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CITEL/CI.016/20

19 March 2020

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FROM: Inter-American Telecommunication Commission (CITEL)
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TO: OAS Member States and Associate Members of PCC.I

CC: OAS Permanent Missions.

SUBJECT: **36 Meeting of PCC.I (Virtual) – Preparing CITEL for the WTSA-20: April 20-24, 2020.**

The Secretariat of the Inter-American Telecommunications Commission of the Organization of American States (CITEL/OAS), at the request of the Chair of Permanent Consultative Committee I: Telecommunications/ICTs (PCC.I), warmly welcomes you and is honored to report that the **36 Meeting of this Committee** will be held **virtually** from April **20 to 24, 2020** with **simultaneous interpretation in two languages (Spanish and English)**. This will be a private meeting only for member states and associate members of CITEL. Attached please find the updated version of the draft agenda and calendar.

During this meeting, the activities will focus on **the Working Group for the Preparation and Follow-up of the WTSA, WCIT and WTDC (GTCONF)**. All other sessions, activities and seminars/workshops related to other PCCI Working Groups have been canceled. The Chair of PCC.I, together with those of the working groups and their rapporteurs will assess the activities for the following meetings of PCC.I.

The CITEL Secretariat is working to streamline the administrative procedures for contracting the online conference/interpretation service for this meeting. We hope to report the details of the logistics shortly.

Work Plan:

We highlight that **two-hour daily sessions of the GTCONF** will be held **from April 20 to 24 only to discuss and approve contributions/proposals**, including a **first plenary session** on Monday, April 20 to present and approve the resolution described below, and a **second plenary session** on Friday, April 24, to confirm the support and adoption of IAPs .

- Draft Resolution on Approval of IAPs via electronic means - presented by the CITEL Secretariat. – **Document: CCP.I-TIC/doc. 4947/20.**

Negotiation Procedures (offline) during the 36 Meeting of PCC.I (virtual):

If an administration wishes to suggest edits to a contribution submitted, it has to contact the source administration directly, as the latter is responsible for coordinating, collecting and compiling any comments, changes and/or updates received on the document in question. Should the edits suggested require a virtual meeting for “negotiation” purposes, the CITEI Secretariat has the WebEx tool for writing and/or negotiating groups, coordinating timetables on a “first-come-first-served” basis. Such virtual meetings for “negotiation” purposes among administrations would take place from 13:00 to 15:30 and not between 10:00 to 12:00 which is the time specifically allocated for the discussion and approval of contributions. **There will be NO drafting sessions between 10:00 and 12:00**

Status of the CITEI Preparatory Process for WTSA-20:

Attached is the updated **resolution tracker (Document GTCNF-017)**, as of the date of this Circular. To date we have 6 DIAPs and 5 stand-alone contributions.

NOTE: As explained in the previous section, the administrations that suggest edits to existing contributions, or to those that will be presented at the 36 Meeting (Virtual), must contact the source administration of said contribution directly. The source administration will be responsible for coordinating, collecting and compiling the comments, changes and / or updates received from the document in question.

Administrations are invited to send their contributions within the deadlines for receiving documents indicated herein.

Translation Service:

During the 36 Virtual Meeting of PCC.I, the translation service of the documents will be available from Monday to Thursday from 16:00 to 24:00 hrs, and on Friday from 9:00 to 12:00 pm.

Continuation of work between the 36 and 37 Meetings of PCC.I

We also highlight that the GTCNF will have virtual meetings to advance preparatory work between the 36th and 37th Meeting of PCC.I, taking into account two or three additional sessions for this purpose. Details of these meetings will be defined later.

Registering Attendees:

A new online registration of attendees at this 36 Meeting of PCC.I will be open virtually **with a capacity for 130 online participants**. Attendees can register online at <http://www.oas.org/citelrs/Default.aspx?lng=eng>. **Registry will open on March 23 and close on April 16, 2020 at 5:30 pm (Washington DC time)**. Please notify the CITEI Secretariat of the list of individuals comprising the delegation for this meeting prior to the aforementioned date.

Deadlines for Receiving Documents:

In accordance with Decision PCC.I/DEC. 268 (XXX-17), the term for **submitting documents for the PCC.I meeting** will expire on **April 6, 2020**, and documents received after that date may be transferred to the next PCC.I meeting. For the documents to be translated, Administrations must submit their contributions **before March 30, 2020**, as documents submitted after that date may not be translated. Moreover, contributions submitted as information documents will not be translated. ***The document template is attached.***

Contributions to the meeting must be uploaded to the Collaborative Space of CITEI: https://www.citel.oas.org/en/collaborative/pcci/36_per_20/pages/default.aspx .

For additional information on the CITEL preparatory process for WTSA-20, please contact the **Chair of the GTCNF, Mr. Santiago Reyes-Borda** (santiago.reyes-borda@canada.ca) of the Canadian Administration and/or the **Vice-Chair Mr. Greg Ratta** (gratta@asrcfederal.com) of the Administration of the United States of America, **copying the CITEL Secretariat:** citel@oas.org.



Oscar Giovanni León Suárez
Executive Secretary of CITEL