



Working Methods

**Working Methods
for the
Electronic Communications Committee
(and its sub-ordinate entities)**

Edition 28

agreed by the ECC meeting 14 – 17 November 2017

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LIST OF ABBREVIATIONS

Abbreviation	Explanation
CPG	Conference Preparatory Group
CEPT	European Conference of Postal and Telecommunications Administrations
EC	European Commission
ECC	Electronic Communications Committee
ECP	European Common Proposal
ECTRA	European Committee for Telecommunications Regulatory Affairs
ERC	European Radiocommunication Committee
ETSI	European Telecommunications Standards Institute
FM	Frequency Management
ICAO	International Civil Aviation Organization
IMO	International Maritime Organization
ISM	industrial, scientific and medical applications
ITU	International Telecommunication Union
LoU	Letter of Understanding
MFCN	Mobile Fixed Communication Networks
MoU	Memorandum of Understanding
NaN	Numbering and Networks
PT	Project Team
RA	Radiocommunication Assembly
RRC	Regional Radiocommunication Conference
SE	Spectrum Engineering
WAPECS	Wireless Access Policy for Electronic Communications Services
WG	Working Group
WRC	World Radiocommunication Conference

1 WORK PROGRAMME

1.1 For the adoption of a work item on the ECC Work Programme, the Working Group or Plenary should agree that it is a suitable subject to undertake and that it satisfies the Mission of the ECC. In addition, a minimum number of five supporting Members¹, who are willing to provide resources (e.g. contributions, chairmanship), shall be required.

1.2 The Plenary shall advise the Council of its requirements for support based on the Office Work Programme.

¹ Including the Administration initiating the proposal

2 CONDUCT OF MEETINGS

2.1 The following procedures will act as guidelines for the Chairman and participants in meetings:

- Chairmen shall try, as far as possible, to reach consensus.
- To seek consensus is the responsibility for all Members and demands a deep commitment to achieve pragmatic European results with acceptable costs for administrations and users.
- However, the seeking of consensus shall not hinder the progress of decision making.
- If it is impossible to gather the meeting around a consensus view, the Chairman shall decide which of the following options to pursue, in order of preference:
 1. continue negotiating, if necessary outside the meeting, to reduce the alternatives or to achieve a common approach;
 2. holding an indicative vote with the purpose to identify the balance of opinion so that Members are encouraged not to press differences of view, which are unlikely to attract sufficient support;
 3. holding a vote (at a Plenary or Working Group meeting);
 4. in the case of a Working Group, Project Team or Task Group of the Plenary, pass the issue to the Plenary level, with a clear definition of the different positions, for a decision;
 5. postponing the issue to the next meeting. However, an item should not be postponed more than once.

3 DOCUMENTS

3.1 Working documents of the ECC (see Art. 10 of the ECC Rules of Procedure) shall be categorised as follows:

- Permanent documents;
- Temporary documents;
- Information documents

Such documents may be presented by Members, ECC entities, the Office, Counsellors, Observers or the Chairman.

Permanent documents are working documents which have been given a document number (see also 3.2). Temporary documents are documents of a non-permanent nature circulated during meetings. Temporary documents shall be obsolete after the meeting and cannot be referred to or distributed further.

Information documents are documents for information purpose only circulated before or during meetings. Information documents cannot be referred to after the meeting.

Permanent documents will be maintained by the Office.

For any document the entity responsible for the document's preparation shall be identified.

3.2 ECC documents are identified as follows:

Decision	ECC/DEC/(Year)Y
Recommendation	ECC/REC/(Year)Y
Reports	ECC REPORT W CEPT REPORT W
European Common Proposal	EUR/V/W
Permanent document	Doc. X(Year)Y
Temporary document	TEMP Z
Information document	INFO Z

where

V stands for the conference agenda item number, where applicable,

W stands for a serial number,

X stands for the entity to which it has been submitted (e.g. FM44, CPG, SE7)

Y stands for a three digit serial number beginning each year with the number 001,

Z stands for a serial number beginning usually at each meeting with 001.

If an output document is subsequently substantially revised the original number shall be suppressed and a new number issued. The identification of the suppressed document shall be mentioned on the revised document. If only minor changes have been introduced, or if further changes are expected, the original number may be kept, followed by the number of the revision (e.g. Rev.1).

3.3 ECC Decisions, Recommendations and Reports will be published in accordance with the standard format given in Annexes.

4 DOCUMENT DISTRIBUTION

4.1 Documents for meetings within the ECC and its sub-ordinate entities will be provided in electronic form only. Documents are provided via the CEPT website by the Chairman of the meeting. When uploading documents onto the server the chairman should mark each uploaded document if protection is needed by the author of the document or if the meeting decides that an output document should be password protected.

4.2 The Office will maintain a list of Members (ECC List A), a list of Counsellors and Observers (ECC List B), a list of single contact person within each Member administration (ECC List C) and a list of contact persons within each Member administration for questionnaires (ECC List D). The distribution list of the Plenary, which lists individuals entitled to receive working documents, agendas and invitations to Plenary meetings, is managed via the CEPT website.

5 MAINTENANCE OF OUTPUT DOCUMENTS

5.1 The Office will publish the texts of ECC Decisions, Recommendations and Reports on the CEPT website and will maintain a database which provides information on the commitment or implementation in the case of Decisions and the status of implementation in the case of relevant Recommendations by the Members. On a regular basis the Office will provide information on the implementation of Decisions to the Plenary in order for the Plenary to review the situation and take appropriate action. On an annual basis Members will be reminded by the Office to update their input to the database.

6 PARTICIPATION OF OBSERVERS

Representatives of relevant inter-governmental organisations as well as other organisations or non-CEPT administrations concerned with electronic communications may participate in meetings on an ad hoc basis as Observers if they are:

- Representatives of those organisations which have co-signed a Memorandum of Understanding on Co-operation or a Letter of Understanding on Co-operation;
- Invited by the Chairmen;
- Approved by the Chairman to participate in meetings on their request.

Representatives of those organisations which have co-signed a Memorandum of Understanding on Co-operation can participate in meetings in accordance with the terms of the MoU.

Representatives of those organisations which have co-signed a Letter of Understanding on Co-operation can participate in meetings when items of interest are on the agenda or if wider participation is permitted by the LoU.

Country names should only be used for representatives of national administrations.

Individual nametags shall indicate the name of the company or organisation.

Participation Lists shall include a section listing all participating Observers.

When giving the floor to an Observer, the Chairman shall indicate the name of the Observer.

When an intervention from an Observer is recorded in the minutes the name of the Observer shall be included.

Former intergovernmental organisations that have been privatised have the same status as a private company.

7 MEMORANDA OF UNDERSTANDING AND LETTERS OF UNDERSTANDING

Proposals for MoUs and LoUs must be approved by the ECC and signed by the ECC Chairman. ECC subordinate entities involved should be consulted prior to any approval. Such agreements shall contain an element of reciprocity regarding participation in the activities of each party. They should be concluded with relevant organisations with which the ECC expects to have an ongoing relationship. These organisations and ECC should identify the scope of issues for which they have common interests and indicate at which meetings they will participate on a regular basis.

8 AMENDMENTS TO THE WORKING METHODS

Proposed amendments of the Working Methods shall be put to the Plenary at least two weeks prior to the meeting.

ANNEX 1: TERMS OF REFERENCE FOR THE ECC PLENARY, AND ITS WORKING GROUPS, PROJECT TEAMS AND TASK GROUPS

A1.1 THE 'ELECTRONIC COMMUNICATIONS COMMITTEE'

Chairman: Mr. Chris Woolford OFCOM Riverside House 2a Southwark Bridge Road London United Kingdom	Tel: +44 20 7783 4185 Mobile: +44 7980 269317 E-mail: chris.woolford@ofcom.org.uk
<i>Date of first taking office of current Chairman: 26-10-2018</i>	
The Electronic Communications Committee (ECC) <i>shall:</i> <ol style="list-style-type: none">1. Consider and develop policies on electronic communications² activities in a European context, taking account of European and international legislation and regulations;2. Develop European common positions and proposals, as appropriate, for use in the framework of international and regional bodies;3. Forward plan and harmonise within Europe the efficient use of the radio spectrum, satellite orbits and numbering resources, so as to satisfy the requirements of users and industry;4. Take decisions on the management of the work of the ECC;5. Approve Decisions and other deliverables;6. Implement the strategic decisions of the Assembly;7. Seek guidance from the Assembly, as and when necessary, and propose issues for consideration by the Assembly;8. Where relevant, establish contacts with equivalent organisations outside of Europe;9. Report to the CEPT Assembly on the progress of its work. <p>In carrying out these activities, the ECC shall establish close cooperation and consultation with relevant European bodies, in particular the European Commission and the European Free Trade Association. Unless decided differently by the ECC Plenary with regard to a specific issue, contributions to the European Commission on ECC matters should in any case be agreed by the ECC Plenary.</p>	

(Updated 29 October 2018)

² 'electronic communications' means transmission, and, where applicable, switching or routing, which permits the conveyance of signals by wire, radio, optical or other electromagnetic means, irrespective of the type of information conveyed.

A1.2 THE WORKING GROUP 'CONFERENCE PREPARATORY GROUP' (CPG)

Chairman: Mr. Martin Weber Bundesnetzagentur für Elektrizität, Gas, Telekommunikation, Post und Eisenbahnen Im Gewerbepark A15, D-93197 Regensburg Germany	Tel: +49 9414626230 E-mail: martin.weber@bnetza.de
<i>Date of first taking office of current Chairman: 07-07-2023</i>	
<p>The Working Group 'Conference Preparatory Group' (CPG)</p> <p>shall:</p> <ol style="list-style-type: none"> 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. 	

(Updated October 2023)

A1.3 THE WORKING GROUP 'FREQUENCY MANAGEMENT' (WG FM)

Chairman: Mr. Vincent Durepaire ANFR 78 avenue du Général de Gaulle 94704 Maisons-Alfort France	Tel: +33 1 45 18 72 14 E-mail: vincent.durepaire@anfr.fr
<i>Date of first taking office of current Chairman:06-03-2020</i>	
The Working Group 'Frequency Management' (WG FM) shall: <ol style="list-style-type: none">1. Develop strategies for the implementation of long term plans for future use of the frequency spectrum;2. Update and maintain the European Table of Frequency Allocations and Utilisation (ERC Report 25) as the strategic framework for frequency allocations and use in Europe;3. Promote harmonised national frequency allocation tables and co-ordinate the use of frequency bands for the same purpose, for applications and for systems throughout CEPT countries;4. Select and apply appropriate criteria for sharing and compatibility between radiocommunications services and systems;5. On request from the CPG contribute to the preparation of CEPT positions for WRCs and other relevant fora;6. Recommend methods of co-ordinating frequency assignments;7. Co-ordinate monitoring and enforcement activities and promote possible common approaches in this area;8. Provide guidance to the Office on the coordination of the activities in relation to radio amateur issues;9. Provide a forum for frequency managers within CEPT to discuss issues of common concern, including civil/military co-operation;10. Co-ordinate related activities and contributions for the work in the ITU-R sector;11. Seek, where relevant, contributions and assistance from the Office and the relevant ECC subordinate bodies;12. Consult with various bodies and organisations within CEPT countries or administrations outside the CEPT, with the principal aim to collect information and to broaden the support for the deliverables of the working group;13. Prepare draft Decisions as directed by the Plenary and prepare and approve Recommendations and Reports as necessary; in developing new Decisions, Recommendations and Reports, WG FM shall take into account the exemption from individual licensing and free carriage and use of equipment, where appropriate.14. Develop and maintain its work programme, approve the work programme of its subordinate bodies, and guide and co-ordinate the work of these bodies;15. Report to the Plenary.	

(Updated 11 March 2020)

A1.4 THE WORKING GROUP 'NUMBERING AND NETWORKS' (WG NAN)

Chairman : Ms. Elizabeth Greenberg OFCOM Riverside House 2a Southwark Bridge Road London SE1 9HA United Kingdom	Tel: +44 2077834163 Mobile: +44 7595090206 E-mail: elizabeth.greenberg@ofcom.org.uk
<i>Date of first taking office of current Chairman: 06-03-2020</i>	
<p>The Working Group 'Numbering and Networks' (WG NaN) shall:</p> <ol style="list-style-type: none"> 1. Develop policies in numbering, naming and addressing and network-related issues, and 2. advise on technical regulatory matters in electronic communications networks and services to encourage innovation and to support fair competition for the benefit of end-users and all European stakeholders. 3. Develop national and international numbering, naming and addressing plans for new services and applications and promote their sustainable use; 4. Develop and promote harmonisation of the different national numbering, naming, and addressing plans and policies, where justified; 5. Develop policies in order to prevent, detect and resolve abuses related with numbers; 6. Identify where technology developments and standards effect the regulation of network access, interconnection, and interoperability and recommend on the appropriate measures; 7. Study technical and regulatory aspects of emergency services communications and cooperate with European emergency services stakeholders on regulatory matters where appropriate. 8. Provide a platform where CEPT administrations can share views, insights and potential solutions on practical technical regulatory matters which have become an issue in one or more CEPT countries; 9. Consult and collaborate with various administrations, standards bodies, organisations and industry players inside or outside the CEPT with the principal aim of coordinating CEPT activities, collecting relevant information and raising awareness and support for the work of CEPT; 10. Organise workshops with industry and other external stakeholders as part of a consultative approach on key regulatory subjects when appropriate and relevant in order to fully inform current and future work; 11. Find and propose harmonised approaches to resolving technical and regulatory challenges; 12. Prepare draft Decisions as directed by the Plenary; 13. Prepare and approve Recommendations and Reports as necessary; 14. Develop and agree on common positions in international organisations as the ITU and ETSI; 15. Develop and maintain its work programme, approve the work programme of its subordinate bodies, and guide and co-ordinate the work of these bodies; 16. Report to the Plenary. 	

(Updated 11 March 2020)

A1.5 THE WORKING GROUP 'SPECTRUM ENGINEERING' (WG SE)

Chairman: Mr. Jérôme André Agence Nationale des Fréquences 265 rue Pierre RIVOALON CS 13829 France	E-mail: jerome.andre@anfr.fr
<i>Date of first taking office of current Chairman: 26-10-2018</i>	
The Working Group 'Spectrum Engineering' (WG SE) shall: <ol style="list-style-type: none">1. Develop technical guidelines for the use of the frequency spectrum by various radiocommunication services;2. Develop sharing criteria between radiocommunication services, systems or applications using the same frequency bands;3. Develop compatibility criteria between radiocommunication services using different frequency bands;4. Co-ordinate CEPT activities and contributions for the related work in ITU-R;5. Co-operate with relevant technical bodies in ETSI in accordance with the procedures given in the Memorandum of Understanding between ECC and ETSI;6. Study technical impacts of ISM and other non-radio equipment on radio services taking into account related activities in the relevant International and European Organisations;7. On request from the CPG contribute to the preparation of CEPT positions for WRCs and other relevant fora;8. Seek, where relevant, contributions and assistance from the Office and the relevant ECC subordinate bodies;9. Consult with various bodies and organisations within CEPT countries or administrations outside the CEPT, with the principal aim to collect information and to broaden the support for the deliverables of the working group;10. Prepare draft Decisions as directed by the Plenary and prepare and approve Recommendations and Reports as necessary;11. Develop and maintain its work programme, approve the work programme of its subordinate bodies, and guide and co-ordinate the work of these bodies;12. Report to the Plenary.	

(Updated 29 October 2018)

A1.6 THE PROJECT TEAM ON 'MOBILE BROADBAND' (PT-1)

Chairman: Mr. Steve Green Ofcom UK 2a Southwark Bridge Road London SE1 9HA United Kingdom	Tel: +44 2077834384 Mobile: +44 7802338341 Email: steve.green@ofcom.org.uk
<i>Date of first and second taking office of current Chairman: 17-06-2016 / 05-07-2019</i>	
<p>The project team shall be responsible for implementing the WAPECS concept as appropriate in the context of MFCN and in frequency bands identified by ECC, including collaborating with WG FM on frequency management issues.</p> <p>The project team shall:</p> <ol style="list-style-type: none"> 1. Consider the frequency arrangements for spectrum identified for MFCN and develop appropriate ECC Deliverables based on requests from ECC; 2. Review the relevant ERC/ECC Decisions; 3. Develop appropriate ECC Deliverables on border coordination; 4. Consider the sharing and compatibility issues for MFCN: <ul style="list-style-type: none"> ▪ Develop appropriate ECC Recommendations and Reports; ▪ Update existing ERC/ECC Recommendations and Reports as appropriate; ▪ Investigate and develop relevant technical conditions implementing the WAPECS concept (e.g. least restrictive technical conditions) taking into account relevant ECC harmonised band plans; 5. Co-ordinate contributions to relevant ITU groups; 6. Develop appropriate deliverables on Mobile communication on-board aircraft and vessels collaborating with SE/SE7; 7. Develop and review relevant deliverables on licensing/free circulation/use of terminal equipment in relation with relevant harmonisation measures developed or maintained by ECC PT1; 8. Liaise with ETSI and other relevant bodies dealing with standardisation; 9. On request from CPG contribute for the preparation of CEPT positions for WRCs and other relevant for a; 10. Develop relevant studies on current and future MFCN market in relation with spectrum issues; 11. Seek, where appropriate, contributions and assistance from and work collaboratively with relevant ECC subordinate bodies and the Office; 12. Report to Plenary on the progress of its work. 	

(Updated March 2022)

ANNEX 2: MECHANISM AND STANDARD FORMAT FOR ECC DECISIONS

Mechanism for ECC Decisions is described in the Article 12 of the ECC Rules of Procedure.

The standard format for ECC Decisions can be downloaded from the ECC website or from this [link](#).

The standard format for withdrawing ECC Decisions can be downloaded from the ECC website or from this [link](#).

ANNEX 3: MECHANISM AND STANDARD FORMAT FOR ECC RECOMMENDATIONS

A3.1 INTRODUCTION

- A3.1.1 ECC Recommendations should be the outcome of a consultation process on matters of harmonization in the communications regulatory field. Administrations are encouraged to apply them, though implementation is on a voluntary basis.
- A3.1.2 There are four main elements to the Recommendation making mechanism: development and approval, implementation, amendment, and withdrawal.

A3.2 DEVELOPMENT AND APPROVAL

- A3.2.1 The Plenary or the appropriate Working Group(s) or other ECC entities if authorized to do so in their terms of reference shall decide whether a new item of work should lead to a Recommendation.
- A3.2.2 Where more than one entity is involved, before work is started, the involved entities should agree the responsible entity. In case an ECC Recommendation is developed by a decision of the Plenary, the responsible entity is designated by the Plenary.
- A3.2.3 The responsible entity developing a draft ECC Recommendation should take account as appropriate of its regulatory consistency and enforceability.
- A3.2.4 The responsible entity is expected to liaise with ETSI to inform it of the draft ECC Recommendation³ asking for comments and feedback.
- A3.2.5 Draft Recommendations shall follow the standard format.
- A3.2.6 A draft Recommendation agreed by the responsible entity for Public Consultation shall be notified to Members by the Office using e-mail. A copy of the draft shall be placed within the CEPT website consultation area for downloading by members, as advised in the email. Providing no objections to proceed to Public Consultation are received by the Office from any Member within two weeks of this notification, the draft Recommendation is considered to be approved for Public Consultation to be carried out during a minimum period of six weeks. If such an objection is received, the draft Recommendation shall be placed on the agenda of the next responsible entity meeting for decision on Public Consultation. In cases where there is no consensus the voting procedure in accordance with Article 12.2.15 of the Rules of Procedure shall be applied.
- A3.2.7 In cases where the ECC Plenary approves draft Recommendations for Public Consultation, this will proceed without the notification referred to in A3.2.6.
- A3.2.8 The responsible entity shall consider the results of the Public Consultation when approving the draft Recommendation. However, draft Recommendations tasked by the ECC shall be submitted to the Plenary for approval.
- A3.2.9 If no agreement can be reached, the responsible entity shall present the draft Recommendation to the Plenary together with the comments received. The Plenary shall decide on the approval of the

³ On spectrum matters

Recommendation, preferably by consensus. In cases where this is not possible, a voting procedure in accordance with Article 12.2.15 of the Rules of Procedure shall be applied.

A3.2.10 The final text of the ECC Recommendation shall be included as an annex to the Minutes of the meeting at which it is approved, published in the documentation area of the CEPT website.

A3.3 IMPLEMENTATION

A3.3.1 Members are strongly urged to respond to periodic questionnaires from the Office that facilitates the publication of a complete list of relevant ECC Recommendations and the extent of their implementation by ECC Members.

A3.4 REVIEW

A3.4.1 Every Recommendation can be reviewed following a request by an ECC entity or following the guidance of the Plenary, to update the frequency bands indicated in the Recommendation or other information, taking into account an initial assessment made by an ECC entity and any other relevant information. The time for such reviews is not strictly established. As a consequence of a review, the responsible ECC entity or the Plenary shall decide whether to maintain, amend or withdraw the Recommendation. If the decision of the responsible ECC entity is not unanimous, a final decision is taken by the Plenary.

A3.5 AMENDMENT⁴

A3.5.1 The Plenary or the responsible entity shall decide whether or not a process to amend a Recommendation should start.

A3.5.2 With the exception of amendments in accordance with paragraphs A3.5.3 and A3.5.3bis below the development and approval of an amended Recommendation should follow the provisions of section A3.2 above.

A3.5.3 Amendments of editorial nature, that is, amendments relating to the correction of editorial errors, such as typographical errors or errors in calculations or any other similar oversight as well as updates of factual information, e.g. references to standards, provided that these corrections or updates do not impact on the original recommends part of the Recommendation, would not require a Public Consultation.

A3.5.3bis Also national information included in a Recommendation, typically in annexes/appendices, may be updated by means of communication between the country in question and the Office, without Public Consultation. The latest date of update of national information is to be identified at the bottom of the relevant page, stating "Edition of < date >".

A3.5.4 On the approval of the amended Recommendation, the previous Recommendation is automatically withdrawn.

A3.5.5 Previous versions of amended Recommendation shall be kept in the documentation area of the CEPT website except in the case of corrected Recommendations where the amendments are limited to the correction of errors.

⁴ These provisions are also applicable to ERC and ECTRA Recommendations.

A3.5.6 Unless agreed otherwise, the reference number of the amended Recommendation remains unchanged, but the new version should have a reference next to the title, stating: “Amended” < place, date >”.

A3.5.6bis For amended Recommendations in accordance with Article A3.5.3, the reference number shall remain unchanged, but the new version shall have a reference next to the title, stating “Corrected < date >” or “Updated < date >” depending upon the nature of the amendments.

A3.6 WITHDRAWAL

A3.6.1 When it is considered by the Plenary or the responsible entity that a Recommendation is no longer valid or needed, the Plenary or the responsible ECC entity shall take a decision on its withdrawal or replacement by another Recommendation. If the decision of the responsible ECC entity to withdraw is not unanimous, a final decision is taken by the Plenary.

A3.6.2 A withdrawn Recommendation shall be kept in the documentation area of the CEPT website with the following note: “Withdrawn” or “Withdrawn – Replaced by ECC/REC/(XX)YY”, where (XX)YY refers to the reference number of the new Recommendation that replaces the old one.

A3.7 STANDARD FORMAT FOR ECC RECOMMENDATIONS

A3.7.1 The standard format for ECC Recommendations can be downloaded from the ECC website or from this [link](#).

ANNEX 4: MECHANISM AND STANDARD FORMAT FOR ECC REPORTS

A4.1 INTRODUCTION

- A4.1.1 ECC Reports are the results of studies by the ECC, normally in support of a harmonisation measure.
- A4.1.2 There are two main elements to the mechanism for ECC Reports: development and approval, and amendment.

A4.2 DEVELOPMENT AND APPROVAL

- A4.2.1 The Plenary or the appropriate Working Group(s) or other ECC entities if authorized to do so in their terms of reference shall decide whether a new item of work should lead to an ECC Report.
- A4.2.2 Where more than one entity is involved, before the work is started, the involved entities should agree the responsible entity. In case an ECC Report is developed by the task of the Plenary, the responsible entity is designated by the Plenary.
- A4.2.3 Draft ECC Reports shall follow the standard format.
- A4.2.4 The responsible entity is expected to liaise with ETSI to inform it of the draft ECC Report⁵ asking for comments and feedback.
- A4.2.5 A draft ECC Report agreed by the responsible entity for Public Consultation shall be notified to Members by the Office using e-mail. A copy of the draft shall be placed within the CEPT website consultation area for downloading by members, as advised in the e-mail. Providing no objections to proceed to Public Consultation are received by the Office from any Member within two weeks of this notification, the draft ECC Report is considered to be approved for Public Consultation to be carried out during a minimum period of six weeks. If such an objection is received, the draft ECC Report shall be placed on the agenda of the next responsible entity meeting for decision on Public Consultation. In cases where there is no consensus the voting procedure in accordance with Article 12.2.15 of the Rules of Procedure shall be applied.
- A4.2.6 In cases where the ECC Plenary approves draft Reports for Public Consultation; this will proceed without the notification referred to in Article A4.2.5 above.
- A4.2.7 The responsible entity shall consider the results of the Consultation when approving the draft ECC Report.
- A4.2.8 If no agreement can be reached, the responsible entity shall present the draft ECC Report to the Plenary together with the comments received. The Plenary shall decide on the approval of the ECC Report, preferably by consensus. In cases where this is not possible, a voting procedure in accordance with Article 12.2.15 of the Rule of Procedure shall be applied.
- A4.2.9 The final text of the ECC Report shall be included as an Annex to the Minutes of the meeting at which it is approved and published in the documentation area of the CEPT website.

⁵ On spectrum matters

A4.3 REVIEW

- A4.3.1 Every Report can be reviewed following a request by an entity or following the guidance of the Plenary, to update the frequency bands indicated in the Report or other information, taking into account an initial assessment made by an entity and any other relevant information. The time for such reviews is not strictly established. As a consequence of a review, the responsible entity or the Plenary shall decide whether amend the ECC Report or not.

A4.4 AMENDMENT

- A4.4.1 The Plenary or the responsible entity shall decide whether or not a process to amend an ERC/ECC Report should start.
- A4.4.2 The development and approval of amended ERC/ECC Reports should follow the provisions of section A4.2 above.
- A4.4.3 Unless agreed otherwise, the reference number of the amended ECC Report remains unchanged, but the new version should have a reference next to the title, stating: "Amended < place, date >".

A4.5 STANDARD FORMAT FOR ECC REPORTS

- A4.5.1 The standard format for ECC Reports can be downloaded from the ECC website or from this [link](#).

ANNEX 5: MECHANISM AND STANDARD FORMAT FOR CEPT REPORTS

A5.1 INTRODUCTION

- A5.1.1 CEPT Reports are the final results of studies by the ECC in response to Mandates from the EC.
- A5.1.2 The main elements to the mechanism for CEPT Reports are their development and approval.

A5.2 DEVELOPMENT AND APPROVAL

- A5.2.1 The Plenary, after receiving a Mandate from the EC, assigns the development of the CEPT Report to one or more ECC entities.
- A5.2.2 The Plenary designates the responsible entity before the work is started.
- A5.2.3 The responsible entity may develop a draft Interim Report and submit it to the Plenary for consideration.
- A5.2.4 The responsible entity shall prepare a final draft CEPT Report, which it shall submit to the Plenary to be approved for Public Consultation.
- A5.2.5 The Plenary shall decide on the approval of the final draft CEPT Report, preferably by consensus. In cases where this is not possible, a voting procedure in accordance with Article 12.2.15 of the Rules of Procedure shall be applied.
- A5.2.6 The approved text of the draft CEPT Report – subject to Public Consultation shall be included as an Annex to the Minutes of the meeting at which it was approved.
- A5.2.7 Following its approval by the Plenary, the draft CEPT Report– subject to Public Consultation shall be submitted to the EC with a covering document (“explanatory note”).
- A5.2.8 The Public Consultation shall be carried out for a minimum period of six weeks. Following its approval by the ECC Plenary, the draft CEPT Report – subject to Public Consultation shall be published on the CEPT website consultation area specifying the deadline for comments, and their recipient.
- A5.2.9 The responsible entity shall consider the comments (if any) received during the Public Consultation and decide whether any amendments should be made or not and then submit the result to the next Plenary.
- A5.2.10 The Plenary shall decide on the approval of the final CEPT Report, preferably by consensus. In cases where this is not possible, the voting procedure in accordance with Article 12.2.15 of the Rules of Procedure shall be applied.
- A5.2.11 The final text of the CEPT Report shall be included as an Annex to the Minutes of the meeting at which it was approved and published in the documentation area of the CEPT website.
- A5.2.12 Following its approval by the Plenary, the CEPT Report shall be submitted to the EC.

A5.3 STANDARD FORMAT FOR CEPT REPORTS

A5.3.1 The standard format for CEPT Reports can be downloaded from the ECC website or from this [link](#).

ANNEX 6: WORKING PROCEDURES FOR CEPT CO-ORDINATION IN THE PREPARATION OF, AND DURING WRC'S OR RRC'S

- A6.1 The Chairman of the ECC entity responsible for the preparation of the relevant Conference (hereafter called the Chairman) shall be responsible for the overall CEPT co-ordination.
- A6.2 The Chairman shall be assisted by an agreed co-ordination team, which would include the two Vice Chairmen and the CEPT co-ordinators, during the negotiations and lobbying activities.
- A6.3 The observers from CEPT at ITU-Conferences shall also assist the Chairman.
- A6.4 Each CEPT delegation shall notify the Chairman of their main contact person, and one for each agenda item.
- A6.5 The Chairman shall call CEPT co-ordination meetings as appropriate, or when requested by a Member, to inform CEPT delegates of progress, agree on a modified position as necessary to take account of progress, and agree the degree of flexibility on negotiations.
- A6.6 Such meetings shall be called by sending a notice to each contact person using the available messaging system.
- A6.7 CEPT coordination meetings during the conference to agree on a modified position or on the degree of flexibility on negotiations shall be led by a member of the coordination team (normally the Chairman) from an administration which has co-signed the relevant ECP.
- A6.8 In exceptional circumstances, participation in coordination meetings during the Conference may be limited to administrations that have not objected to the relevant ECP.
- A6.9 In emergency situations, the co-ordination team shall have the responsibility of notifying all the CEPT delegations of developments.
- A6.10 The co-ordination team will negotiate on the ECPs with other countries within the agreed limits of flexibility.
- A6.11 Other CEPT delegates should avoid entering into individual negotiations with non-CEPT countries which could undermine the CEPT position. Discussions with non-CEPT delegates should be limited to lobbying of the current CEPT published position, and intelligence gathering. Information gained should be made available to the co-ordination team as soon as possible, and to all delegates at the next co-ordination meeting. These principles should also apply in the period leading up to the conference in relation to provisionally agreed positions.
- A6.12 Unless it has formally notified to the Chairman its opposition to an ECP before the deadline for signature, and preferably before its adoption by the relevant ECC entity, an administration which has not co-signed an ECP should avoid opposing the proposal in formal meetings but should seek to maintain European co-operation and unity, remain constructive and search for acceptable compromises, in particular within the co-ordination team.
- A6.13 Delegates from CEPT Administrations, at all times, should maintain the original agreed CEPT positions, or the latest stance agreed at a co-ordination meeting, and not make known the agreed negotiating limits.
- A6.14 In cases where CEPT is unable to agree on an ECP or a common position, or in cases where a CEPT Member is unable to agree with a common position, CEPT Members should, before bringing forward explicitly their own positions as national or multi-national proposals, endeavour to determine through CEPT co-ordination before or during the Conference, a common position on these proposals which could be supported by a majority of the Conference.
- A6.15 Each of the ECPs shall be presented by a co-ordinator from an administration that has co-signed the proposal. The co-ordinator shall be responsible for tracking the proposal until the Conference has disposed

of the issue which the ECP addresses. A co-ordinator shall also be designated for agenda items where no ECP has been submitted.

A6.16 Each co-ordinator shall establish contacts with the appointed representatives from the CEPT delegations (A6.2 to A6.4 above) in order to have efficient co-operation among the delegates concerned before and during working sessions of the conference.

A6.17 Within the authority delegated by the CEPT co-ordination team, the CEPT co-ordinator on a given subject shall call CEPT co-ordination meetings as appropriate, or when requested by a Member, to inform CEPT delegates of progress, agree a modified position on this subject as necessary to take account of progress, and agree the degree of flexibility on negotiations. Within the scope of their subjects, and within the authority delegated by the CEPT co-ordination team, the CEPT co-ordinators will, as necessary and in co-operation with interested CEPT members, lead the negotiations with non-CEPT delegations or organisations, keeping the co-ordination team informed.

A6.18 Each ECP shall be actively supported by all CEPT delegations whose administrations have co-signed the ECP. This shall include speaking in support of the ECP following its presentation.

ANNEX 7: WORKING PROCEDURES FOR CEPT CO-ORDINATION IN THE PREPARATION OF CONTRIBUTIONS WITHIN THE SCOPE OF ECC TO MEETINGS OF ITU WORKING PARTIES OR TASK GROUPS AND OTHER INTERNATIONAL ORGANISATIONS.

A7.1 CONTRIBUTIONS TO ITU WORKING PARTIES OR TASK GROUPS

Project Teams or Task Groups may agree on contributions to ITU Working Parties or Task Groups. This can only be done based on unanimity among the CEPT members represented at the meeting. In case there is no unanimity the issues will, if necessary, be brought to the parental group for a decision.

Contributions to ITU Working Parties or Task Groups can be agreed by Project Teams or Task Groups or, if necessary their parental groups, in physical meetings or in exceptional cases (when no physical meeting can be organised in time) by other means (e.g. by correspondence, by using electronic means, etc.), as decided by the Chairman of the relevant ECC Entity.

In case a contribution to an ITU Working Party or Task Group is not decided in a physical meeting, unanimity shall mean that no CEPT Member objects to the contribution by the deadline set by the Chairman of the relevant ECC Entity.

The ECC List A in addition to the e-mail list of the relevant ECC entity shall be used to communicate the deadline for objecting to the draft CEPT contribution.

If the subject matter of a contribution does not fall within the Terms of Reference of a Project Team or Task Group, contributions to ITU Working Parties or Task Groups shall be agreed by the appropriate parental group.

Contributions, agreed as prescribed in the preceding paragraphs shall be submitted to the ITU by one CEPT Member, and shall include the sentence:

“This document has been developed and agreed within the framework of CEPT [group responsible]”.

It should be emphasised that all CEPT administrations should support such contributions after their submission to the ITU.

A7.2 CONTRIBUTIONS TO OTHER INTERNATIONAL ORGANISATIONS

The preparation of contributions to other international organisations, e.g. ICAO, IMO, should be carried out in a manner analogous to the procedure as described above for the preparation of contributions to ITU Working Parties or Task Groups.

ANNEX 8: DEFINITION OF A EUROPEAN COMMON PROPOSAL (ECP)

An ECP is a multi-country proposal to which the Working Procedures for CEPT Coordination apply.

Co-signature of an ECP must be evidenced by endorsement from the responsible person within an Administration. It is recognised that in some cases this may take some time after approval of the ECP in the responsible ECC entity. For the purposes of defining an ECP, an indication of intention to co-sign an ECP shall be considered as support.

The purpose of this definition is to serve two main purposes:

- to ensure that there would not be major open opposition from CEPT members;
- to require a reasonably active support, inter alia, through the co-signature of the proposal.

If this cannot be achieved, the proposal should not be submitted in the form of an ECP, as to do so would undermine the credibility of ECPs.

In making this decision, not only the quantity of opposition/support but also the quality must be taken into account. Those opposing might, reluctantly, accept a lost vote or, alternatively, they might feel obliged to reserve their right to present a contradicting national (or multi-national) proposal. In a similar way, support could be anything between strong national interest (leading to very active support in the Conference) to lukewarm acceptance in the spirit of European cooperation.

Although these factors cannot be built into a simple count of votes, as a general guideline an ECP would not be approved by the responsible ECC entity unless there were at least 10 CEPT members indicating their intention to co-sign it, and not more than 6 opposing the proposal going forward as an ECP.

Even so, it would still be for the responsible ECC entity to decide if a proposal should go forward as an ECP or not, based on both the quantitative and qualitative factors as described above.

Any CEPT Member which is obliged to voice objections or submit alternative proposals to an ECP should inform the responsible ECC entity of its intentions and should, nevertheless, cooperate with the other CEPT Members during the WRC to develop a common consensus.

At the request of the responsible ECC entity, the ECO may circulate ECPs to ITU member administrations via diplomatic channels in Copenhagen, seeking their support.