1 December 2021

FROM: Inter-American Telecommunication Commission (CITEL)  
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TO: OAS Member States, CITEL Authorities, CITEL Associate Members, and CITEL Observers

CC: Permanent Missions and Permanent Observer Missions to the OAS

SUBJECT: EIGHTH REGULAR MEETING OF THE CITEL ASSEMBLY – February 16 to 18, 2022, at OAS headquarters in Washington, D.C., United States of America

The Secretariat of the Inter-American Telecommunication Commission (CITEL) of the Organization of American States (OAS) wishes to inform that the Eighth Regular Meeting of the Assembly of the Inter-American Telecommunication Commission (CITEL) shall be held on February 16 to 18, 2022, at OAS headquarters in Washington, D.C., United States of America.

As a rule, the CITEL Assembly meets every four years and is the principal inter-American forum for high-level telecommunication authorities of member states to exchange views and experiences and to examine working programs, for the purpose tackling challenges, facilitating and promoting by all means within their reach the continuous development of telecommunications/information and communication technologies (ICTs) in the hemisphere. The impact of telecommunications on society requires CITEL to make commitments for the future. The challenge is to increase assistance to the region’s countries for planning, using, upgrading, and maintaining more adequate telecommunications/ICTs in order to provide all citizens with access, reduce the digital divide in our region, and bring them closer to information and knowledge.

Attached herewith is the draft agenda for the meeting. Member states are reminded that they have 30 consecutive days to submit their observations on this preliminary agenda and that they must send them to the Chair of COM/CITEL (Article 9 of the Statute, Article 28 of the Regulations). Because of the above, member states are cordially invited to send their observations on the agenda before January 16, 2022.
Attached to the present circular, there is relevant information about attendance, elections, and voting and general considerations that must be taken into account for the Assembly. The list of attachments to the present circular is provided below:

- Annex 1: Draft Agenda
- Annex 2: Draft Calendar
- Annex 3: Informative Bulletin
- Annex 4: General considerations to keep in mind for the Assembly on the subject of attendance, elections, and voting.

As part of the activities in connection with the Eighth Regular Meeting of the CITEL Assembly on February 16, 2022 there will be the “Forum of High-Level Authorities.” The objective of this dialogue is to bring together high-level government officials responsible for telecommunications and ICTs, the private sector, experts, representatives of international organizations, civil society, and the academic sector, in order to exchange information, best practices, viewpoints, and proposals on digital transformation in the Americas. Further information shall be forwarded soon.

At the end of the Assembly, on February 18, 2022, the 39 Meeting of the Permanent Executive Committee of CITEL (COM/CITEL) shall be held, and in the framework of this meeting there will be a session for the Working Group for the Preparation of CITEL for the ITU Plenipotentiary Conferences (PP), in order to address CITEL’s preparation for the ITU Plenipotentiary Conference (PP-22) to be held from September 26 to October 14, 2022 in Bucharest, Romania.

**Logistics of the meeting**

The informative bulletin with related information is attached to the present circular, providing details about onsite and online attendance, in addition to biosecurity requirements that attendees travelling to headquarters must meet.

**Working languages**

The working languages shall be Spanish and English, after consultations in March 2021 about the French and Portuguese languages with the member states concerned, pursuant to Article 31 of the CITEL Statute.

**Attendance**

According to provisions in the CITEL Statute and Regulations, OAS member states, observers, and guests (Article 7 of the Statute) can attend this Eighth Regular Meeting of the CITEL Assembly. Active associate members of CITEL’s Permanent Consultative Committees can attend the event as observers (Article 17 of the Regulations).

The CITEL Secretariat would appreciate that the delegation representing each member state and permanent observer to the OAS be communicated before February 11, 2022. Registration for the meeting is open online at: [http://www.oas.org/citelrs/Default.aspx?lng=eng](http://www.oas.org/citelrs/Default.aspx?lng=eng) (starting on December 6, 2021 up to twelve o’clock noon on February 11, 2022).

It also reminds that member state delegations should provide the registration desk at the meeting with the corresponding credentials from their government (Article 11 of the Regulations). It is suggested that the administrations should include, in their delegation to the Assembly, the highest-level authorities
they deem advisable from the telecommunication sector of their respective countries. Associate members, specialized inter-American organizations, OAS bodies, inter-American intergovernmental regional organizations, and other organizations must send in writing their request to attend to the Chair of COM/CITEL, at least 60 days before the date scheduled for the opening of the CITEL Assembly (December 16, 2021) so that they can attend as observers to the Assembly (Article 16 of the Regulations).

Documents
Finally, reports and proposals for the Assembly must be sent to the CITEL Secretariat before February 1, 2022 (Article 27 of the Regulations) so that they can be distributed to member states in CITEL’s working languages. The documents that do not meet this deadline will be presented at the informal meeting of heads of delegation determine, during the meeting, whether they are deemed to be informative documents or proposals. Contributions to the meeting must be placed in the corresponding meeting (Assembly) of the CITEL Collaborative Space https://www.citel.oas.org/es/Paginas/Access-to-Collaborative-Space.aspx, open on December 6, 2021 for receiving documents. Contributions submitted as informative documents shall not be given priority for translation, and the CITEL Secretariat recommends sending their translation; in the case of lengthy documents, a summary of the document may be acceptable instead of its full translation.

All communications to the Chair of COM/CITEL in connection with the CITEL Assembly should be sent to the CITEL Secretariat at citel@oas.org.

For any question or further query, please contact the CITEL Secretariat (citel@oas.org)

Oscar Giovanni León Suárez
Executive Secretary of CITEL