

## **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](#).