

## **Document 3**

### **PROCEDURES TO SEND OUT OFFICIAL LETTERS OR STATEMENTS TO OTHER ENTITIES**

1. On behalf of XGP Forum, Technical Working Group (TWG) is responsible for making decisions, taking corrective actions, and guiding XGP Forum toward the most preferable conclusion in connection with responses between international standard-setting organizations such as ITU-R.
2. Official responding letters or liaison statements shall be forwarded upon requests with the signature of Chairperson of XGP Forum after the approval by the Chairperson of TWG.
3. This activity shall be reported to XGP Forum Signatory Members at the earliest General Meeting right after the event.
4. These procedures shall be applied case by case for other Working Groups when the similar case is raised, and Secretarial Office shall always coordinate with such relevant Working Group for the benefit of XGP Forum.
5. This note shall be kept in the Rule Book of XGP Forum as a general procedure.