Adopted by the Working Group on 16 September 2019

1. **Description and Objective**

The Working Group on the Development of the APTLD Transparency and Accountability Framework (TAFDWG) was created pursuant to the approval by the Board of the APTLD Strategic Plan for 2019-2021.

The objective of TAFDWG is to develop the APTLD Transparency and Accountability Framework and submit it to the Board for further review and approval.

2. **Membership, Chair, Secretary and Support**

Members of TAFDWG are individuals who have been self-nominated or nominated by APTLD members. Each TAFDWG member represents one of the main geographic sub-regions currently encompassed by APTLD as per the deliberations of the GDRWG in 2015, and General Manager of APTLD appointed thereto ex-officio, thus making up a minimum, but not limited to a total of, 5 members.

The Chair of TAFDWG is elected by simple majority of its members’ vote at the nomination of the TAFDWG member(s) made in writing or verbally at its inaugural meeting. GM APTLD may not be elected the Chair of TAFDWG.

The Secretary of TAFDWG is elected at the nomination of the TAFDWG members by simple majority of its members’ vote.

Support to the TAFDWG’s operation is provided by the APTLD Secretariat.

3. **Scope of Operation**

The scope of operation of the TAFDWG is defined by the following tasks:

1. To review good practices listed in peer organizations’ similar documents;

2. To draft, based on such practices, a respective document for APTLD.

3. To submit, upon completion, a final draft of the Transparency and Accountability Framework to the APTLD Board for review and approval, and a subsequent taking effect as an official APTLD policy document upon being posted on APTLD’s official website.

4. **Duration of Membership**

The term of the TAFDWG members ends upon posting the Accountability and Transparency Framework on APTLD’s official website.

5. **Review of the Charter and Operation**

A review of this Charter and operation can take place whenever deemed necessary by the TAFDWG members to ensure an adequate and successful completion of the Scope of Operation.
6. Modus Operandi

To attain the Objective, TAFDWG will be using a dedicated WG mailing list for most correspondences, which should be supplemented by regularly teleconferences scheduled at the suggestion of the TAFDWG Chair and agreed upon by majority of TAFDWG Members.

During the teleconference, the TAFDWG members will be considering one or several sections or paragraphs of a will-be document and provide the Secretary with substantiated comments thereto, which can also be done in writing prior to the teleconference. The TAFDWG Secretary compiles the list of comments and drafts the general recommendation which is sent to the TAFDWG members for next round of approval and, ultimately, the final approval.

Where TAFDWG members find themselves in disagreement over a given issue, then the TAFDWG Chair shall put the issue to a vote, whether the vote by hand during the teleconference, or by means of Doodle poll in the interim. The decision on the issue is considered made where it has been passed by a simple majority of vote.

The should be no “abstain” option but TAFDWG members can express their opinion in dissent and require it be included as a separate comment to the respective decision.

7. Reporting

Once all the questions have been commented on and answered to, the TAFDWG Secretary assists the TAFDWG Chair in preparing the final draft of Transparency and Accountability Framework for its submission to the APTLD Board for adoption.

8. Termination of the TAFDWG Mandate and Dissolution of TAFDWG

Once the Transparency and Accountability Framework has been approved by the Board, the TAFDWG Chair officially declares that TAFDWG has accomplished its mission and that TAFDWG is considered to be dissolved as of the date of the official publication of the document on the APTLD website.