

## **THE ECC CONSULTATION PROCESS REGARDING DRAFT CEPT REPORTS**

The following extract below from the ECC Working Methods describes the Mechanism for CEPT Reports. Articles directly relevant to the Public Consultation process within the ECC are marked with the yellow background.

### **APPENDIX 7**

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### **MECHANISM FOR CEPT REPORTS**

#### **1. INTRODUCTION**

1.1 CEPT Reports are the final results of studies by the ECC in response to Mandates from the EC.

1.2 The main elements to the mechanism for CEPT Reports are their development and approval.

#### **2. DEVELOPMENT AND APPROVAL**

2.1 The Plenary, after receiving a Mandate from the EC, assigns the development of the CEPT Report to one or more ECC entities.

2.2 The Plenary designates the responsible entity before the work is started.

2.3 The responsible entity may ask a Project Team of the entity or a joint Project Team or the Office to produce a draft text for consideration by the lead entity. The draft text shall normally be placed in the documentation area of the Office website at least 2 weeks prior to the meeting at which it will be considered.

2.4 After the responsible entity has considered the draft text, it shall prepare (possibly with the assistance of the Office or the Project Team that originally prepared the draft text) a draft Interim Report and submit it to the Plenary for consideration.

2.5 The Plenary shall consider the draft Interim Report submitted by the responsible entity and provide guidance to the responsible entity for further development and improvement.

2.6 The responsible entity, after further development of the text, if needed based on the guidance provided by the Plenary, shall prepare a final draft CEPT Report, which it shall submit to the Plenary to be approved for Public Consultation.

2.7 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.

2.8 The approved text of the CEPT Report – subject to Public Consultation shall be included as an Annex to the Minutes of the meeting at which it was approved.

2.9 Following its approval by the Plenary, the CEPT Report– subject to Public Consultation shall be submitted to the EC with a covering document (“explanatory note”).

2.10 The Public Consultation shall be carried out for a minimum period of six weeks. If needed, the responsible Working Group can extend the duration of the Public Consultation to more than six weeks. Following its approval by the ECC Plenary, the CEPT Report – subject to Public Consultation shall be published on the Office website specifying the deadline for comments, and their recipient.

2.11 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.

2.12 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.

2.13 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 on the Office website.

2.14 Following its approval by the Plenary, the CEPT Report shall be submitted to the EC.