CITEL/CI.017/20
March 23, 2020

FROM: Inter-American Telecommunication Commission (CITEL)
T. 202 370 4713 | e.mail: citel@oas.org | twitter: @OEA_CITEL

TO: Member States and Associated Members of PCC.II

CC: OAS Permanent Missions and Permanent Observer Missions to the OAS.

SUBJECT: Preparations for the 35th meeting of the PCC.II – Radiocommunications (Virtual - May 11, 2020).

The Secretariat of the Inter-American Telecommunication Commission of the Organization of American States (CITEL/OAS), presents its compliments and, on behalf of the Chair of the Permanent Consultative Committee II – Radiocommunications (Mexico), has the honor to address you in relation to the preparations for the 35th Meeting of the PCC.II to be held virtually on May 11, 2020.

- **Contributions.** As agreed during the virtual meeting on March 19, a call is made to present only documents related to the structure of the working group for the preparation of WRC-23, as well as administrative decisions. According to Decision PCC.II/190 (XXIX-17), the deadline for the submission of documents by delegations for this PCC.II Meeting is **Monday, April 20, 2020** in order to give enough time for their translation. **Documents received between April 21 and 24, are not guaranteed to be translated.** Documents received after **Monday, April 27, 2019** may be transferred to the next PCC.II meeting. Moreover, contributions submitted as information documents will not be a priority for translation, therefore the CITEL Secretariat recommends sending the translation or, in case documents are too lengthy, a summary of the document would be acceptable in lieu of its complete translation.

- **Participation in the virtual meeting:** There are only 130 users and passwords, so an attentive call is made to prioritize participation to what is strictly essential. Likewise, it is kindly requested that the participants, in addition to entering their first and last name, add the country and institution they represent for identification during the meeting.

- **Previous coordination meeting.** On Monday, May 4, a week before, a webex meeting will be held to make public the documents received and the working methodology during the 35th virtual meeting of PCC II. The Work Plan and other details will be sent later.
• **Registration**: Registration for this event ([http://www.oas.org/citelrs/Default.aspx?lng=eng](http://www.oas.org/citelrs/Default.aspx?lng=eng)) will be available online starting on Monday April 20 and **will close on Thursday, May 7, 2020** at 15:00 hours (Washington DC/USA local time). Soon after, the list of participants for the meeting will be closed at CITEL headquarters.

• **Contributions to the 35th PCC.II Meeting** must be posted in the Collaborative Space of CITEL, at the corresponding meeting (35 PCC.II). [https://www.citel.oas.org/en/collaborative/pccii/35_tri_20/pages/default.aspx](https://www.citel.oas.org/en/collaborative/pccii/35_tri_20/pages/default.aspx)

• **User's guide (ANNEX)**: In case of any difficulty using it, please contact CITEL at: citel@oas.org. Attached to this circular you may find the User's Guide for registering in the platform, as well as the instructions for the submission of documents/contributions. All delegates are invited to consult/download the meeting documents through the CITEL Collaborative Space before the date of the meeting.

Oscar Giovanni León Suárez
Executive Secretary of CITEL