**L-CPG15(14)01 Annex 1**

#### Relevant Sections of the ECC Rules of Procedure

**ARTICLE 8 – PRINCIPLES FOR APPOINTING CHAIRMEN AND VICE CHAIRMEN**

8.1 Only Members' representatives are entitled to be Chairmen or Vice Chairmen. Representatives of the Office may serve as Chairmen of Task Groups and Project Teams.

8.2 The primary considerations for choosing Chairmen and Vice Chairmen are the experience and qualifications of the persons concerned.

8.3 As far as possible there should be an equitable geographical distribution of appointments.

8.4 The Chairman and Vice Chairmen of any group shall not represent the same Member.

8.5 Appointments shall normally be for a maximum of three years with the possibility of reappointment for one further consecutive term only. For Working Groups preparing for ITU Conferences the term of the Chairman shall normally be limited to one Conference cycle.

8.6 The number of Vice Chairmen for any ECC entity shall be limited to two.

8.7 A Vice Chairman shall assume the responsibilities and role of the Chairman, when the Chairman is unavailable.

**ARTICLE 9 - PROCEDURE FOR APPOINTING CHAIRMAN AND VICE CHAIRMEN OF THE PLENARY AND CHAIRMEN OF WORKING GROUPS**

9.1 A list of Chairmen and Vice Chairmen of the Plenary and Working Groups should be maintained on the Office website.

9.2 An announcement shall be made at the Plenary meeting prior to the Plenary meeting which will need to make an appointment, of the vacancy and the need to make the appointment at the subsequent meeting.

9.3 Following this meeting the ECC Chairman shall invite all CEPT Members (ECC List A) to consider submitting a candidate for the vacant post. The information shall also be sent to the individuals on the Plenary distribution list (ECC List B).

9.4 Candidates must be proposed by the Member at least one month prior to the Plenary meeting which shall make the appointment. The Member must make a commitment that the necessary resources (including secretarial services) to support the chairmanship shall be provided should their candidate be successful. Brief curriculum vitae for the candidate should be included, indicating relevant qualification and experience. This information shall be forwarded to the ECC Chairman who shall immediately publish it in the meeting documents area of the Office website. This information shall be accessible to CEPT Members only.

9.5 The names, including CV, shall be circulated to all CEPT Members (ECC List A). The information shall also be sent to the individuals on the Plenary distribution list (ECC List B).

9.6 Members unable to attend the Plenary meeting making the appointment, are invited to advise the ECC Chairman, in writing, of their preference, and give their proxy vote in accordance with Article 15.3.

9.7 Candidates may be requested to make a presentation of their candidature during the first day of the Plenary meeting where the appointment has to be made.

9.8.1 During the Plenary meeting, where the appointment is to be made, the ECC Chairman, if there is more than one candidate, shall seek a decision by means of a secret ballot, in accordance with Articles 14.3 to 14.6 and Article 15. If there are only two candidates and they receive the same number of votes, there shall be a second round of voting, after sufficient time for consultation between the two rounds. If in this case too, the two candidates receive the same number of votes and If no candidate volunteers to withdraw, the elected candidate is randomly selected by means of a lottery draw.

9.8.2 If there are more than two candidates and no candidate is elected in the first round, there shall be multiple rounds. In every subsequent round except from the last round, if no candidate is elected, the candidate who receives the lowest number of votes shall not participate in the next round.

9.8.3 If in any subsequent round referred to in Article 9.8.2 two or more candidates receive equal lowest number of votes, the candidate who is randomly selected by means of a lottery draw shall not participate in the next round.

9.8.4 If at the end of a round, one or more candidate(s) withdraw(s), the voting procedure continues with all other candidates, including the one(s) who received the lowest number of votes in the round.

9.8.5 If in the final round between two (2) candidates, both of them get the same number of votes, there shall be sufficient time available to allow for consultations. If no candidate volunteers to withdraw, the elected candidate is randomly selected by means of a lottery draw.

9.8.6 There shall be sufficient time available between two consecutive rounds in order to allow for consultations.

**L-CPG15(14)01 Annex 2**

**The Working Group ‘Conference Preparatory Group’ (CPG)**

shall:

1. Provide a forum within the CEPT to prepare European positions for ITU World Radiocommunication Conferences (WRCs) and Radiocommunication Assemblies (RAs);
2. Develop, as required, co-ordinated positions in order to assist CEPT administrations that are Members of the ITU Council in presenting a European position in respect of discussions concerning Conference agendas and timing;
3. Develop common positions in respect of ITU-R meetings, in particular the Conference Preparatory Meeting;
4. Develop and agree European Common Proposals (ECPs) for the work of WRCs and RAs;
5. Develop procedures to co-ordinate CEPT actions during the course of the WRCs and RAs;
6. Prepare and approve briefs for the members of CEPT national delegations in order to present the European positions at WRCs and RAs;
7. Consult with various bodies and organisations inside or outside the CEPT, or administrations outside the CEPT, with the principal aim to collect information and to broaden the support of CEPT positions;
8. Develop and maintain its work programme, approve the work programme of its subordinate bodies, and guide and co-ordinate the work of these bodies;
9. Seek, where relevant, contributions and assistance from the Office and the relevant ECC subordinate bodies, and report on it to the Plenary;
10. Report to the Plenary on the progress of its work.