



ORGANIZACION DE LOS ESTADOS AMERICANOS
ORGANIZATION OF AMERICAN STATES

Comisión Interamericana de Telecomunicaciones
Inter-American Telecommunication Commission

**XXIV MEETING OF THE PERMANENT
EXECUTIVE COMMITTEE OF CITEL (COM/CITEL)
December 8 to 10, 2010
Washington, D.C., United States of America**

**OEA/Ser.L/XVII.5
COM/CITEL/doc. 1428/10 rev.1
15 December 2010
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FINAL REPORT

(Item on the Agenda: 17)

(Document submitted by the Drafting Group)

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FINAL REPORT

XXIV MEETING OF THE PERMANENT EXECUTIVE COMMITTEE OF CITEL (COM/CITEL)

The XXIV Meeting of the Permanent Executive Committee of CITEL (COM/CITEL) was held in Washington DC, United States, December 8 to 10, 2010.

I. AGENDA ¹

- 1 Adoption of agenda and schedule.
- 2 Establishment of meeting committees:
 - 2.1 Committee for Drafting the Final Report.
 - 2.2 Committee for Preparing the Operations Plan.
- 3 Report by the Chair of COM/CITEL.
- 4 Reports from the Chairs of the Permanent Consultative Committees.
- 5 Report of the Conference Preparatory Working Group dealing with regional preparations for world conferences and meetings.
 - 5.1 Implementation of Resolution CITEL RES. 65 (V-10) adopted at the V Assembly of CITEL.
- 6 Reports from the COM/CITEL Working Groups.
 - 6.1 General Coordination for Human Resource Development.
 - 6.2 Working Group on the CITEL Strategic Plan.
 - 6.3 Preparatory Working Group for ITU Council meetings.
- 7 Approval of the annual report on the activities of CITEL.
- 8 Approval of the 2011 Operations Plan (activities, budget, and meeting scheduling for 2011).
- 9 Joint CITEL/ITU activities in the region.
 - 9.1 Fulfillment of vacant posts at ITU's Regional/Area Offices in the Americas
- 10 Proposed amendments of the CITEL Statute and Regulations.
- 11 Study of OAS General Assembly resolutions affecting CITEL.
- 12 Report on the situation of CITEL's cooperation agreements.
- 13 Report of the Steering Committee.
- 14 Situation of associated members.
- 15 Date, agenda, and venue of the next meeting.
- 16 Other business.
17. Adoption of the Final Report.

¹ COM/CITEL/doc.1387/10 rev.2

II. AUTHORITIES OF THE MEETING

Chair:	Mr. Héctor Olavarría Tapia (Mexico)
Vice-Chair:	Mr. Eduardo Evertz (Dominican Republic)
Executive Secretary:	Mr. Clovis Baptista (OAS)
Drafting Group:	Secretariat of CITEL Ms. Karla Petersen O’Farrill (Mexico) Mr. Jonathan V. Siverling (USA)

III. RESOLUTIONS

COM/CITEL RES. 230 (XXIV-10) ²

COMPILATION AND UPDATE OF RESOLUTIONS, RECOMMENDATIONS. AND DECISIONS

The XXIV Meeting of the Permanent Executive Committee of CITEL (COM/CITEL),

CONSIDERING:

- a) That the work of the Permanent Consultative Committees and of COM/CITEL has blossomed over the years and that a large number of Resolutions, Recommendations, and Decisions have been produced as a result.
- b) That, in order to improve the operation of CITEL, it is necessary to take stock of which Resolutions, Recommendations, and Decisions remain relevant and which have become obsolete.
- c) The importance of facilitating access for Member States and Associate Members to the Resolutions, Recommendations, and Decisions that govern the work done in CITEL.

RESOLVES:

1. That the Chairs and Vice Chairs of the Working Groups of Permanent Consultative Committees I and II, as well as the Chairs and Vice Chairs of the COM/CITEL Working Groups, including those of the General Coordination for Human Resource Development, shall submit a diagnostic assessment that includes the status of all Resolutions, Recommendations, and Decisions under the remit of each Group, with assistance from the Secretariat of CITEL..
2. To instruct the Secretariat to conduct a review of the status of the decisions and mandates it has been instructed to review.

² COM/CITEL/doc.1402/10 rev.1

3. To instruct the Secretariat, upon conclusion of the review, to forward the findings to all the CITEL Member States and Associate Members in order to know their opinions on the status and relevance of the Resolutions, Recommendations, and Decisions.
4. To instruct the Secretariat to submit a report with the comments of the Member States and Associate Members on the status and relevance of the Resolutions, Recommendations, and Decisions in time for the next meeting of COM/CITEL.
5. To instruct the Secretariat to publish this assessment each year.

COM/CITEL/RES. 231 (XXIV-10)³

REPORTING GUIDELINES FOR WORKING GROUPS AND RAPPORTEURSHIPS

The XXIV Meeting of the Permanent Executive Committee of CITEL (COM/CITEL),

TAKING INTO ACCOUNT:

- a) That one of the activities at CITEL (PCC.I, PCC.II, and COM/CITEL) meetings is the presentation of reports prepared by Working Groups on the work carried out in the framework of each Group and the results thereof, with a view to their subsequent presentation at plenary meetings,
- b) That, by the same token, each Rapporteurship prepares reports on the work done in the framework of their Rapporteur Group, which are presented at meetings of the Working Groups during meetings of the Committees.

WHEREAS:

- a) At the Fifth Regular Assembly of CITEL amendments were made to the mandates and terms of reference of the Permanent Consultative Committees in order to make their work more efficient and dynamic.
- b) At the XVI Meeting of PCC.I an Ad Hoc Group on Work Methods of PCC.I was created in order to improve the work of the Committee for the benefit of Member States and Associate Members.
- c) At the XVII Meeting of PCC.I reporting guidelines were approved for Working Groups and Rapporteurships, which will standardize the structure and content of their reports and allow a clearer evaluation of activities carried out, objectives attained, and future prospects.

RECOGNIZING:

That implementation of the above guidelines for reporting by the Working Groups and Rapporteurships of PCC.II and COM/CITEL would standardize the structure and content of their reports and allow a clearer evaluation of activities carried out, objectives attained, and future prospects.

³ COM/CITEL/doc.1403/10 rev.1

RESOLVES:

1. To approve the creation of reporting guidelines for Working Groups and Rapporteurships in order to ensure a clearer assessment of activities carried out, objectives attained, and future prospects.
2. To approve Annexes I and II which contain the aspects to be developed and presented in the reports, together with a description of the contents of each.
3. To request the Secretariat of CITEL:
 - a) to distribute this resolution to the Chairs and Vice Chairs of the Permanent Consultative Committees so that they may include their use at meetings henceforth.
 - b) in coordination with the Chairs, to follow up on the activities stipulated and scheduled in reports.

ANNEX I TO RESOLUTION COM/CITEL RES. 231 (XXIV-10)

REPORTS OF WORKING GROUP CHAIRS

- a) About the Reports of Working Group Chairs:

The purpose of this report is to explain at plenary meetings the activities carried out in the Working Groups and to summarize in an orderly manner the results they have achieved, the objectives proposed, and the estimated time frames for attaining them.

It is designed to assist work and decision-making at plenary meetings, as well as to present its contents in an easily understood manner for approval by those present.

Furthermore the reports of Working Groups will assist in the work of follow-up and monitoring of activities, as well as that of the Committee Chairs.

- b) What follows is a description of the contents of this report.

1. - Introduction

This should include a condensed summary of the work done in the framework of this Group.

2. - Documents for Adoption

Refers to those documents submitted by the Rapporteurs to the Chair of the Working Group for presentation at the plenary meeting. This section should mention the document title, its number, and the rapporteurship from which it comes.

3. - Executive Summary

This section should summarize the activities carried out, their results, and any other information considered relevant.

4. - Future Expectations

This section should include information on proposed future measures, as well as their expected outcomes and implications.

5. - Liaisons

This section should be completed in the event of any linkage with another agency or working group. Where appropriate, provide the name of the organization and/or working group, the person responsible, and the subject matter.

6. - Work Plan and Deliverables Agenda

In this section information should be provided on each activity; the priority assigned to it (1, 2 or 3); its current status; deliverables; the estimated completion date, and the person responsible.

Activity	Priority	Current Status	Deliverables	Completion date	Person responsible

7. - Conclusion

This section should include the conclusions of the work done at the meeting.

ANNEX II TO RESOLUTION COM/CITEL RES. 231 (XXIV-10)

REPORTS OF THE RAPPORTEURSHIPS

a) About the Reports of Rapporteurships:

The purpose of this report is to present the results of the activities carried out by the Rapporteurship to the Chair of the Working Group concerned.

It is designed to assist in the description of activities carried out, their results, and future work and goals.

b) What follows is a description of the proposed contents of this report.

1. - Background

This section should include an overview of prior activities connected with the work done during the meeting in progress.

2. - Objectives

This section should include the objectives set by the rapporteurship for the topic addressed.

3. - Input documents

This section should include the documents dealt with at each meeting, stating their title and number. These include contributions and documents received in the framework of the Rapporteurship.

4. - Executive Summary

This section should mention the most salient aspects of the work done and any other information considered relevant.

5. - Documents produced by the Rapporteurship

This section covers the documents produced by the Rapporteurship for presentation to the Chair of the Working Group, which could include, inter alia, update documents and draft resolutions or decisions. The title and number of each document should be provided.

6. - Conclusions

This section should include the findings of the work done by the Rapporteurship.

7. - Work Plan

In this section information should be provided on each activity; the priority assigned to it (1, 2 or 3); the current status of the activity; deliverables; resources (indicating the resources earmarked, whether human or financial), and estimated completion date of the activity.

Activity	Priority	Current Status	Deliverables	Completion date	Person responsible

COM/CITEL RES. 232 (XXIV-10) ⁴

**MODIFICATION OF THE STRUCTURE AND MANDATES OF THE CONFERENCE
PREPARATORY WORKING GROUP TO ADDRESS REGIONAL PREPARATIONS FOR
WORLD CONFERENCES AND MEETINGS**

The XXIV Meeting of the Permanent Executive Committee of CITEL (COM/CITEL),

CONSIDERING:

a) That the CITEL Structure establishes as mandate for the Conference Preparatory Working Group for Regional Preparations for World Conferences and Meetings the coordination of regional preparations for the ITU Plenipotentiary and World Telecommunications Development Conferences, as well as for other major international meetings within the competence of CITEL.

b) That this Working Group currently has one chair and two vice chairs, and that, for reasons of efficiency, it would be advisable to have to co-chairs, one responsible for the ITU Plenipotentiary Conference and the other for the ITU World Telecommunication Development Conference;

b) The importance of strengthening the presence of the region in important international organizations within the sphere of activity of CITEL.

⁴ COM/CITEL/doc.1404/10 rev.1

TAKING INTO ACCOUNT:

The important coordination work that the Conference Preparatory Working Group has been doing, both in preparation for and during world conferences and meetings.

RESOLVES:

To approve the modifications to the structure and mandates of the Conference Preparatory Working Group appended hereto.

ANNEX 1 TO RESOLUTION COM/CITEL RES. 232 (XXIV-10)

CONFERENCE PREPARATORY WORKING GROUP TO ADDRESS REGIONAL PREPARATIONS FOR WORLD CONFERENCES AND MEETINGS

Mandate:

1. To undertake the coordination of regional preparations of the ITU Plenipotentiary and World Telecommunications Development Conferences, including the preparation of Inter-American Proposals (IAPs) and common positions.
2. To undertake coordination of regional preparations for other major international meetings within the competence of CITEL, apart from the World Telecommunication Standardization Assembly, the World Conference on International Telecommunications, and the World Radiocommunication Conference, which are addressed in Permanent Consultative Committees I and II, respectively.
3. To undertake inter-regional consultations in preparation for these conferences and meetings.
5. To coordinate the organization of the region's work during world conferences and meetings, including proposals for the designation of chairs and vice chairs as well as follow-up of Inter-American Proposals.

ANNEX 2 TO RESOLUTION COM/CITEL RES. 232 (XXIV-10)

CONFERENCE PREPARATORY WORKING GROUP TO ADDRESS REGIONAL PREPARATIONS FOR WORLD CONFERENCES AND MEETINGS

Structure:

Co-Chairs:

Mrs. Janis Doran – Canada (Plenipotentiary Conference)

Mr. Hector Huerta – Mexico (World Telecommunication Development Conference)

COM/CITEL RES. 233 (XXIV-10)⁵

ADOPTION OF THE 2011 COURSE PROGRAM OF CITEL

The XXIV Meeting of the Permanent Executive Committee of CITEL (COM/CITEL),

CONSIDERING:

- a) That the report of the Coordination Center for the Development of Human Resources indicates the excellent results achieved with the 2010 training program of CITEL;
- b) That the professional development of human resources in the sector is essential for the economic development of the countries to enable advanced technologies to be introduced in the context of ongoing telecommunication development;
- c) That the results of the survey of 2011 training needs presented by the CITEL Member States are now available;
- d) That the OAS Regular Fund budgetary allocation for scholarships for 2011 has been reduced;

EMPHASIZING:

- a) That establishing the course calendar and keeping it unchanged is a priority, except in circumstances beyond control, so that those interested in the courses can schedule their participation accordingly;
- b) That the Organization of American States requires that course announcements be issued at least three months prior to the course start date, in the interest of equal opportunity for everyone who may be interested in the scholarships;
- c) That qualifications of telecommunication/ICT specialists need to be updated on an ongoing basis;

RECOGNIZING:

- a) That there is need for ongoing development and improvement of education and training for telecommunication/ICT personnel, taking into account gender equity, persons with disabilities, and the public in general;
- b) That the association among the Regional Training Centers of CITEL, cooperation, and the ITU Center of Excellence for the Americas Region is making it possible to provide effective training in telecommunications/ICT;

RESOLVES:

1. To adopt the preliminary course program, that is attached in the Annex to this Resolution, for the use of the 2011 CITEL scholarship budget prepared by the Coordination Center for the Development of Human Resources, taking into account the training need priorities as presented by the Member States.

⁵ COM/CITEL/doc.1423/10 rev.1

These scholarships would be financed by the regular fund for scholarships of CITELE, and the voluntary “seed” fund as necessary. If the regular fund budget for scholarships of CITELE for 2011 is used, the number of scholarships will be authorized by the aforementioned Coordination Center, taking into account the available budget and the rules of the Organization of American States. Initially, the scholarships indicated in document “Report of the Coordination of the Working Group for the Development of Human Resources” (COM/CITELE/doc. 1417/10 rev.2) would be offered. In the event that courses are repeated, before course announcements are issued, an evaluation of 2010 results would be made with the scholarship recipients, and the corresponding steps taken.

2. To authorize the Coordination Center to select other courses meeting Member State training needs, to schedule the dates of courses, and to decide the number of scholarships to be awarded in each case, up to the Commission’s maximum budget for scholarships and in accordance with the training needs of the Administrations.

3. To establish that if the Department of Human Resources of the Organization of American States (OAS) issues an invitation to participate in the competition for the 2012 Professional Development Scholarship Program, the Coordination Center would participate in cases where the Institutes are interested in sharing the corresponding scholarship costs.

4. To authorize the Coordination Center to reallocate, where possible, the scholarship amounts allocated if materials for evaluation and the draft announcement are not available at least five months prior to the scheduled course start date, and that rescheduling of dates will be authorized only in cases of force majeure.

5. To thank the OAS Department of Human Development for its ongoing and excellent support in disseminating the CITELE course program and to emphasize the importance to the member states of the existence of training programs that continue to address the specific subject of telecommunications/information and communication technologies and their recognized contribution to sustainable development and poverty reduction, and that this be training be accorded the highest priority.

6. To continue strengthening coordination between CITELE and the ITU Center of Excellence to maintain and increase the benefits of telecommunication training in the region.

7. To establish that the conditions under which courses will be offered – unless otherwise indicated in *resolves* 1, will be:

- The maximum number of students on each on-line course group will be: 35 participants.
- That the maximum tuition fee for all courses for which distance education scholarships are offered through CITELE will be US\$200.
- That 10% of the total amount collected as tuition fees for recipients of distance education scholarships offered by CITELE/OAS through the ITU Center of Excellence platform will be deposited in an account that would be used as seed budget for the course program in coming years. The use of such seed budget would be authorized through the Coordination Center for the Development of Human Resources.

8. To urge the Administrations to:

- a) Take the necessary steps with the National Liaison Offices (ONE) to simplify and expedite procedures related to scholarships in the telecommunication area;
- b) Present candidates for the scholarships to be offered for the 2011 Course Program indicated in *resolves* 1 so as not to lose the opportunities being offered to the Administrations.

INSTRUCTS THE EXECUTIVE SECRETARY:

1. To take the relevant steps to implement *resolves* 1 and 6 and to provide any support required to the Coordination Center for the Development of Human Resources.
2. To disseminate these courses as widely as possible.

ANNEX TO RESOLUTION COM/CITEL RES. 233 (XXIV-10)

CENTER	COURSE TITLE	CATEGORY
Advanced Technology Training Center (CCAT)	DNSSEC	On-line
Advanced Technology Training Center (CCAT)	IMPLEMENTING IPv6	On-line
Advanced Technology Training Center (CCAT)	LOCAL AND CORPORATE NETWORK TECHNOLOGIES	On-line
Advanced Technology Training Center (CCAT)	INTERNET GOVERNANCE – PROCESSES, ISSUES, AND INSTITUTIONS	On-line
Center for Technological Innovation-School of Engineering of the National University of Asunción (CITEC-FIUNA)	IP TELEPHONY	On-site
Center for Technological Innovation-School of Engineering of the National University of Asunción (CITEC-FIUNA)	INTERNET NETWORK ENGINEERING	On-site
Center for Technological Innovation-School of Engineering of the National University of Asunción (CITEC-FIUNA)	IP NETWORK DESIGN	On-site
Center for Technological Innovation-School of Engineering of the National University of Asunción (CITEC-FIUNA)	SECURITY IN TELECOMMUNICATION NETWORKS	On-site
School of Engineering and Technology of the Catholic University of Uruguay (UCU)	TECHNICAL AND ECONOMIC EVALUATION OF FTTH NETWORKS VS. XDSL NETWORKS	On-line
United States Telecommunications Training Institute (USTTI)	RADIO FREQUENCY SPECTRUM MANAGEMENT	On-site
United States Telecommunications Training Institute (USTTI)	SPECTRUM MANAGEMENT IN THE CIVIL SECTOR	On-site
United States Telecommunications Training Institute (USTTI)	DISASTER COMMUNICATIONS MANAGEMENT	On-site
United States Telecommunications Training Institute (USTTI)	SEMINAR IN COMPETITION POLICY FOR TELECOMMUNICATIONS AND REGULATORY AND	On-site

CENTER	COURSE TITLE	CATEGORY
	PRIVATIZATION ISSUES IN TELECOMMUNICATIONS	
United States Telecommunications Training Institute (USTTI)	E-GOVERNMENT FOR DEVELOPMENT: STRATEGIES AND POLICIES	On-site
United States Telecommunications Training Institute (USTTI)	IMT (3G/4G) MOBILE BROADBAND AND MOBILE TV	On-site
United States Telecommunications Training Institute (USTTI)	SATELLITE COMMUNICATIONS	On-site
National Institute of Research and Training in Telecommunications of Peru – National University of Engineering (UNI) (INICTEL-UNI)	FOURTH GENERATION NETWORK TECHNOLOGIES	On-line
National Institute of Research and Training in Telecommunications of Peru – National University of Engineering (UNI) (INICTEL-UNI)	IP TV AND NEW GENERATION NETWORKS	On-line
National Institute of Research and Training in Telecommunications of Peru – National University of Engineering (UNI) (INICTEL-UNI)	INFORMATION AND COMMUNICATION SECURITY MANAGEMENT	On-line
NEOTELIS	TELECOM REGULATION ESSENTIALS	On-site
NEOTELIS	MINI MBA IN TELECOMMUNICATIONS	On-site
ITU	PRACTICAL SPECTRUM MANAGEMENT TECHNIQUES UTILIZING LATEST GENERATION TOOLS	On-line

COM/CITEL RES. 234 (XXIX-10) ⁶

APPROVAL OF THE PLAN OF OPERATIONS FOR 2011

The XXIV Meeting of the Permanent Executive Committee of CITEL, COM/CITEL,

CONSIDERING:

- a) The budget program and the draft schedule prepared by COM/CITEL's Committee for Preparing the Operations Plan for 2011, and
- b) The information on the status of associate members submitted by the Secretariat of CITEL,

RESOLVES:

- 1. To approve the Schedule of Meetings for 2011 contained in Appendix 1 to this Resolution.

⁶ COM/CITEL/doc.1426/10 rev.1

2. To approve the draft program-budget for 2011 attached hereto as Annex 2.
3. To instruct the Executive Secretary of CITEL to report to COM/CITEL any changed circumstances affecting the approved 2011 budget.

Appendix I: Schedule of Meetings in 2011:

**PRELIMINARY CALENDAR OF CITEL
YEAR 2011**

Meeting	Date	Place
Conference Preparatory Meeting (CPM)	14 - 25 February 2011	Geneva, Switzerland
Seminar on the use of Telecommunications in the Prevention and Mitigation of Catastrophes and Disaster, and on-line Workshops	29 February 2011	Lima, Peru
XVIII PCC.I	1 – 4 March 2011	Lima, Peru
XVII PCC.II	28 March – 1 April 2011	Dominican Republic
XVII Steering Committee (STE)	TBD	Video-Conference or over the Internet
XVIII PCC.II	TBD	TBD
XXVII Working Group to Prepare for the Meetings of the Council of the ITU	11 – 12 October 2011	Geneva, Switzerland
XIX PCC.I	TBD	TBD
XXV COM/CITEL	7 – 9 December 2011	Washington, D.C.
XXVIII Working Group to Prepare for the Meetings of the Council of the ITU	7 – 9 December 2011	Washington, D.C.

ITU's Meetings

ANNEX 2 TO RESOLUTION COM/CITEL RES. 234 (XXIV-10)

CITEL DRAFT BUDGET FOR 2011
(In US\$)

	REGULAR FUND	SPECIFIC FUNDS			TOTAL
	RF OAS	SF PCC.I	SF PCC.II	VC	
<u>INCOME</u>					
OAS Regular Fund	390,900.00				390,900.00
Specific Fund Balance PCC.I – January 1, 2011		-			-
PCC.I Specific Fund Income		126,000.00			126,000.00
Specific Fund Balance PCC.II – January 1, 2011			67,912.88		67,912.88
PCC.II Specific Fund Income			190,500.00		190,500.00
Voluntary Contributions					
TOTAL INGRESOS	390,900.00	126,000.00	258,412.88	-	775,312.88
<u>EXPENDITURES</u>					
CITEL's Secretariat					
Staff Salaries:					
- Salaries for 2	Paid by the OAS Regular Fund				
- Staff Salary (50% for 2)	Contribution from PCC.I SF	90,650.00			90,650.00
- Staff Salary (50% for 2)	Contribution from PCC.II SF		90,650.00		90,650.00
Administrative Expenditures					
	41,579.00				41,579.00
Total Secretariat's Expenditure	376,479.00	90,650.00	90,650.00		557,779.00
CITEL's Meetings					
XVIII PCC.I Meeting (Peru)		17,675.00			17,675.00
XIX PCC.I Meeting		17,675.00			17,675.00
XVII PCC.II Meeting (Dominican Republic)			83,881.44		83,881.44
XVIII PCC.II Meeting			83,881.44		83,881.44
XXV COM/CITEL Meeting	14,421.00				14,421.00
Total Meeting Expenditures	14,421.00	35,350.00	167,762.88		217,533.88
Other expenditures					
Total – Otros Expenditures	-	-	-		-
TOTAL EXPENDITURES	390,900.00	126,000.00	258,412.88		775,312.88
INCOME - EXPENDITURES =	-	-	-		-

Projection of Administration Expenses for 2011

Budget		41,579.00	
Expenses			
	Documents		1,500.00
	Equipments		2,000.00
	Supplies		2,000.00
	Postage		600.00
	Phone, Fax		1,500.00
	Mant. Server		4,500.00
	LAN-Internet		4,400.00
	Translation Costs*		17,400.00
	LAN-Printer		600.00
	Courier/S&H charges		300.00
	AD&D Insurance		500.00
	Webex		600.00
	Other		3,879.00
	VPN		1,800.00
	Total		<u>41,579.00</u>

* Translation costs:

Annual Report	7,200.00
Secretariat	10,200.00
	<hr/>
	17,400.00
	<hr/> <hr/>

PCC-I
PCC-I DRAFT BUDGET - 2011
(US\$)

				PREVISION			
				REGULAR FUND	SPECIFIC FUNDS		TOTAL
				FR	SF PCC.I		
<u>INCOME</u>							
Balance PCC.I Specific Fund - 1 January 2009							
Income - PCC.I Specific Fund					126,000		126,000
TOTAL INCOME				0	126,000	0	126,000
<u>EXPENDITURES</u>							
CITEL Secretariat							
Staff salaries : US\$ 668,100.00							
Staff Salary (50% for 2) Contrb. SF PCC.I					90,650		90,650
Total Secretariat expenses				0	90,650	0	90,650
CITEL Meetings							
XVIII PCC.I Meeting (Peru)					17,675		17,675
XIX PCC.I Meeting					17,675		17,675
Total meeting costs				0	35,350	0	35,350
Total other expenses				0	0	0	0
TOTAL EXPENDITURES				0	126,000	0	126,000

**PCC-II
PCC-II DRAFT BUDGET - 2011**

(US\$)

	REGULAR FUND			TOTAL
	RF	SPECIFIC FUND		
			SF PCC.II	
<u>INCOME</u>				
Balance PCC.II Specific Fund - 1 January 2009			67,913	67,913
Income - PCC.II Specific Fund			190,500	190,500
TOTAL INCOME	0	0	258,413	258,413
<u>EXPENDITURES</u>				
CITEL Secretariat				
Staff Salary (50% for Contrb. SF PCC.II 2)			90,650	90,650
Total Secretariat expenses	0	0	90,650	90,650
CITEL Meetings				
XVII PCC.II Meeting (Dominican Republic)			83,881	83,881
XVIII PCC.II Meeting			83,881	83,881
Total meeting costs	0	0	167,763	167,763
Total other expenses	0	0	0	0
TOTAL EXPENDITURES	0	0	258,413	258,413
INCOME - EXPENDITURES =	0	0	0	0

COM/CITEL RES. 235 (XXIV-10) ⁷

DRAFT AGENDA, SITE AND DATE OF THE XXV MEETING OF COM/CITEL

The XXIV Meeting of the Permanent Executive Committee of CITEL (COM/CITEL),

RESOLVES:

1. To hold the XXV Meeting of COM/CITEL on December 7 to 9, 2011 in Washington, D.C.
2. To approve the draft agenda for the XXV Meeting of COM/CITEL annexed hereto.

ANNEX TO RESOLUTION COM/CITEL RES. 235 (XXIV-10)

DRAFT AGENDA

1. Adoption of agenda and schedule.
2. Establishment of meeting committees:
 - 2.1 Committee for Drafting the Final Report.
 - 2.2 Committee for Preparing the Operations Plan.
3. Report by the Chair of COM/CITEL.
4. Reports from the Chairs of the Permanent Consultative Committees.
5. Reports from the COM/CITEL Working Groups.
 - 5.1 General Coordination for Human Resource Development.
 - 5.2 Working Group on the CITEL Strategic Plan.
 - 5.3 Preparatory Working Group for ITU Council meetings.
 - 5.4 Conference Preparatory Working Group dealing with regional preparations for world conferences and meetings.
6. Approval of the annual report on the activities of CITEL.
7. Approval of the 2012 Operations Plan (activities, budget, and meeting scheduling for 2012).
8. Joint CITEL/ITU activities in the region.
9. Proposed amendments of the CITEL Statute and Regulations.
10. Study of OAS General Assembly resolutions affecting CITEL.
11. Report on the situation of CITEL's cooperation agreements.
12. Report of the Steering Committee.
13. Situation of associated members.

⁷ COM/CITEL/doc.1418/10 rev.1

14. Date, agenda, and venue of the next meeting.
15. Other business.
16. Adoption of the Final Report.

COM/CITEL/RES.236 (XXIV-10)⁸

EFFICIENCY MEASURES AND SPENDING MORATORIUM

The XXIV Meeting of the Permanent Executive Committee (COM/CITEL),

RECOGNIZING:

That, due to the number of important communications activities and events taking place each year, the need for close coordination among CITEL countries, and the current economic situation affecting businesses and governments worldwide, some revised policies need to be put in place to ensure the proper, continued operation of the CITEL Secretariat's support of the essential functions of CITEL.

CONSIDERING:

- a) That OAS budget cuts have resulted in reduced CITEL operating funds;
- b) That the dues paid by the CITEL Associate Members cover the cost of the meetings of the CITEL permanent consulting committees as well as the salary of two CITEL Secretariat personnel which are required to support these meetings;
- c) That the economic situation causes an uncertainty in the level of Associate Member dues that will be received in the near future;
- d) That some reduction in the cost of operating the CITEL Secretariat is necessary;
- e) That in order to effectively reduce the cost of operating the CITEL Secretariat without affecting the basic mission of CITEL, all operating costs of CITEL Secretariat must be identified, including travel of all CITEL personnel to various meetings and conferences;
- f) That any increase in spending, beyond what is annually approved by COM/CITEL each year, must be avoided;

⁸ COM/CITEL/doc.1422/10 rev.1

RESOLVES:

1. To invite Member States through COM/CITEL to take a more active role in budget and management oversight, including approval of all travel for 2011 financed by CITEL funds;
2. To instruct the Executive Secretary to present to COM/CITEL the updated job descriptions of the Secretarial Staff paid by the specific funds;
3. To instruct the Executive Secretary to implement the following cost-cutting measures intended to enable the Secretariat of CITEL to continue to operate efficiently in circumstances of financial constraint:
 - To provide on a quarterly basis a financial operating report on the budgetary execution and expenditure to COM/CITEL;
 - To establish a moratorium on all CITEL staff travel to events in 2011 other than to PCC.I, PCC.II and COM/CITEL meetings, or otherwise expressly approved by COM/CITEL, and to direct that only three staff members of CITEL may travel to PCC.I, PCC.II and COM/CITEL meetings when these meetings are held outside the Washington, D.C. area;
 - To request the chairs of the PCCs to identify the requirements necessary to revamp CITEL's electronic interfaces (i.e., web-site, databases). to facilitate the work and efficiency of the Member States and Associate Members of CITEL, especially in view of the upcoming preparations for and participation in the World Radiocommunication Conference (WRC), the World Conference on International Telecommunications (WCIT) and the World Telecommunications Standardization Assembly (WTSA); and
 - To suspend publication of info@citel until COM/CITEL otherwise decides.

INSTRUCTS THE EXECUTIVE SECRETARY:

To provide a quarterly report of actions undertaken to address those measures identified in the resolves above.

INVITES MEMBER STATES:

1. To refrain from submitting Resolutions, Recommendations, or Decisions that will cause additional financial burdens not approved by COM/CITEL, unless the source of the funds is identified.
2. To consider the possibility of providing all documentations in both working languages in order to reduce costs.
3. To consider the possibility of financing all the costs related to the organization of the CITEL meetings outside the Washington, D.C. area.

IV. DECISIONS

COM/CITEL DEC. 75 (XXIV-10) ⁹

RESTORING OF POSITIONS IN THE SECRETARIAT OF CITEL

The XXIV Meeting of the Permanent Executive Committee of CITEL (COM/CITEL)

DECIDES:

To request the Chairman of COM/CITEL to inform the Secretary General of the OAS of the desire of the Member States of CITEL at the earliest opportunity to transfer to the post of Administrative Officer funded from the Regular Fund, recently restored to CITEL by resolution AG/RES.1 (XL-E/10), Mr. Javier Guinand, who now occupies a post funded by the “Supplementary Fund for the Activities of the Permanent Consultative Committees,” made up of voluntary contributions from the Members of CITEL and the fees of the Associate Members, for the following reasons:

1. Resolution AG/RES.1 (XL-E/10), paragraph No. 22 (Restoring of positions), specifically restores the two positions of Principal Secretary and Administrative Officer that had been eliminated as a result of the reduction of resources for 2011.
2. The reduced budgetary allocation to CITEL from the Regular Fund for 2011 makes it very difficult for the Commission to implement its mandates and responsibilities efficiently and effectively, so that innovative approaches are required to ensure that CITEL can continue to maintain the level of services to its members.
3. The release of resources of the specific fund, funded exclusively from contributions from Associate Members of CITEL, to the Regular Fund would enable the meetings of the Permanent Consultative Committees to be financed, which are essential to ensure that the mandate of the organization is implemented.
4. The staff member occupying the position of Administrative Technician, Mr. Javier Guinand, is highly experienced in the work of CITEL, and would be an extremely valuable asset to ensure that the programs of CITEL are executed efficiently.
5. It is requested that the decision to make this transfer be adopted as soon as possible in order to ensure that the work program for 2011 is adopted.

COM/CITEL/DEC. 76 (XXIV-10) ¹⁰

REMITTAL OF THE ANNUAL REPORT OF CITEL TO THE OAS GENERAL ASSEMBLY

The XXIV Meeting of the Permanent Executive Committee CITEL (COM/CITEL)

⁹ COM/CITEL/doc.1425/10 rev.2

¹⁰ COM/CITEL/doc. 1420/10

DECIDES:

1. To send to the OAS 2011 General Assembly the attached draft Resolution.
2. To attach this draft Resolution to the 2010 Annual Report to be submitted by CITEL to the OAS General Assembly.
3. To instruct the Executive Secretary to take the required actions for implementing the mandate of this Decision.

ANNEX TO DECISION COM/CITEL/DEC. 76 (XXIV-10)

DRAFT RESOLUTION

AG/RES. XXXX (XLI-O/11)

**INCREASING ACCESS TO TELECOMMUNICATIONS AND INFORMATION AND
COMMUNICATION TECHNOLOGIES THROUGH STRENGTHENING OF THE INTER-
AMERICAN TELECOMMUNICATION COMMISSION**

THE GENERAL ASSEMBLY,

CONSIDERING that broad access to telecommunications and information and communication technologies (ICTs) is essential for promoting sustainable development, poverty alleviation, and job creation,

BEARING IN MIND resolution AG/RES. 2545 (XL-O/10), "Promotion by the Inter-American Telecommunication Commission (CITEL) of Cooperation for the Development and Dissemination of Information and Communication Technologies in the Americas," which "urges CITEL to continue coordinating efforts to harmonize, develop, and improve telecommunication/ICTs and to continue to provide a platform where policymakers, regulators, private sector representatives, researchers, academics, and other interested parties can exchange views, experiences, and best practices in this area that contribute to promoting the inclusion of the countries of the region in the Information and Knowledge-based Society;"

EMPHASIZING that the International Telecommunication Union (ITU) World Telecommunication Development Conference 2010 included "among the high priorities of ITU, support for initiatives under the *Agenda for Connectivity in the Americas*, recommending the use of mechanisms to help to achieve the necessary results for each country and region, and promote the exchange of information on progress in connectivity globally,"

RECOGNIZING:

- a) That the harmonious and balanced development of telecommunications infrastructure is beneficial for both developed and developing countries;
- b) That it is necessary to coordinate and harmonize efforts to develop telecommunications infrastructure at the national and regional level;

c) That there is a need to promote training programs at the national and regional level by which to generate expertise on new telecommunication technologies and the corresponding policy and strategy matters;

RESOLVES:

1. To renew its call on CITELE to continue to collaborate closely with member states in order to exchange best practices on policy, technologies, and national strategies on telecommunication/ICT's and to promote even more vigorously the use of all appropriate media to serve rural, isolated, and underserved areas;
2. To instruct CITELE to continue to promote human capacity building in the region in different aspects of the telecommunication/ICT sector, allocating the necessary budget funds for that purpose.
3. To urge member states to identify ways and means to support CITELE in fulfilling its mandates, including mechanisms to encourage their greater participation,;
4. To instruct the Secretary General to continue to support Citele, in order to facilitate the comprehensive fulfillment of its mandates.

V. LIST OF BASIC DOCUMENTS

Summary Minutes of the Inaugural Session and the First Plenary Session:	COM/CITEL/doc. 1421/10
Summary Minutes of the Second Plenary Session:	COM/CITEL/doc. 1424/10
Summary Minutes of the Third Plenary Session and Closing Session:	COM/CITEL/doc. 1427/10
List of Documents:	COM/CITEL/doc. 1385/10 rev.2
List of Participants:	COM/CITEL/doc. 1386/10 rev.1
Final Report for the Meeting	COM/CITEL/doc. 1428/10 rev.1