participants must disclose. Participants will be asked to update these declarations on a regular basis and are required to inform the Department and/ or ACMA (as relevant to their membership in Australian

[1] Includes Sector and Associate membership of the ITU and Affiliate and Associate membership of the APT.

radiocommunications groups) as soon as practicable, of any changes in their situation that could give rise to a real or apparent conflict of interest.

While Australian Government officials are not required to complete the Participants' Declaration when seeking membership of Australia's radiocommunications stakeholder groups, any conflicts of interest (real or apparent) that exists or arises must be communicated promptly to the Department or ACMA, as appropriate.

A conflict of interest can arise in a situation where participants are confronted with a situation where the outcomes could influence their own private interests, including the interests of family members or any person with whom they have a close personal relationship, and these considerations therefore have the potential to influence their decisions or position. They can also occur in a situation where participants are confronted with choosing between the duties and demands of competing positions e.g. employee/advocate of an industry body and being an Australian delegate to an ITU forum.

Such conflicts should be avoided wherever possible. If they cannot be avoided or are an inherent part of the roles (e.g. in multi-stakeholder forums), conflicts can often be managed by openly acknowledging the real or apparent conflict and, if necessary, refraining from decision-making or representational roles on specific matters.

Real or apparent conflicts that should be declared include (but are not limited to) situations where participants, their companies (in which they have a substantial interest) or their family members, are employed by, or paid to work for (e.g. have entered into contracts or consultancies), or undertake voluntary work for, foreign government agencies or regulators, or foreign or multi-national companies, on matters related to or that could reasonably be seen to be about preparations for the WRC or engagement with the ITU.

Transparency requirements and principles for engagement with government representatives apply to individuals or representatives of Australian and multi-national companies who conduct lobbying activities on behalf of a third-party client (or whose employees conduct lobbying activities on behalf of a third-party client) – as set out in the Lobbying Code of Conduct. Australia's Foreign Influence Transparency Scheme may apply additional requirements for some individuals or entities.

Gifts and hospitality

A material conflict of interest could arise where participants receive offers of gifts or other benefits which influence or could be perceived to influence, decisions and actions on a particular matter. Participants should understand Australian laws around bribery, including of foreign public officials, and should not ask for, or encourage, the giving of gifts, hospitality or other benefits.

Government officials are bound to follow specific policies around gifts to ensure transparency and avoid conflicts of interest, and may need to seek Head of Delegation approval to receive a gift or offer of hospitality, or may be required to register/ return gifts, particularly expensive ones. While on delegations, non-government participants should act in a manner consistent with government participants in regard to accepting offers of hospitality, or other benefits, and should seek the advice of the Head of Delegation if in doubt. Offers or actual gifts and hospitality provided are a potential source of conflict of interest and can be declared on the conflicts of interest form as part of the Participants' Declaration.

Hospitality associated with a conference, meeting or seminar (such as official dinners/receptions) and low-cost gifts (bags, stationery, promotional or informative materials, small cultural items offered to all participants) are common at meetings of regional and international organisations and acceptance of such offers should not generally raise a material conflict of interest. Heads of Delegation and other senior officials may also exchange low-cost gifts with counterparts as a matter of course during bilateral meetings.

Travel arrangements and costs

All costs and travel arrangements associated with attendance and involvement in domestic and international radiocommunication activities are the responsibility of individual participants or their organisation. Travel arrangements include, but are not limited to, visas, passports, flights, accommodation, and travel and medical insurance.

Participants and their organisations are responsible for seeking independent advice on travel and associated considerations, including any risks involved.

Specific security related arrangements may be required for particular meetings. Costs for these additional requirements are the responsibility of the individual participants.

The Australian Government provides a travel advisory and consular assistance service at www.smartraveller.gov.au. Participants should register their travel and contact details on that website.

Representing Australia

Participation in the radiocommunications forums can entail representing Australia at the international level, including through conversations with international peers and experts, and interaction with delegations from other countries as well as industry representatives at international meetings. These interactions can impact Australia's international reputation and relationships with other countries.

The Australian Government values the multi-stakeholder approach and expert engagement in our international deliberations, and requires high professional standards of behaviour of all participants. Australian Government officials are bound by the APS Values and Code of Conduct, and will also be bound by requirements and regulations related to confidential information and documents classified as "Official: Sensitive". Non-officials should have an understanding of the APS Values and Code of Conduct and be prepared to act in accordance with these documents in principle, and in particular to make an undertaking to "behave in a way that upholds the good reputation of Australia".

Participants in the radiocommunications forums described in this guide must adhere to Australian Government agreed positions when engaged in discussions with international peers on matters relating to WRC and ITU-R deliberations. Where there is any doubt about an Australian position, or it is under development, participants should consult with and defer to the Head of Delegation or Deputy Head of Delegation in all correspondence or discussions on the subject.

Additional protocols will apply for accreditation and conduct at international meetings with treaty-level impact, particularly WRCs. Guidance for particular meetings will be made available in the relevant delegation brief.

Participating on a delegation

Selection of participants for an Australian Delegation to meetings is at the discretion of the Department and ACMA and will usually take into account:

- appropriate skills and/or knowledge of the participant relevant to the meeting, considering proposed Australian inputs and the work of the meeting
- whether the participant has contributed to meeting preparations through participation in the relevant domestic bodies
- the number of Australian delegates and expertise required to advance Australia's national interests
- the participant's past compliance with these guidelines (and their predecessor guidelines).

Calls for expressions of interest to participate in meetings for which ACMA is the lead are circulated through the ARSGs. For meetings led by the Department, calls for expressions of interest will be circulated through the PG WRC. Expressions of interest for major meetings – such as the WRC, RA, CPM or APT meetings – will require renewal of the Participants' Declaration relating to conflicts of interest and other conduct requirements – Attachment B.

Approved participants will be invited to join an Australian delegation by the Head of Delegation (HOD) – in most cases an official from either the Department or ACMA, depending on the forum.[2]

General expectations

Participation in international and regional meetings can be onerous and lengthy, with some meetings running over several weeks. Participants on delegations will be expected to attend all Australian delegation meetings, provide regular status updates to the Head of Delegation (or Deputy Head if so delegated), and generally participate in a collaborative way with other members of the delegation to ensure coverage of major issues and successful prosecution of Australia's positions. In general, participation will relate to participants' areas of expertise and interest, but in some cases could involve monitoring or participating in discussions on other matters. Heads of Delegation are responsible for preparing a Delegation Report containing a summary of the meeting discussions and outcomes, and recommendations for future action within one month of the close of the meeting(s). Participants are required to contribute to these reports. Participants should make themselves aware of the rules of protocol and procedure of international organisations and act consistently with these expectations.

For some meetings, especially those attended by larger delegations, stakeholders may be invited to join Australian delegations as either negotiators or expert advisers. Negotiators will be expected to prosecute Australia's positions, speak on behalf of Australia, and react to developing discussions with the support of the Head and Deputy Head of Delegation. Expert advisers provide expertise to support negotiators and the Head and Deputy Head of Delegation, and will only negotiate on behalf of Australia as expressly authorised in writing by the Head or Deputy Head of Delegation. Industry representatives (including registered lobbyists) will generally participate as expert advisers. These allowances and constraints reflect common international practice, the technical nature of radiocommunication negotiations, and the high level of engagement of multinational companies in ITU and APT deliberations.

[2] Australian delegations for ITU-R study group meetings are sometimes led by Australian expert members of the ARSGs. In such cases the Head of Delegation will consult with relevant government officials on exercise of HOD discretion as set out in this guidance.

Bilateral consultations and meetings with Chairs or other officials should be pursued with the knowledge of, and in collaboration with, the Head of Delegation. Communication of formal Australian contributions, submissions, views (other than published Australian preliminary positions), or statements of position to other countries or secretariat must be agreed by the Head of Delegation. Similarly, the Head of Delegation must approve any additional roles (chairing and rapporteur responsibilities, assisting Chairs, media liaison etc.) Australian participants are asked to take on.[3]

Heads of Delegation may decide to release participants from international meetings if their expertise is no longer required due to the progress of negotiations (unrelated to any disciplinary matter). Conversely, they may request participants to remain until negotiations are concluded (mainly for large conferences such as WRC).

Official information

Australian Delegation Briefs and other documents developed for meetings of domestic and international groups, will only be shared with non-government participants at the "Official" or "Official: Sensitive" level. Participants must ensure all such material, including verbal discussions, is not shared outside of channels set up for sharing this, such as an official SharePoint site or a delegation meeting/teleconference. Please note the following:

- electronic materials at "Official: Sensitive" classification should be held only on password protected devices, including storage devices
- if carrying printed material at the "Official: Sensitive" classification, participants must carry it on their person.

Online document sharing platforms

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 radiocommunications 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. 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 positions, Australian Government delegation briefs and verbal or written instructions from the 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

[3] Where the Head of Delegation is not an officer of the Department or ACMA, they should discuss additional roles with the relevant agency before approval wherever possible.

- 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 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 positions, contributions and submissions to ITU/APT from industry members should be shared in draft form with the Department and ACMA a minimum of one week prior to the relevant submission deadline.

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 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 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 and upheld about a participant's conduct
- where there is prima-facie evidence of unprofessional behaviour or a 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.[4] In such circumstances, any additional costs incurred (e.g. for adjusted travel arrangements) are to be met by the participant.

[4] Heads of Delegation who are not officers of the Department or ACMA must consult with both agencies.

Privacy

In the course of administering the radiocommunications groups the Department and 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 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 https://www.infrastructure.gov.au/department/about/privacy-policy and ACMA's privacy policy is available at https://www.acma.gov.au/privacy-policy.

Attachment A: Australian radiocommunications groups

These Terms of Reference provide an overview of the functions of the various radiocommunications groups. The Department and 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 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 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 representatives of the Department, ACMA, and representatives of industry, peak industry bodies, government agencies, academia, and ARSGs. Final discretion for approving membership of this group rests with the PG WRC Chair.

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 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 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 representatives of the Department, ACMA, and representatives of industry, peak industry bodies, government agencies, academia and ARSGs. Final discretion for approving membership of this group rests with the PG RA/RAG Chair.

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 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 ACMA, the Department, and representatives of industry, peak industry bodies, government agencies and academia. Final discretion for approving membership of this group rests with the PG AWG Chair.

Australian Radiocommunications Study Groups (ARSGs)

Role: The ARSGs study, coordinate and provide stakeholder views and expert advice to the Department and 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.

Table: The ARSGs and areas of work of the groups

ARSG	Relevant meetings	Relevant matters
ARSG 1	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.
ARSG 3	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.
ARSG 4	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.
ARSG 5	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.
ARSG 6	ITU-R Study Group 6 and subordinate groups	Broadcasting service, 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.
ARSG 7	ITU-R Study Group 7 and subordinate groups	Science services, including studies into: • systems for space operation, space research, earth exploration and meteorology, including related use of links in the inter-satellite service • radio astronomy and radar astronomy • dissemination, reception and coordination of standard-frequency and time-signal service, including the application of satellite techniques, on a worldwide basis.

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

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

To register your interest in participating in the ARSGs or the Australian Preparatory Group for the Asia-Pacific Telecommunity Wireless Group (PG AWG), please email international@acma.gov.au.

To register your interest in participating in the PG WRC or the PG RA/RAG, please email WRC@communications.gov.au setting out your expertise, interest, company position and affiliations, with the Participants' Declaration (available at Attachment B).

Participation in any of Australia's domestic and international radiocommunications groups (e.g. ARSGs or PG WRC) is contingent on acceptance of the latest version of these *Guidelines for participation in Australia's domestic and international radiocommunications groups*.

Australian Government
Department of Communications and the Arts

Australian Government
acma

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 (ITU-R)
- 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 (ARSGs)

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 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, to protect official information and work to support Australia's national interest. 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 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[5]) in connection with the Australian radiocommunications groups;

I will disclose details of material personal interests[6] 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 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 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 and generally work to promote Australia's national interest;

[5] 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 could appear that the person's personal interests could improperly influence the person in the course of their participation, even if this is not in fact the case.

[6] 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[7] information, my position, power or authority gained as a member of Australian radiocommunications groups or an Australian delegation;[8]

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 and best interests 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 ACMA;

I am aware of the Australian Privacy Principles set out in the *Privacy Act 1988* (Cth) which authorise the collection of personal information 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.

[7] 'Improper use' in this context includes use by a person of their position in 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.

[8] 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 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 they give. I am aware of the Australian Privacy Principles set out in the *Privacy Act 1988* which authorise the collection of personal information 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: _____