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| The International Teleocmmunication Union - Connecting the World. | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 18 May 2020 | |
| **Ref:** | | **TSB Circular 251** | | **To:**  - Administrations of Member States of the Union;  - ITU-T Sector Members;  - ITU-T Associates;  - ITU Academia | |
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|  | |  | | **Copy to:**  - Study Groups Chairmen and Vice-Chairmen;  - The Director of the Telecommunication Development Bureau;  - The Director of the Radiocommunication Bureau | |
| **Subject:** | | **Designation of focal points for the Alternative Approval Process (AAP)** | | | |

Dear Sir/Madam,

The Alternative Approval Process (AAP) is an electronic fast-track approval process set out in [Recommendation ITU-T A.8](https://www.itu.int/rec/T-REC-A.8), which complements the Traditional Approval Process (TAP) described in section 9 of [WTSA Resolution 1](https://www.itu.int/pub/T-RES-T.1-2016) (Rev. Hammamet, 2016).

The web-based AAP tool includes a comment submission feature, which authenticates users to ensure that only an authorized individual may submit comments on behalf of an eligible submitting organization. Member States, Sector Members, Associates and Academic Institutions are reminded that the AAP procedures require the designation of an AAP focal point to act as the authorized contact for correspondence concerning AAP. This focal point will be contacted should any relevant issues arise during AAP, and will be informed by automatic e-mail when an AAP comment is submitted on behalf of his or her organization.

Kindly designate or reconfirm the AAP focal point for your organization, providing the following information to [tsbaap@itu.int](mailto:tsbaap@itu.int):

˗ First name and family name.

- E-mail address and/or ITU account username.

˗ Organization.

If no response is received, the current database record will be maintained. Should you have any queries concerning this matter, please contact [tsbaap@itu.int](mailto:tsbaap@itu.int).

Yours faithfully,

Chaesub Lee  
Director of the Telecommunication  
Standardization Bureau