



OEA | CITEL

CITEL/CI.076/21
September 24, 2021

Antigua y Barbuda
Argentina
Bahamas
Barbados
Belize
Bolivia
Brasil
Canadá
Chile
Colombia
Costa Rica
Cuba
Dominica
Ecuador
El Salvador
Estados Unidos
Grenada
Guatemala
Guyana
Haití
Honduras
Jamaica
México
Nicaragua
Panamá
Paraguay
Perú
República Dominicana
San Kitts y Nevis
Santa Lucía
San Vicente y las Granadinas
Suriname
Trinidad y Tobago
Uruguay
Venezuela

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

TO: OAS Member States, Associated Members of PCC.II and CITEL Observers.

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

SUBJECT: 38 Meeting of Permanent Consultative Committee II – Radiocommunications (CCP.II).

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 (México), has the honor to address you in relation to the preparations for the **38th Meeting of the PCC.II to be held remotely from November 8 to 12, 2021:**

- **Draft Agenda (Annex):** approved by resolution PCC.II / RES. 138 (XXXVII-21)
- **Draft Calendar (Annex):** prepared in coordination with the Chairmanship of PCC.II
- **Security in the virtual meeting:** For security reasons, access will not be given to users who are not identifiable, so you need to identify yourself before entering to the meeting as follows: **Country (or Associated Member) – Name & Surname**
- **Users Guide (ANNEX):** Attached to this circular you may find a) user's guide for registering on the collaborative space; b) instructions for submitting documents / contributions and; c) user's guide of the platform that will be used in this virtual meeting
- **Interpretation during the meeting:** The meeting will have interpretation, so at the bottom of your screen you will find a button with the same name, there you should choose a channel (Spanish or English) and select the option to mute original audio. **If you wish to take the floor, you must speak in the same language as the channel you have chosen.** The browser version of *Zoom* platform does not allow to use the interpretation option, so it is suggested to download and use the application on your desktop or mobile device.

- **Contributions.** In accordance with decision PCC.II / DEC. 190 (XXIX-17), delegations must present their contributions **before Monday, October 18, 2021** so that their translation can be made. **The translation of documents received between October 19 to 25 is not guaranteed.** Documents received after Monday, October 25, 2021 may be transferred to the next PCC.II meeting. Informative documents will not be translated and the CITEI Secretariat recommends sending their translation, or in the case of long documents, a summary of the document may be accepted instead of its complete translation.

Contributions for the 38 meeting of PCC.II must be placed in the CITEI Collaboration Space, within the corresponding meeting (38 PCC.II).

All delegates are invited to consult / download the documents of the meeting through the CITEI Collaboration Space prior to the date of the meeting. In case of any difficulty in using it, please contact CITEI at: citel@oas.org

- **Registration:** Registration for this event will be available online from October 7 to November 3 (16:30 Washington D.C. time). **Once the registration is closed, there will not be possibility to participate**, so you are invited to register as soon as possible.
- **Coordination meeting.** On Monday, November 1 at 10:30 am (Washington D.C. time), a week before the event, a meeting will be held only with the presidents of the working groups and Heads of delegation to present the number of documents received and work on the calendar of the 38 virtual meeting of PCC II.
- **Platform rehearsal:** On **November 4 at 10:30 am** (Washington D.C. time). The participants will have the opportunity to test their microphone and video, as well as tools such as raise hand to request the floor, share presentation or document, use of the interpretation and chat modules, requesting technical assistance, among other actions.

- **Important dates:**

Contributions	October 18, 2021	Translation secured
	October 19 - 25, 2021	Translation not secured
	After October 25, 2021	Documents could be send to the next PCCII meeting
	https://www.citel.oas.org/en/collaborative/pccii/38_mex_21/pages/default.aspx	
Registration	October 7 to November 3, 2021 (16:30 Washington D.C. time) Late registrations will not be received	Only people registered will receive participation link
	http://www.oas.org/citelrs/Default.aspx?lng=eng	
Coordination meeting	November 1, 10:30 Washington D.C. time <u>(only chairs of the working groups and Heads of delegation)</u>	Revision of documents received Revision of participants registered
	https://us06web.zoom.us/j/81515391222	
Platform test	November 4, 10:30 Washington D.C. time	
	https://us06web.zoom.us/j/84947509107?pwd=c01sajFCbWFWUS95MFA0U3lhVjlxUT09 Password: Oea123	



Oscar Giovanni León Suárez
Executive Secretary of CITEL