



# OAS | CITEL

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**FROM:** Inter-American Telecommunication Commission (CITEL)  
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**TO:** OAS Member States, Associate Members of the CCP.II, Authorities and Observers of CITEL

**CC:** Permanent Missions of the Member States and Missions of the Permanent Observers to the OAS

**SUBJECT:** **Circular on the Preparations for the 34th meeting of the PCC.II – Radiocommunications (Ottawa, Ontario, Canada, from August 12 to 16, 2019).**

The Secretariat of the OAS Inter-American Telecommunication Commission (CITEL), presents its compliments to the distinguished Administrations, Associate Members, Authorities and CITEL/OAS Observers 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 **34th Meeting of the PCC.II to be held at the “Shaw Centre” in Ottawa, Ontario, Canada, from August 12 to 16, 2019,** according to Resolution PCC.II/RES. 130 (XXXIII-19) and in that regard, encourages taking internal administrative measures to ensure your attendance at the event.

- **Mandates issued at the 33rd Meeting of PCC.II:** You are encouraged to strengthening those actions needed in follow-up to the mandates emanating from the 33rd PCC.II Meeting (Monterrey, Nuevo Leon, Mexico, from April 8 to 12, 2019) -see Final Report- (<https://www.citel.oas.org/en/Pages/PCCII/Final-Reports.aspx>).
- **Draft Agenda (CCP.II-RADIO/doc. 4995/19 – ATTACHED):** approved through resolution PCC.II/RES. 130 (XXXIII-19)
- **Draft Schedule (CCP.II-RADIO/doc. 4996/19 – ATTACHED):** proposal by the PCC.II Chair.
- **Documents in preparation for WRC-19:** Delegations are kindly asked to prepare their WRC-19 documents and to post them at the Collaboration Space, based on the outcome documents of the 33<sup>rd</sup> Meeting of PCC.II, which are available at said Space, and on the CITEL website (<https://www.citel.oas.org/en/pages/pccii/wrc.aspx>). That

Delegations work from the official outcome documents is very important since the authorities of the Working Group Relative to CITEL's Preparation for World Radiocommunication Conferences and the CITEL Secretariat invest a considerable amount of time and effort in putting together these compendia with the right information on the WRC-19 documents in their stages: PP, DIAP & IAP.

- **International Meetings attended by delegates on behalf of CITEL:** please keep in mind that representation of CITEL at international meetings requires presentation of reports on the representation exercised in said meetings, by the CITEL spokesperson (or alternate). Spokespersons (or alternates) are kindly asked to post in the collaborative space those reports in a timely manner in preparation for the 34th Meeting of PPC.II and to please include your name in the subtitle of those reports and the names of all CITEL representatives in the body of the report.
- **Information Bulletin: ATTACHED**

Depending on where you live, you will need to meet certain entry requirements to visit Canada. Detailed information on travel to Canada, including visa information, can be found on the Citizenship and Immigration Canada Web site at <http://www.cic.gc.ca/english/visit/visas.asp>. **To facilitate visa application procedures ATTACHED you may find a letter of the Agency "Innovation, Science and Economic Development Canada". It is recommended that you bring a copy of this letter for presentation upon arrival to Canada.**

**The Canadian government has provided a new letter that should be presented during the border procedures, which is available on the collaborative space and it is attached to this circular. It is recommended that you bring a copy of this letter for presentation upon arrival to Canada.**

Please be reminded that Ottawa is a city with much tourism in the summer. To avoid inconveniences, confirming your hotel reservations well in advance is recommended. For your information, a list of hotels in the downtown area close to the meeting venue is included in the meeting's information bulletin

- **Registration:** Registration for this event (<http://www.oas.org/citelrs/Default.aspx?lng=eng>) will be available online starting on Monday July 1<sup>st</sup> and **will close on Thursday, August 8, 2019** at 15:00 hours (Washington DC/USA local time). Soon after, the list of participants for the meeting will be closed at CITEL headquarters and sent to the host Country; therefore, those delegates who wish to register for the meeting after the established deadline would have to do so at the venue of the event in Ottawa.
- **Submitting information on composition of delegations:** Please submit to the Secretariat of CITEL the information with the composition of your delegation of your Administration, Associate Member, Permanent Observer to the OAS or other CITEL observer, by August 8, 2019 at 15:00 hours (Washington, DC/USA local time).
- **Contributions (please keep in mind the deadlines for posting documents):** According to Decision PCC.II/190 (XXIX-17), the deadline for the submission of documents by delegations for this PCC.II

Meeting is **Monday, July 22, 2019** in order to give enough time for their translation. **Documents received between July 23 and 29, are not guaranteed to be translated.** Documents received **after Monday, July 29, 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.

- **Contributions to the 34th PCC.II Meeting must be posted in the Collaborative Space of CITEL, at the corresponding meeting (34 PCC.II).**  
[https://www.citel.oas.org/en/collaborative/pccii/34\\_CAN\\_19/pages/default.aspx](https://www.citel.oas.org/en/collaborative/pccii/34_CAN_19/pages/default.aspx)
- **User's guide (ANNEX):** In case of any difficulty using it, please contact CITEL at: [citel@oas.org](mailto: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, and print them if so required.
- **WiFi at the meeting rooms:** Wireless network will be available at the meeting rooms so those carrying personal computers with a wireless network card compatible with 802.11b/g, can access the documents. There will be no paper copies and the orders of business will be emailed.



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Executive Secretary of CITEL