



ORGANIZATION OF AMERICAN STATES
Inter-American Telecommunication Commission

V MEETING OF THE PERMANENT EXECUTIVE
COMMITTEE OF CITEL (COM/CITEL)
1-5 December 1997
Punta del Este, URUGUAY

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FINAL REPORT

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**REPORT OF THE FIFTH MEETING
PERMANENT EXECUTIVE COMMITTEE OF CITEL
(COM/CITEL)**

I. AGENDA

1. Approval of the Agenda and Schedule of Activities.
2. Establishment of the Working Groups and the Structure of the Meeting.
3. Report by the Chairman of COM/CITEL.
4. Reports of the Chairpersons of the Permanent Consultative Committees, the Joint Working Group on Legal Matters, and the Working Groups of COM/CITEL.
5. Report on the results of the 1997 ITU World Radiocommunication Conference.
6. Approval of the Annual Report of the activities of CITEL.
7. Strategic Plan of CITEL.
8. Report on the follow-up activities originating from the Summit of the Americas.
9. Follow-up activities from the Senior Telecommunication Officials Meeting.
10. Program-Budget and Schedule of Meetings.
11. Electronic Document Handling in CITEL.
12. Improvement on CITEL work.
13. Proposals to modify the Statute and the Regulations.
14. Preparations for the 1998 CITEL Assembly.
15. Improving coordination with Regional and International telecommunication Organizations.
16. Functioning and Structure of CITEL
17. Preparations for the ITU Plenipotentiary Conference
18. Preparations for the World Telecommunications Development Conference of 1998
19. Training Centers
20. Resolutions of the OAS General Assembly affecting CITEL
21. Situation of Associate Members
22. Date, agenda and place of the next meeting.
23. Approval of the Working Groups Final Reports.
24. Other business.
25. Approval of the Final Report.

II. AUTHORITIES OF THE MEETING

Chairman: Mr. Ernesto Dehl Sosa of Uruguay.
Vice Chairman: Mr. Nelson Peñafiel of Ecuador (in representation of Mr. Mario Burbano)
Executive Secretary: Mr. Roberto Blois, CITEL.

WORKING GROUPS

1) Strategic Planning Working Groups

- Chairman: Mr. Bruce Gracie (Canada)

2) Ad hoc Working Group on the Structure and Functioning of CITEL on the Preparation for the 1998 CITEL Assembly

- Chairman: Mr. Ferdinando Maglione (Brazil)

3) Program-Budget

- Chairman: Mr. Gary Fereno (USA)

4) Preparations for the 1998 ITU Plenipotentiary Conference

- Chairman: Mr. Bruce Gracie (Canada)

5) Ad hoc Working Group on the Preparations for the ITU 1998 World Telecommunication Development Conference

- Chairman: Mr. Solardo Rivero (Venezuela)

6) Training Centers

- Chairman: Mr. Alejandro Gutiérrez (Mexico)

7) Preparation for the II CITEL Assembly

- Chairman: Mr. Héctor Budé (Uruguay)

8) Drafting Group

- Chairman: Mr. Diego Souto (Uruguay)
- Participants: Ms. Nancy Eskenazi (USA)
Mr. Eduardo Gabelloni (Argentina)
Ms. Martha Killian (Argentina)

III. RESOLUTIONS

COM/CITES RES. 44 (V-97)

DIRECTIVES TO THE DRAFTING GROUPS THAT DEAL WITH MINUTES OF THE MEETINGS

The Fifth Meeting of the Permanent Executive Committee of CITES (COM/CITES),

HAVING SEEN:

That Decision COM/CITES DEC.1 (II-94), adopted at the Second Meeting of the Permanent Executive Committee of CITES, established the list of documents that must be prepared by every CITES meeting.

CONSIDERING:

That is deemed advisable and suitable to standardize the working procedures of the various Drafting Groups, for a more effective and efficient utilization of human and material resources available.

RESOLVES:

To approve the directives on the form and basic contents of the Summary Minutes of the meetings that must be drafted contained in the Annex, as well as on the integration of the various Drafting Groups created during the meetings of the Working Groups, the Permanent Consultative Committees and COM/CITES itself.

INSTRUCTS:

The Executive Secretary to distribute this Resolution to the Chairpersons of the Working Groups and Permanent Consultative Committees.

ANNEX

- Four participants at the most, including the Chairman will form the Drafting Group.
- Minutes will have two parts:

First part (information on attendance)

- date
- starting time
- Chairman
- Vice Chairman/en
- Executive Secretary
- Participants (Member countries, Associate members, Permanent Observers to the OAS, International and Regional Organizations)

Second part (work development)

- In order to identify the consideration of each topic, it will be titled according to the agenda, indicating its corresponding number as well.
- The inclusion of presentations made by the delegates will not be included, as possible.
- In case of a debate to be recorded in the minutes, a brief summary of discussions and conclusions will be included.
- Informative documents will be identified by their number, title and presenting country.
- The Opening Session will be included in the Minutes of the First Plenary Session. The position and name of persons in the podium will be indicated, together with a summary of presentations made.
- The end of each minute will show the closing time.

COM/CITEL RES. 45 (V-97)

**DRAFT AGENDA OF THE SECOND REGULAR MEETING
OF THE ASSEMBLY OF THE CITEL**

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

RESOLVES:

To adopt the Draft Agenda of the Second Regular Meeting of the Assembly of the CITEL to be held in Quito, Ecuador, from March 2 through 6, 1998, as follows:

DRAFT AGENDA

1. Adoption of the Agenda.
2. Organization of the Assembly.
 - 2.1 Order of precedence.
 - 2.2 Establishment of Working Committees.
 - 2.3 Integration of the Credentials, Style and Drafting Committees.
3. Election of the Chairperson and two Vice Chairpersons of the Assembly.
4. Report by the Chairman of COM/CITEL.
5. Reports by the Chairs of Permanent Consultative Committee I: Public Telecommunication Services; II: Broadcasting, and III: Radiocommunications.
6. Proposals for the amendment of the CITELE Statute and Regulations.
7. Establishment of Permanent Consultative Committees: denomination, purpose and specific mandate.
8. Election of the venue for the Third Regular meeting of the CITELE Assembly (and election of the Vice-Chairman of COM/CITEL).
9. Election of COM/CITEL Member Countries (except the Chairman and Vice Chairman).
10. Election of countries to chair the Permanent Consultative Committees as established by the Assembly.
11. Preparation of the ITU Plenipotentiary Conference (PP/98), Minneapolis, October 12 through November 6, 1998.
12. Preparation of the World Telecommunication Development Conference (WTDC-98), Malta, March 22 through April 1st, 1998.
13. Response of CITELE to the Summit of the Americas.
14. Impact of the negotiations of the World Trade Organization (WTO) on Telecommunications in the Americas, and the participation of CITELE in the FTAA process.
15. Establishment of a CITELE Operations Plan for 1998-2002 and corresponding Program-Budget.
16. Electronic documentary processing.
17. Convening of the VI Meeting of COM/CITEL.
18. Other matters.
19. Adoption of the Final Report.

COM/CITEL RES. 46 (V-97)

BUDGET FOR 1998 AND 1999, AND CALENDAR FOR 1998

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

CONSIDERING:

The Program of Meetings included in document COM/CITEL 258/97;

The budget provisions included in document COM/CITEL 266/97 rev.1, for years 1998 and 1999;

The discussions held by the Program – Budget Working Group.

RESOLVES:

1. To approve the attached calendar of meetings of CITEL for the year 1998 (Annex I);
2. To approve the attached budget provisions for years 1998 and 1999 (Annex II).

ANNEX I

Calendar of Meetings for 1998:

1. Permanent Consultative Committee I: Public Telecommunication Services

VIII Meeting	20-24 April
IX Meeting	16-20 November

2. Permanent Consultative Committee II: Broadcasting

IV Meeting *	18-22 August
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3. Permanent Consultative Committee III: Radiocommunications

X Meeting	2-6 February
XI Meeting	8-12 June
XII Meeting	15-19 September

* To examine the impact of NGSO FSS on the Region 2 DBS plan and the protection of the FSS service in Region 2 from Regions 1 and 3 DBS plan.

ANNEX II

BUDGET APPROVED FOR CITEL FOR 1998

(In Thousand of Dollars)

	Amount	Sub-total
	US \$	US \$
Executive Secretariat's Personnel	382.0	382.0
Annual Meeting of COM/CITEL		
One meeting of five days		
Costs of travel for the Executive Secretary, Principal Specialist, Conference Specialist and a Lawyer	9.5	
Costs of the meeting	39.5	
Sub-total		49.0
Regular Assembly of CITEL		
One meeting of five days		
Costs of travel for the Executive Secretary, two Specialists from CITEL, Conference Specialist and a Lawyer	9.5	
Costs of the meeting	31.0	
Sub-total		40.5
Meeting of PCC.I		
Two meetings of five days		
Costs of travel for the Executive Secretary, Principal Specialist and Conference Specialist	12.0	
Costs of the meetings	62.2	
Sub-total		74.2

	Amount	Sub-total
	US \$	US \$
Meeting of PCC.II		
One meeting of five days		
Costs of travel for the Executive Secretary, Principal Specialist and Conference Specialist	3.9	
Cost of the meeting	31.0	
Sub-total		34.9
Meeting of PCC.III		
Three meetings of five days Costs of travel For the Executive Secretary, Principal Specialist And Conference Specialist	18.6	
Costs of the meetings	85.9	
Sub-total		104.5
Steering Committee		
One meeting of three days		
Costs of the meeting	12.3	
Sub-total		12.3
Participation and presentation of contributions of CITEL by the Executive Secretariat		
Annual Meeting of the Pacific Telecommunication Conference (PTC)	3.8	
OAS General Assembly,	3.2	
World Telecommunication Development Conference	3.9	
ITU Conference of Plenipotentiaries	2.9	
Unscheduled travels of the Executive Secretary	6.3	
Sub-total		20.1

	Amount	Sub-total
	US \$	US \$
General costs of the CITEL Office		
INTERNET	1.2	
Express mail	6.6	
Air mail, courier, telephone, fax	11.0	
Photocopies	5.8	
Publications	1.5	
Office supplies	1.8	
Translations at Headquarters	14.0	
Sub-Total		41.9
Total	\$ 759.4	\$ 759.4

Note: The amount of \$8,500 was allotted to COM/CITEL when it should have been allotted to the CITEL Regular Assembly.

CITEL PROPOSED BUDGET 1999

(In Thousand of Dollars)

	Amount	Sub-total
	US \$	US \$
Annual Meeting of COM/CITEL		
One Meeting of five days		
Costs of travel for the Executive Secretary, Principal Specialist, Conference Specialist and a Lawyer	10.9	
Costs of the meeting	31.9	
Subtotal		42.8

	Amount	Sub-total
	US \$	US \$
Meeting of PCC.I		
Three meetings of five days		
Costs of travel for the Executive Secretary, Principal Specialist and Conference Specialist	18.9	
Costs of the meeting	95.7	
Subtotal		114.6
Meeting of PCC.II		
Two meetings of five days		
Costs of travel for the Executive Secretary, Principal Specialist and Conference Specialist	12.6	
Costs of the meeting	63.8	
Subtotal		76.4
Meeting of PCC.III		
Three meetings of five days		
Costs of travel for the Executive Secretary, Principal Specialist and Conference Specialist	18.9	
Costs of the meeting	95.7	
Subtotal		114.6
Meeting of the Steering Committee		
One meeting of two days		
Costs of the meeting	14.0	14.0
Subtotal		
Participation and presentations of contributions from CITEL by the Executive Secretariat		
Assembly of Caribbean Telecommunications Union (CTU)	2.9	
Annual Meeting of the Pacific Telecommunications, (PTC)	3.8	
OAS General Assembly	3.2	
World Radio Conference	3.9	
Unscheduled travels of the Executive Secretariat	6.3	

Subtotal		20.1
	Amount	Subtotal
	US\$	US\$
General Expenses for the Office of CITEL		
INTERNET	1.2	
Express mail	6.6	
Air mail, courier, telephone and fax	11.0	
Photocopies	5.8	
Publications	1.5	
Office supplies	1.8	
Translations at Headquarters	14.0	
Subtotal		41.9
Executive Secretariat Staff	382.0	382.0
Total		\$ 806.4

COM/CITEL RES.47 (V-97)

**APPROVAL OF THE COMTELCA CENTRAL-AMERICAN TRAINING CENTER AS
REGIONAL TRAINING CENTER OF CITEL**

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

CONSIDERING:

The formal request presented by COMTELCA for recognition as Regional Center;

The Procedure for an Organization to be recognized by CITEL to operate as Regional Training Center (COM/CITEL DEC.14 (V-97)).

BEARING IN MIND:

The positive assessment on the infrastructure of this Center presented by the CITEL Coordinator with Regional Training Centers;

RESOLVES:

To approve the incorporation of the COMTELCA Central-American Regional Training Center as Regional Training Center of CITEL.

INSTRUCTS THE EXECUTIVE SECRETARIAT:

To inform COMTELCA about the approval of its request.

COM/CITEL RES.48 (V-97)

CITEL PREPARATIONS FOR THE 1998 ITU PLENIPOTENTIARY CONFERENCE

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

CONSIDERING:

The importance of the 1998 ITU Plenipotentiary Conference to be held in Minneapolis between dates of October 12 and November 6, 1998.

That the CITEL Member Countries have the opportunity to exchange views and to coordinate common proposals and positions on issues of particular interests to the Americas Region by actively participating in the COM/CITEL Working Group preparing for the Plenipotentiary Conference;

The urgency to proceed now in order to submit any common CITEL proposals to the ITU in a timely manner before the Conference.

RESOLVES:

1. To invite the Member States to develop, coordinate and finalize common proposals to the ITU 1998 Plenipotentiary Conference on behalf of the sponsoring administrations;

2. To encourage all CITEL participants to submit contributions to the Coordinators for the Working Group on the various topics for study and to work within the Working Group to produce common proposals.

INSTRUCTS THE EXECUTIVE SECRETARIAT:

To distribute this resolution to all Member states and take the appropriate steps to facilitate and encourage their participation in the Working Group.

COM/CITEL RES. 49 (V-97)

**ACTION PLAN FOR THE UTILIZATION OF A
DATABASE ON THE ALLOCATION OF THE SPECTRUM**

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

CONSIDERING:

- a) That the Miami Presidential Summit emphasized the need to promote the compatible utilization of the spectrum;
- b) That the Third Meeting of the Permanent Consultative Committee III decided to create a database on the utilization of the spectrum;
- c) That Resolution PCC.III/RES.51 (VI-97) established the scope of the database on the allocation of the spectrum in the Americas in 137 MHz-3700 MHz;
- d) That Resolution PCC.III/RES.51 (VII-97) provided for objectives/deadlines for delivering information;
- e) That in accordance to PCC.III/DEC. 5 (IV-96) the Executive Secretariat of CITEL established a cooperation plan with the ITU Regional Office, which has received databases and has started preparing them for their future utilization;
- f) That the Executive Secretariat and the ITU Regional Office have points of contact in those countries that have delivered information for further updating;
- g) That Resolution COM/CITEL RES.57 (V-97) has highlighted the need for many countries of the Americas Region to receive assistance in the area of spectrum management;

HAVING SEEN:

- a) The need for:
 - having a procedure available for updating information;
 - defining the information format, type of access (for example, which are the privileges of users, whether a password is needed, required level of security, etc.), and
 - defining who will have access to the information.

RESOLVES:

To request the Permanent Consultative Committee III to define the criteria for the access to the information on spectrum allocation in the region.

INSTRUCTS THE EXECUTIVE SECRETARIAT TO:

- 1) Establish the corresponding contact with the ITU Regional Office in order to develop a joint action

plan providing for the detected needs.

- 2) Present a report and the action plan of reference to the next meeting of the Permanent Consultative Committee III.
- 3) Send a memorandum to those countries that have not yet provided their information for the database and/or the corresponding points of contact.

COM/CITEL RES. 50 (V-97)

CITEL RESPONSE TO THE SECOND SUMMIT OF THE AMERICAS

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

CONSIDERING:

That CITEL has been requested by the General Coordinator on the Preparations for the Second Summit of the Americas to provide suggestions to be included in the telecommunications section for the Action Plan of the Santiago Summit;

That consultations have been undertaken by the Executive Secretariat of CITEL to the membership to provide advice on the substance of the items to be included in the telecommunications section of the Plan of Action;

That the V meeting of COM/CITEL has provided the opportunity for the members of the Committee to suggest further amendments to the section of the Plan of Action concerned with telecommunications issues.

RESOLVES:

- 1) To invite the Executive Secretary of CITEL to provide further advice to the General Coordinator of Preparations for the Second Summit of the Americas based on the amendments agreed by the V meeting of COM/CITEL;
- 2) To request the Executive Secretary to forward the annex to the CITEL membership at the earliest opportunity;
- 3) To urge the Member States of CITEL to forward these amendments as soon as possible to their respective authorities preparing for the second Summit.

ANNEX

C. Telecommunications

Governments will:

Adopt strategies to support the development and continuous updating of the regional information infrastructure plan that is consistent with the national information infrastructure plans of the countries of the Hemisphere to realize the benefits offered by the "Information Revolution" to the people of the Hemisphere.

Work together to rapidly build-out the communications and information infrastructure in the region, together with the private sector, and, if needed, request CITEL in close collaboration with the ITU and the IDB to assist with implementation of the World Trade Organization's Agreement on Trade in Basis Telecommunications Services (the GBT Agreement), and the Declaration and Action Plan adopted by the 1996 Senior Telecommunications Officials Meeting held in Washington, D.C.

Work together to develop, subject to national constraints, best practice guidelines on universal access/service, interconnection and the establishment of independent regulators and transparent procedures, taking into account the WTO agreement and the commitments made at the Meeting of Senior Telecommunication Officials held 25-26 September, 1996, in Washington, D.C.

Adopt strategies to make affordable access available to all for telephony and the INTERNET, and encourage the development of community information service centers that provide access to telephones, computers, e-mail, the INTERNET, and multimedia services enabling competitive and low-cost access to information and expertise, education and training, productivity tools and basic communication services.

Foster the development, mainly by the private sector, of applications over electronic networks, such as the INTERNET, broadcast television and radio, that will support education, health, agriculture and sustainable rural development, electronic commerce and other applications assisting small savers, micro-enterprise and Small and Medium-sized Enterprise (SMEs), and modernization of the State.

Encourage the public, private and civil sectors in the Hemisphere to develop INTERNET-based programs that are useable and useful to the many peoples of the Hemisphere with their different socioeconomic conditions and languages.

Foster the development of electronic commerce ensuring that the private sector have the leadership role in this area by avoiding undue restrictions and regulation and by supporting a predictable, consistent, nondiscriminatory and simple legal environment for electronic commerce.

Encourage CITEL to address, with some degree of urgency, studies of the standards coordination aspects of the existing network infrastructure, specifically in the area of Telecommunication Management Network (TMN) and Intelligent Network (IN) so that the network can evolve to meet the information infrastructure needs of the Americas.

Direct Ministers within the OAS/CITEL process, to continue to examine ways and no later than mid-1999 to develop consistent regulatory approaches among member Countries leading to the promotion of greater communality in the certification process for and begin to implement, according to national legislation, a framework for mutual recognition agreements (MRA's) for Certification of telecommunications and information technology equipment and to the establishment of a framework for mutual recognition agreements (MRA's) encompassing all the countries of the region. on CITEL's Guidelines for Certification and other multilateral efforts on MRA's.

COM/CITEL RES. 51 (V-97)

ELECTRONIC DOCUMENT HANDLING IN CITEL

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

CONSIDERING:

That the amount of work and cost involved in preparing and sending various communications concerning the activities of CITEL has increased dramatically with the growth of the number of associate members;

The large volume of documents presented at the different meetings of CITEL;

The need for swift distribution of these documents, aiming at an effective preparation of work for the meetings; and

The time needed by the Executive Secretariat for the drafting and translation of documents to be distributed by electronic means, as instructed by the OAS to its bodies and committees.

RECOGNIZING:

The desirability of implementing the process of utilizing EDH techniques as soon as possible, initially in countries with full EDH capability;

The need for the CITEL Executive Secretariat to complement its HOME PAGE with information on access to the existing web sites of Member States;

The need to explore mechanisms to improve the speed of access and downloading of information;

NOTING:

The availability of proprietary software, at reasonable cost, for enabling discussion groups and

exchange of information on web sites; and

The experiences in EDH of the ITU and other organizations which may be drawn upon, including the security considerations and virus prevention techniques;

RESOLVES:

That the Executive Secretary of CITELE should investigate:

1. The use of a mirrored WEB site within Central South America, which would mirror all information maintained at the OAS/CITELE WEB site in Washington.
2. The use of software to enable electronic discussion groups and automatic notification of the posting of documents, the costs of which are to be covered by the Associate Member Fees.
3. The use of a search engine to facilitate access to specific subject areas.
4. The use of a software language translation package between Spanish and English and provide a discussion document which could be used for the trial.

INSTRUCTS THE EXECUTIVE SECRETARIAT TO:

- 1) Report to the Assembly of CITELE on the electronic document handling capability currently available within the OAS, and to develop a report on what would be required of CITELE to make use of this system or other systems to enable access to documents electronically.
- 2) To carry on a survey to find out which countries do not have available e-mail facilities.
- 3) To send a detail of countries mentioned in 2 above to ITU Regional Office, so that ITU considers the design of a project aiming to install this facility in such countries.

COM/CITELE RES. 52 (V-97)

**AGENDA, DATE, AND PLACE FOR THE SIXTH MEETING OF THE PERMANENT
EXECUTIVE COMMITTEE OF CITELE (COM/CITELE)**

The Fifth Meeting of the Permanent Executive Committee of CITELE (COM/CITELE),

RESOLVES:

1. To hold the Sixth Meeting of the Permanent Executive Committee of CITELE (COM/CITELE) during one of the days of the Second Assembly of CITELE to be held in Quito, Ecuador, 2 to 6 March, 1998.
2. To approve the Draft Agenda for the said meeting of COM/CITELE attached to this Resolution.

ANNEX

DRAFT AGENDA

Sixth Meeting of the Permanent Executive Committee of CITEL (COM/CITEL, 1998)

1. Approval of the Agenda.
2. Appointment of the Chairman and Vice-Chairman of COM/CITEL (Art. 15 of the Statute).
3. Approval of the Meeting Report.

COM/CITEL RES. 53 (V-97)

COMMON PROPOSALS FOR THE WTDC-98

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

CONSIDERING:

The report prepared by the Ad-Hoc Working Group on the preparations of CITEL to the Second World Telecommunication Development Conference, WTDC-98;

The Resolution PCC.III/RES. 47 (VI-96) that includes the procedure to submit common proposals to the WRC that has been adopted as the one to be followed till a general procedure to submit Common proposals of the region to international or regional fora is approved;

RECOGNIZING:

The benefits of submitting joint documents to the ITU-D.

TAKING INTO ACCOUNT:

That the Chairman of the Ad Hoc Working Group has stressed the importance of the participation of the Rapporteurs of the items at the meeting of the WTDC;

RESOLVES:

- 1) To request the Executive Secretary of CITEL to distribute the annex to this resolution (including the priority issues identified and the draft proposals) and the detailed report contained in document COM/CITEL-240/97rev.2 , pointing out the importance of their support to the above mentioned proposals.

- 2) To request the member States to report their support to the proposals and to inform this to the Executive Secretary by February 15, 1998.
- 3) To request the Executive Secretary to send this Resolution to the Rapporteurs so as to encourage their presence during the WTDC-98.
- 4) To request the Executive Secretariat to submit the resulting common proposals (following the procedure contained in resolution PCC.III/RES. 47 (VI-96)) to the World Telecommunication Development Conference of the ITU in a timely way for it to be considered at this meeting.

ANNEX

PRIORITY ISSUES

- Item 1. Formulation of plans for the development of telecommunications in rural and low-income urban areas.
- Item 2. Human resource development.
- Item 3. Management of the radio spectrum.
- Item 4. Methodology for the development of a complete interconnection.
- Item 5. Regional integration via project identification.
- Item 6. Methods for the implementation of GMPCS.
- Item 7. Use of telecommunications for the preservation of human life and public safety in the event of disasters.
- Item 8. Telecommunication support for the protection of environment.
- Item 9. Optimization of interaction mechanisms between the BDT and its Members.
- Item 10. Holding of a Regional Telecommunication Development Conference for the Americas.
- Item 11. Strengthening of the ITU-D regional presence in the Americas.

PROPOSALS FOR THE WTDC-98

IAP/ /1	To request ITU-D the creation of virtual regional fora facilitating the exchange of experiences among countries in connection with telecommunication development in rural areas and low-income urban areas.
IAP/ /2	<p>To request the ITU-D to identify a set of best practice guidelines for countries to take into consideration when developing policies, legislations, and/or regulations to address the critically important issues involving universal access/service and to:</p> <ul style="list-style-type: none">• Identify the goals, impacts and expected benefits of existing universal access/service policies;• Identify the most common, as well as the most innovative, approaches both to raising and allocating funds for universal access/service programs or initiatives, describing the advantages and disadvantages of each approach;• Describe the legislative and regulatory frameworks that have been used or are needed to adequately implement universal access/service programs or initiatives;• Identify guiding principles for raising, allocating and administering universal access/service programs, such as transparency, equitable distribution and access, competitively and technologically neutral allocation, and targeted to users;• Identify and analyze the relationship that universal access/service policies have on other key telecommunication issues that arise as countries transition to increased competition such as access charges, interconnection frameworks and agreements, accounting rates and tariff rebalancing. <p>This task should be accomplished in close coordination between the ITU-D working groups.</p>

IAP/ /3	<p>To request the WTDC-98 to implement the following recommendations of the ITU-D Study Group 2 (specifically with reference to Question 4/2):</p> <ul style="list-style-type: none">• The need for models to permit the comparison of technologies suited to rural and remote areas in order to encourage the determination of appropriate solutions;• The need for national rural telecommunication development initiatives as part of a planned, orderly, progressive, multi-year program which is managed on a commercial basis;• The promotion of the application of telecommunication facilities for developing various sectors of rural infrastructure and rural economy;• The establishment of appropriate regulatory structures as a means of encouraging the extension of telecommunication services to remote and rural areas; and• The need to take advantage of a wide range of innovative and entrepreneurial financial and promotional approaches, to minimize costs and maximize revenue in providing telecommunications to rural and remote areas.
IAP/ /4	<p>That the ITU in coordination with regional organizations continue pilot project activities of community-based, access oriented communications facilities which build upon work initiated by the ITU such as the implementation of telecentres at all levels ranging from the simplest telephone call box to more sophisticated communications centers.</p>
IAP/ /5	<p>The ITU should develop a project to support research and the establishment of the Global Telecommunication University for Training and Development of Human Resources through the Virtual Classroom and the automation of Documentation and Information Centers in support of Distance Education and of Research.</p>
IAP/ /6	<p>To emphasize the importance of establishing Excellence Centers in the region.</p>
IAP/ /7	<p>That the ITU-D prepares and maintains updated Reports on the new technologies made available. These reports should be prepared by experts not committed to such systems and should include costs, areas of non-compatibility, markets gained and their participation.</p>
IAP/ /8	<p>The ITU-D is requested to develop a spectrum management program, improving available systems and taking into account the emerging needs on the management of the spectrum, through the use of state-of-the-art programming techniques and the reduction of development and distribution time.</p>
IAP/ /9	<p>To create a temporal group that should prepare a study on interconnection to set down recommendations applicable by countries of the region on economic, regulatory and technical aspects and that should be ready for the first quarter of 1999.</p>

IAP/ /10	To request the support of the ITU-D for the CITEL Working Group on GII to prepare a regional plan to develop an information infrastructure consisting of telecommunication, information technology, and broadcasting.
IAP/ /11	The ITU should assess the implications that Internet has for voice services and the strategic policies of operators/carriers and present the results.
IAP/ /12	To support the “Draft Convention on the Provision of Telecommunications Resources for Disaster Mitigation and Relief Operations” and to request to the ITU its prompt implementation.
IAP/ /13	To request the ITU-D to develop and implement a Global Telecommunication environment project organized around work programs concerned with such matters as: <ol style="list-style-type: none">1. Preparation and implementation of pilot projects;2. Organization at the regional level of seminars, workshops, training and research programs, exhibitions, etc.;3. Preparation of case studies.
IAP/ /14	To urge the BDT to continue the consultations with such agencies as FAO, UNEP and UNESCO to establish a framework for cooperation in the field of protection of environment by means of telecommunication technologies and to identify and plan specific joint activities.
IAP/ /15	Optimize mechanisms of interaction between BDT and its Members to achieve a better understanding and participation.
IAP/ /16	To request ITU-D to hold a Regional Telecommunication Development Conference for the Americas in 1999.
IAP/ /17	To request ITU-D to strengthen its regional presence in the Americas.

COM/CITEL RES. 54 (V-9)

**TRAINING DEVELOPMENT IN THE AREA OF ESTABLISHMENT AND OPERATION OF A
NATIONAL REGULATORY AUTHORITY**

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

CONSIDERING:

That most Member Countries of CITEL are undergoing processes of modernization and privatization – liberalization in the provision of telecommunication services.

That for these processes to be as successful as expected, it is required that national administrations of countries involved become strengthened in the areas of regulation and control of telecommunication services, by means of proper training to staff as necessary;

That the Administration of Ecuador has offered to prepare an initial program intended to identify the requirements of this sector, and to propose solutions in this respect, for which cooperation from other Administrations or pertinent organizations is required;

RESOLVES:

1. To urge the Telecommunication Administrations of member States of CITEL to present to the Administration of Ecuador any training requirements for persons in charge of regulation and control of telecommunication services, as well as any suggestions deemed appropriate.
2. To set a term of 6 months to present contributions, in order to enable Ecuador Administration to prepare the initial program for the next meeting of COM/CITEL.

INSTRUCTS THE EXECUTIVE SECRETARIAT:

To send this Resolution to the Member States of CITEL.

COM/CITEL RES. 55 (V-97)

**ACCESSION TO THE INTER-AMERICAN CONVENTION ON AN INTERNATIONAL
AMATEUR RADIO PERMIT (IARP)**

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

CONSIDERING:

Resolution Nr. 5 (II/94) of COM/CITEL approving the Inter-American Convention on an International Amateur Radio Permit.

That on June 8, 1995, during the eighth plenary session of the General Assembly of the Organization of American States held in Haiti, the Inter-American Convention on the International Amateur Radio Permit (IARP) was unanimously approved.

That the objective of the CITEL Member States is to promote the ongoing development of telecommunications in the Americas, and that amateur radio operation is an important linking element in that area.

That only a few members have adhered until now to the IARP Convention by means of delivering the corresponding instrument to the General Secretariat of the Organization of American States.

That such an agreement can only become fully effective when it is actually applied by all countries.

That in every country there are Radio Amateur Associations that are members of IARU and consequently able to be of assistance in any aspect related to the IARP Convention.

RESOLVES:

1. To request the Member States to be part of the Inter-American Convention on an International Amateur Radio Permit (IARP).
2. To invite the *Administrations to come in contact, if necessary, with member associations in the countries of Region 2 that are members of the International Amateur Radio Union (IARU)*, in order to request their cooperation in the implementation of IARP.
3. To recommend the Administrations *to make available to the OAS, once the Convention is adopted*, the respective instrument , thus making it fully effective.

INSTRUCTS THE EXECUTIVE SECRETARY:

To convey this Resolution to the CITEL Member States, together with Resolution PCC.III/RES.13 (III-95).

COM/CITEL RES. 56 (V-97)

THE DEVELOPMENT OF THE GII IN THE AMERICAS

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

CONSIDERING:

That the countries of the Americas Region consider the evolution of the global information infrastructure to be of priority interest;

That there is a need to disseminate information on the nature and development of the GII applied specifically within the context of the Americas Region;

That, in recognition of the current activities and studies which are being undertaken in PCC.I, it would be useful for the Chairman of PCC.I to ensure that such information is distributed in an expeditious manner to the Member States of CITEL and to the Permanent Missions of the OAS in the form of a "*White Paper*" on the GII;

RESOLVES:

- 1) To request the Chairman of PCC.I to initiate a study on developments related to the GII in the Americas in the form of a *White Paper*;
- 2) To invite the Chairman of PCC.I to identify the appropriate working groups of the Committee, as well as other appropriate Working Groups of the PCCs, to assist in the development of the study and to report the results, in its initial draft form, to the meeting of COM/CITEL in 1998 and to submit a final version to the CITEL Steering Committee at its 1999 session.
- 3) To invite the Chairman of PCC.I through the Executive Secretary to consult closely with the ITU Regional Office with a view towards ensuring that work currently being undertaken on the GII in the ITU is taken into account.

COM/CITEL RES. 57 (V-97)

ASSISTANCE IN THE AREA OF FREQUENCY MANAGEMENT

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

CONSIDERING:

That the area of frequency management was identified by the CITEL Member States as a high priority topic in the context of the Buenos Aires Action Plan adopted by the first ITU World Telecommunication Development Conference held in 1994;

That the countries of the Americas Region attending the Regional Preparatory Meeting in Isla Margarita, Venezuela in September, 1997 for the second ITU World Telecommunication Development Conference to be held in Valletta, Malta, in March, 1998 agreed that frequency management continues to be a high priority area;

That the ITU World Radiocommunication Conference (Geneva, 1997), in adopting a revised Resolution 7, resolved that meetings shall be organized between representatives of the Radiocommunication Bureau and the personnel involved in frequency management matters from administrations of developing countries, and that such meetings shall be aimed at designing standard structures suitable for administrations of developing countries and include discussions concerning the establishment and operation of radio frequency management units;

That the 1994 Summit of the Americas took note of the importance of the area of frequency management in the formulation of the Plan of Action;

That the ITU Regional Office in Brasilia has provided great assistance to the countries of the Region in this important area;

That the CITEL Executive Secretariat and the ITU Regional Office have collaborated to develop a data base on the utilization of spectrum in the interest of assisting the countries of the Region in their frequency management activities;

RESOLVES:

To request PCC.III to produce a report describing the type of assistance in the frequency management area which is available within the Region, to identify appropriate points of contact and to establish a tentative deadline for the completion of the initial phase of this activity.

INSTRUCTS THE EXECUTIVE SECRETARY:

To continue the close collaboration between the CITEL Executive Secretariat and the ITU Regional Office.

COM/CITEL RES. 58 (V-97)

**REGIONAL PREPARATIONS FOR WORLD RADIOCOMMUNICATION
CONFERENCES**

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

CONSIDERING:

That the ITU World Radiocommunication Conference (Geneva, 1997) adopted Resolution PLEN-2 on the subject of regional preparations for world radiocommunication conferences;

That there is a need for overall coordination of inter-regional consultations in the interest of exchanging views and reaching common understandings on the issues to be addressed by any particular conference;

That the Director of the Telecommunication Development Bureau of the ITU, pursuant to Resolution PLEN-2, has been instructed to consult the regional telecommunication organizations on the means by which assistance can be given to their preparations for future world radiocommunication conferences;

That in the Americas Region the assistance and cooperation of the ITU Regional Office has been of great benefit to CITEL and the countries of the Region;

RESOLVES:

To request the Chairmen of PCC.II and PCC.III in particular to consider the substance of Resolution PLEN-2 and provide advice on a strategy and course of action for its implementation;

INSTRUCTS THE EXECUTIVE SECRETARY:

To circulate Resolution PLEN-2 to the Member States and Associate Members for comments, and make contacts with the Head of the ITU Regional Office in order to consider a working mechanism for the implementation of this Resolution.

COM/CITEL RES. 59 (V-97)

**EXTENSION OF THE DURATION OF THE AD HOC WORKING GROUP ON THE
STRUCTURE AND FUNCTIONING OF CITELE**

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

CONSIDERING:

That, pursuant to COM/CITEL RES.40 (IV-96), an ad hoc Working Group was established on the Structure and Functioning of CITELE in preparation for the 1998 CITELE Assembly under the chairmanship of Mr. Ferdinando Maglione of Brazil *to examine the existing structure of CITELE with a view toward enhancing the efficiency and effectiveness of the work.*

The ad hoc Working Group formed Task 1 to review the current structure of CITELE and to propose improvements or changes if required. For that purpose, the Ad-Hoc Working Group solicited contributions from the Member States and Associate Members of CITELE on this topic.

That, at the August 13, 1997, meeting of the Ad Hoc Working Group in Washington, D.C., the group received contributions from several Member States, addressing procedural and structural changes.

The complex nature of topics to be considered, and the difficulty in the decision making process to achieve any substantial measure in time for the second Regular CITELE Assembly to be held in March 1998, and

RECOGNIZING:

The urgent need to address the working methods and procedural changes.

That changes in structure should take into account:

- changes in the ITU work program which may arise from the 1998 Plenipotentiary Conference.
- privatization and deregulation in the region.

RESOLVES:

- 1) To receive the report of the Chairman of the ad hoc Working Group on "Structure and Functioning of CITELE in preparation of the 1998 CITELE Assembly" and thank him for the efforts of the Group in progressing this work.
- 2) To extend the duration and mandate of the ad hoc Working Group established in Resolution

COM/CITEL RES. 40 (IV-96), with instructions to give special priority to the following tasks to be accomplished in accordance with the schedule provided in this Resolution:

- a) Complete the work on procedural changes;
 - b) Look at the current structure of CITEL and assess options that could improve the quality and efficiency of CITEL's work overall, and that of the PCCs and Working Groups. For this purpose, the Group should:
 - (i) Consider changes in the CITEL structure carefully and only if such changes serve to enhance the efficiency and effectiveness of the PCCs and Working Groups.
 - (ii) Ensure that changes in the CITEL's Structure (if any recommended) are evaluated as they compare with the existing structure. Only options that clearly provide "better than existing" results should be considered further.
- 3) To request the ad hoc Working Group to consider all documents contributed by CITEL Members on the subject matter of its mandate.
- 4) To complete the above mentioned tasks within the following schedule:

March'98 - (CITEL Regular Assembly)

- a) Complete the initial draft of changes proposed in the following documents:
 - (i) Guidelines of the Working Methods and Procedures of the PCCs .
 - (ii) Statutes and Regulations.
- b) Initiate work, discussion, and consideration of proposals on structural changes of CITEL.

May'98 – (Teleconference call)

- a) Finalize draft of the following documents:
 - (i) Guidelines of the Working Methods and Procedures of the PCCs .
 - (ii) Statutes and Regulations.
- b) Continue the work, discussion and consideration of proposals on structural changes of CITEL.

August'98 – (Steering Committee)

Conclusion of Final Report on:

- (i) Guidelines of the Working Methods and Procedures of the PCCs .
- (ii) Statutes and Regulations for distribution to CITEL Members.

November'98 – (Teleconference call)

Continue discussion on Structure of CITEL (taking into account the outcome of ITU Plenipotentiary Conference).

December'98 – (COM/CITEL)

- a) Approval by COM/CITEL of Guidelines of Working Methods and Procedures for PCCs.
- b) Continue discussion on Structure of CITEL;
- c) Evaluation by COM/CITEL upon the recommendation of the ad hoc Working Group on the need of continuing or not its work regarding changes in structure of CITEL.
- d) As a result of that evaluation, decision of COM/CITEL to consider if the work regarding structure changes is completed.

December'99 – (COM/CITEL)

- a) Final consideration by COM/CITEL of any proposed changes in the CITEL's Statutes and Regulations and
- b) Convocation of a Special CITEL Assembly for adoption of amendments to CITEL's Statutes and Regulations, including approval of any proposed structural changes, proposed by COM/CITEL.

Note: Amendments to CITEL Statutes must be finally approved by the OAS General Assembly, following the procedures within the OAS.

IV. RECOMMENDATIONS

COM/CITEL REC. 3 (V-97)

CONTRIBUTIONS OF CITEL ASSOCIATE MEMBERS

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

CONSIDERING:

That Article 84 of the CITEL Regulations provides that associate members shall share in covering the costs of operations of the PCCs where they participate by voluntarily choosing a contributory level,

and that the minimum annual contributory level as set by the 1994 CITEL Assembly stands at US\$ 1.000;

That COM/CITEL RES. 13 (III-95) called for guidelines to be established for the use of funds derived from contributions of associate members; and that PCC.I/DEC.2 (IV-96) and PCC.III/REC.15 (IV-96) set guidelines that recognize that such funds should be used to help cover the additional costs of PCC meetings where associate members participate;

BEARING IN MIND:

The importance of the participation of the CITEL associate members in the work of CITEL Permanent Consultative Committees (PCCs) and the benefits to be gained through such participation;

That some PCC meetings result in the increase of workload, productivity and substantial cost raise;

That two thousand US dollars (US\$ 2.000) is considered a reasonable level for the minimum voluntary contributory unit for an associate member;

RECOMMENDS:

That the CITEL Assembly set the amount of two thousand US dollars (US\$ 2.000) as the minimum annual contributory unit for associate members, as provided for in the attached draft Resolution.

INSTRUCTS:

The Chairman of COM/CITEL to take the necessary steps for the consideration of this Recommendation at the 1998 CITEL Assembly to be held in Quito.

DRAFT RESOLUTION

CONTRIBUTIONS OF CITEL ASSOCIATE MEMBERS

The Second Regular Meeting of the Assembly of the Inter-American Telecommunication Commission (CITEL),

CONSIDERING:

That, pursuant to Article 24 of the CITEL Statute, associate members may fully participate in all

the activities of the Permanent Consultative Committee (PCC) of which they are associate members,

That, pursuant to Article 29 of the CITEL Statute, contributions from associate members are to be determined by the CITEL Regulations, and

That pursuant to Article 84 of the CITEL Regulations, the lowest level of contribution from an associate member is “one” unit, and the monetary value of the unit stated in US dollars shall be set by the CITEL Assembly.

BEARING IN MIND:

That the minimum level of the unit should cover the costs connected with participation of all the representatives from associate members in each PCC of which they are a member, per year; and

The possibility given to all associate members to voluntarily choose a contribution of “more” than one unit.

RESOLVES:

That the value of one “unit” for the membership fees of associate members be set at two thousand US dollars (US\$ 2.000).

URGES:

Associate Members to choose, if possible, a contributory fee higher than “one” unit.

INSTRUCTS THE EXECUTIVE SECRETARIAT:

To distribute the present Resolution to all Associate Members.

COM/CITEL REC.4 (V-97)

**MODIFICATION OF THE TERMS OF REFERENCE OF THE CITEL
STEERING COMMITTEE**

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

CONSIDERING:

That the Steering Committee has an important function in the effective operation of CITEL, and

That it is necessary to have clear Terms of Reference for this Committee

RECOMMENDS:

That the CITEL Assembly adopts the attached Draft Resolution clarifying the Terms of Reference for the CITEL Steering Committee.

ANNEX

**DRAFT RESOLUTION
MODIFICATION OF THE TERMS OF REFERENCE OF THE CITEL
STEERING COMMITTEE**

The Second Regular Meeting of the Assembly of the Inter-American Telecommunication Commission (CITEL),

CONSIDERING:

That the Steering Committee has an important function in the effective operation of CITEL, and that it is necessary to have clear Terms of Reference for this Committee.

HAVING SEEN:

That by Resolution CITEL RES.8 (I-94), it was approved the establishment of the Steering Committee and its composition and terms of reference.

RESOLVES:

To modify the Terms of Reference of the Steering Committee as follows:

"Will be responsible for proposing to COM/CITEL the review of the program of CITEL activities to ensure that the Commission is responding to the need of its members; assuring the continued effective and efficient use of CITEL resources and, when it deems necessary, to propose additions to the agenda of COM/CITEL".

V. DECISIONS

COM/CITES DEC. 12 (V-97)

DRAFT GUIDELINES FOR PROCEDURES AND WORKING METHODS OF THE PCCs

The Fifth Meeting of COM/CITES decided to instruct the Executive Secretariat to send document COM/CITES-329/97 (Draft Guidelines for Procedures and Working Methods of the PCCs) to the chairmen of the three Permanent Consultative Committees for their consideration and comments. A response from the three chairmen is required in order for COM/CITES to be in a position to examine this topic at its next regular session.

COM/CITES DEC. 13 (V-97)

PARTLY CONSENSUS CHANGES TO CITES REGULATIONS DEVELOPED BY COM/CITES

The Fifth Meeting of the Permanent Executive Committee of CITES decided to instruct the Executive Secretary to distribute to the Member States the partly consensus proposals contained in Annex to this Decision, to be considered for preparing the Second CITES Assembly in March 1998.

ANNEX

Edits are annotated as follows:

~~Strikeout text~~ = delete text

Underlined text = new text

CHAPTER TWO CITEL ASSEMBLY

B. PARTICIPANTS

Delegations

Article 10

~~Each head of delegation may delegate his duties to the alternate head, or if there is none, to any other member of his delegation.~~ Each Member State shall designate its delegation representatives, including the head of the delegation and alternate head. Each Member State shall endeavor to designate to its ~~delegations~~ delegation representatives who are versed in telecommunications. Delegations shall have the right to participate with voice and vote, in all public and private meetings of the Assembly, including its committees, subcommittees, working groups and ad hoc groups, in accordance with these Regulations and any special Rules of Procedure adopted for such meetings.

Other Observers

Article 16

1. International and national organizations that are parties to agreements or arrangements establishing relations of cooperation with the Organization, its organs, organizations or agencies may also attend ~~the~~ CITEL Assembly meetings when such agreements or arrangements provide for the participation of observers, or in special cases, when COM/CITEL so decides. With the permission of the presiding officer and if no Member State objects, these representatives may speak at the meeting or address the meeting in writing.

2. Subject to COM/CITEL's approval, the following entities may send observers to the CITEL Assembly or any CITEL meeting:

a. American States that are not Members or Permanent Observers of the Organization who have asked to participate in the meeting.

b. Non-American States that are Members of the United Nations or its specialized agencies who have asked to participate in the meeting.

c. International, regional, subregional and national agencies and organizations that are involved in telecommunications activities in the region who have asked to participate in the meeting.

~~The Observers referred to in this Article 16-2, must follow the procedures established in Article 85 in order to attend the plenary sessions of the CITEL Assembly, of its principal committees or other CITEL meetings. The observers referred to in Article 16-2 may speak or provide written statements at the plenary sessions of the CITEL Assembly, or at the sessions of its principal committees, or other CITEL meetings, only when invited to do so by the corresponding presiding officer and only when there is no objection from any Member State present, because of his special interest or expertise in a specific topic of discussion. Alternatively, such observers may also provide written statements on such topics when expressly authorized or requested to do so by the presiding officer.~~

E. SESSIONS

Adoption of Decisions

Article 33

The CITEL Assembly shall adopt its decisions in the form of resolutions, recommendations and declarations, at its plenary sessions. In order to ensure adequate consideration by Member States, any draft resolution, recommendation or declaration presented to the CITEL Assembly must be distributed in writing in the CITEL working languages to delegations before the opening of the session at which they are to be discussed or submitted to a vote. This timing requirement can be waived only if there are no objections from any Member State present at the Assembly Meeting.

The Secretariat shall distribute those decisions immediately after their adoption.

Public and Private Sessions

Article 35

Plenary sessions and meetings of the working committees shall be public sessions. However, if the chairman so provides or any ~~representative~~ Member State so requests, the meeting shall be private, and shall so continue unless the members participating in the meeting decide otherwise.

Private sessions may only be attended by the heads of delegations of the Member States, the members of the delegations designated by those heads and such Secretariat personnel as the Chairman of the respective body may expressly authorize in each case. Permanent Observers

under Article 13 may attend private sessions when invited by the corresponding presiding officer.

H. DEBATES AND PROCEDURES

Proposals and Amendments

Article 45

Proposals and amendments must be ~~presented in writing to the Secretariat~~ distributed in the CITEL working languages to participating Member States not later than the day before the session at which they are to be discussed or submitted to a ~~vote, so that they may be distributed to the delegations.~~ However, ~~if the body that is required to deal with the matter does not object, if no Member State objects, the its~~ Chairman may authorize discussion of a proposal or amendment that was not distributed in time.

The delegation that presents a proposal shall indicate the working committee that should study a proposal or amendment, unless the proposal is one that is required to be submitted to a plenary session for discussion. In case of doubt, the Chairman of the Assembly shall decide.

CHAPTER IV PERMANENT CONSULTATIVE COMMITTEES (PCCs)

A. ORGANIZATION AND OFFICERS

Article 77

The CITEL Assembly shall establish the Permanent Consultative Committees (PCCs) that it considers necessary to attain the objectives defined in Article 3 of the Statute together with specific terms of reference for each PCC. A PCC shall continue in force until such time as the CITEL Assembly itself, or COM/CITEL deems its functions and purpose to be concluded. The names of the PCCs are listed in Annex 1 of these Regulations.

Each PCC shall be presided over by a Chairman who shall be the representative appointed by the government of the host country for the PCC. The PCC may establish ~~a position of Vice-Chairman~~ one or more Vice-Chairmen to assist the Chairman in the performance of his duties. The Chairman of each PCC will recommend to the PCC the number of Vice-Chairmen that is desirable. Each Vice-Chairman must be elected by the PCC. The country or countries from which a Vice-Chairman is elected ~~appointed~~, may host an additional meeting of the PCC in a given year, and in such case, will be responsible for providing meeting sites, personnel, and administrative support for the meeting.

Duties of the Chairman of a PCC

Article 78

The Chairman of a PCC shall:

- e. Ensure that Working Groups and Ad Hoc Groups created by the PCC are established and operate in accordance with the Working Procedures governing the activities of PCCs contained in Article 93.
- f. Work in order to have all decisions taken by the PCC Plenary are consensus decisions. Votes should only be taken when consensus can not be obtained.
- g. Confirm that quorum requirements have been met.
- h. Recommend to the PCC the number of Vice-Chairmen that is desirable to help perform his duties.

B. PARTICIPATION IN THE PCC

Participation of Associate Members

Article 83

Each Associate Member has the right to participate in any the PCCs to which they are affiliated by sending one or more representatives. To that effect, Associate members shall provide the Executive Secretary with the names of their representatives before the opening of each PCC meeting.

Associate Members of a PCC may fully participate in all the activities of that PCC with voice but without vote. They may present technical papers and receive the documents of that PCC. An Associate Member of any PCC shall also be qualified to participate in the work of any joint working group to which its PCC belongs, without being requested the payment of additional fees.

When authorized in writing by a duly designated governmental representative of a Member State which is a Member of a PCC, an Associate Member may in that PCC and on behalf of and in representation of that State: (1) vote, (2) submit papers, and (3) propose to include topics on the

PCC Agenda. The authorization should be communicated in writing to the Executive Secretary before the opening of the meeting.

Observers and Guests

Article 85

Observers in the categories set out in Articles 13, 14, ~~and 15~~ and 16-1 may participate as observers to the PCCs under the same conditions which these Regulations prescribe for their participation in the meetings of the CITEL Assembly, by appointing their representatives in a written notice addressed to the Chairman of the corresponding PCC.

Observers in the categories set out in Article 16-2 (i.e. other observers) and guests may participate as observers to the activities of PCCs by complying with the following procedures:

- a. They must send a written notice to the Executive Secretary and to all Member States at least 60 days before the relevant meeting. The notice must provide background information on the observer and or guests, including information on the organization or entity which he will represent at the meeting
- b. If a Member State objects to the participation of a specific observer or guest, it must inform the PCC Chairman and the Executive Secretary at least 30 days before the relevant meeting. If a Member State objects, the PCC Chairman or the Executive Secretary shall promptly inform the relevant observers and/or guests that they will not be allowed to participate in a meeting.
- c. Those people or organizations attending CITEL seminars or colloquia associated with a PCC meeting may observe a PCC meeting if there is no objection from a Member State. These people or organizations, as well as observers or guests that are unable to follow steps 85-a and 85-b due to unforeseen circumstances may participate in a meeting associated with a PCC only if they are verbally invited to do so by the PCC Chairman and host country at the beginning of the first plenary meeting and no Member State objects.
- d. Observers and guests covered by Article 85-c shall not make verbal or written presentations during proceedings or receive copies of contributions, papers or reports of the proceedings, unless the PCC Chair and all Member States attending the corresponding CITEL meeting approve.

~~Subject to the approval of the Chairman of the corresponding PCC and upon consultation with~~

~~the country hosting the meeting, any person or entity not covered by the paragraph above or by Article 16 of the Regulations of CITEL, whether a recognized authority or other person or entity having particular interest in telecommunications, may attend the meetings of the PCCs, their working groups, and their ad hoc groups as a guest.~~

C. MEETINGS

Article 86

Each PCC shall meet at least once a year at a time and place determined by its respective Chairman. The meetings of a PCC shall be conducted in accordance with the provisions of these Regulations in relation to the CITEL Assembly, to the extent that those provisions may be applied.

Papers, studies, decisions, and draft resolutions of a PCC which require consideration of the CITEL Assembly shall be submitted to COM/CITEL at least four months before a meeting of the CITEL Assembly is held.

A PCC may hold private sessions restricting participation solely to Members and Associate Members. The Chairman of a PCC Working group or Ad Hoc Group can convene private sessions during the meeting at their discretion or at the request of a Member State. ~~However, on the basis of reciprocity, observer organizations may be invited by the Chairman of the PCC concerned to attend these private sessions.~~

If for any reason a Regular Meeting of the Permanent Consultative Committees cannot be held in the country of the Chairperson it shall be held at the General Secretariat of the Organization, unless one of the Member States, with sufficient advance notice offers to host the meeting, in which case COM/CITEL may agree to hold the meeting in that country.

The Secretary General of the Organization, or by delegation, the CITEL Executive Secretary, shall transmit the notice of convocation of the meeting and the invitations of the participants as soon as the country offering to host the meeting confirms to the CITEL Secretariat the exact date, city and specific location for the meeting, and that it has available sufficient funds for that purpose. The country offering to host a meeting shall provide this information to the Executive Secretary, no later than 60 days before the proposed date of the meeting.

Decisions

Article 87

In the absence of consensus in the deliberations of the PCCs, draft resolutions shall be adopted in accordance with the last paragraph of Article 23 of the CITEL Statutes and by applying the voting rules set out in Article 94 of these Regulations. In order to approve a resolution by vote or consensus, the PCC meeting must have a quorum at the time of the adoption of the resolution. In addition, PCCs may adopt recommendations or resolutions by correspondence provided there are no negative responses from the CITEL Member States. (EDITORIAL NOTE: THE PROVISION REGARDING CORRESPONDENCE COMES FROM THE EXISTING ARTICLE 93.9).

~~The approval of any PCC resolution will require the affirmative vote of at least one third of all CITEL Member States.~~

CHAPTER V THE SECRETARIAT

The Executive Secretariat of CITEL Article 89

(EDITORIAL NOTE: This is an additional item under Article 89 listing the duties of the Executive Secretary of CITEL)

- t. Periodically distribute to the Chairman of COM/CITEL and the PCC Chairmen a report on how the CITEL financial resources were expended and how Associate Member fees were expended.

CHAPTER VI GENERAL PROVISIONS

B. WORKING METHODS OF CITEL

Working Procedures governing the activities of the PCCs Article 93

1. The process that determines areas of priority interest among the participants involves holding seminars on topics of interests, and forming ad hoc groups to explore areas that may be subjects of permanent working groups. This process should be used at the PCC level.
2. Seminar and discussions on topics of interest should be held in conjunction with PCC, Working Group or Ad-Hoc Group meetings or when necessary at any other time agreed upon by

~~the PCC. (preceding the PCC Plenary meeting), at the establishment of any ad hoc groups or, if appropriate, any Working Groups on particular subjects.~~

~~3. ESTABLISHMENT OF WORKING GROUPS: 5. A formal Working group of a PCC will have a Chairman and one or more Vice Chairmen who shall be appointed by the PCC Chairman with at least 5 additional Administrations as members. Before any Working Group is created, the scope of interest and terms of reference for such a group must be proposed. In order to establish a Working Group, the scope of interest and terms of reference shall be approved by a PCC resolution. At least six Member States, including the Member State that will chair the Group, shall commit to actively participate in the Working Group. Once a PCC adopts the resolution to establish a Working Group, a Chairman and one or more Vice-Chairmen must be appointed, by the Chairman of the corresponding PCC.~~

~~4. DURATION OF WORKING GROUPS: 6. A formal Working Group shall also have specific terms of reference with particular issues to be studied or questions to be addressed during a specific period of time (normally 2 to 4 years). There is no limit to the duration of Working Groups that are active and effective. The PCC has discretion at any time to review the output and effectiveness of the Working Group and determine whether to invoke procedures under Article 93-11.~~

~~5. ESTABLISHMENT OF AD HOC GROUPS: 3. Before any ad hoc is created the scope of interest a specific task, terms of reference and duration for such a group must be defined proposed. A member of the PCC must be appointed to serve as Chairman, and at least two other members must commit to actively pursuing the mandate of such ad hoc group. Also, a Vice-Chairman could be appointed. The duration of Ad Hoc Groups shall be two years or less. In order to establish an Ad Hoc Group, the specific task, terms of reference and duration shall be approved by a PCC resolution. At least three Member States shall commit to actively participating in the Working Group. Once a PCC adopts the resolution to establish the Ad Hoc Group, the PCC Chairman shall appoint the Chairman of the Ad Hoc Group and may also appoint one or more Vice-Chairmen.~~

~~6. DURATION OF AD HOC GROUPS: Ad hoc groups normally work for one or up to two years and make periodic reports to the Chairman of the PCC. Exceptionally, a PCC may extend the duration of an Ad-Hoc Group for a limited period to finish its task. A PCC may also transform the Ad Hoc Group (and subject matter) into a Working Group of the PCC in accordance with Article 93-3. Upon recommendation of the ad hoc Group, the PCC may consider making the Group (and subject matter) a Working Group of the PCC.~~

~~7. ATTENDANCE AND DOCUMENT DISTRIBUTION: 5. A formal Working Group of a PCC will have a Chairman and one or more Vice Chairmen who shall be appointed by the PCC~~

~~Chairman with at least 5 additional Administrations as members.~~ All PCC members would be welcome to attend any meetings of Working Groups and Ad Hoc Groups. However, only those that specifically register as members of the Working Group or Ad Hoc Group may be assured of getting working documents and they would be expected to be active in the work of the group.

~~6. A formal Working Group shall also have specific terms of reference with particular issues to be studied or questions to be addressed during a specific period of time (normally 2 to 4 years).~~

8.7. REPORTS OF WORKING GROUPS AND AD-HOC GROUPS: ~~The Working Group Chairmen of Working Groups and Ad Hoc Groups shall provide-written reports on the progress of the work to the Chairman of the PCC at each PCC Meeting. Brief oral reports may also be given at the PCC meeting by Working Group or Ad Hoc Group Chairmen. Working Groups or consecutive PCC meetings may be subject to procedures contained in 93-11 at least 2 months prior to the PCC Plenary meeting each year. These reports are to be distributed to all members of the PCC by the Executive Secretary. Oral reports should may be given at the PCC meetings by the Working Group or Ad Hoc Chairmen.~~

~~9.~~ 8. Any proposed actions in the form of draft resolutions or draft recommendations from a Working Group or Ad Hoc Group to the PCC Plenary should be clearly identified and supported explained in the Working Group report. The report should state whether the action being proposed has received approval from all the registered members of the Working Group who were active in the work. In order to ensure adequate consideration by Member States, any draft resolution or draft recommendation presented by a Working Group or Ad Hoc Group to a PCC Plenary must be distributed in the CITEL working languages to Member States present at the PCC meeting before the session at which they are to be discussed or submitted to a vote begins.. The Secretariat shall distribute those decisions immediately after their adoption.

~~9. The PCC Plenary shall adopt the Working Group recommendations or resolutions by consensus with at least one third of the members present; such actions may also be taken by correspondence provided that there are no negative responses. (EDITORIAL NOTE: THE PROVISION REGARDING APPROVAL BY CORRESPONDENCE WAS MOVED TO ARTICLE 87).~~

~~9.10~~ The Statute and Regulations of CITEL allow each of the PCCs to adopt, change and adapt its work methods to most efficiently meet the needs of its members, within the authorized ambit, provided that these work methods be consistent with CITEL Statute and Regulations.

~~10.11~~ DUPLICATION OF EFFORTS: COM/CITEL shall routinely review the work programs

of the PCCs and provide advice to the PCC chairmen regarding areas where there is overlap or redundancy and where more coordination among the PCCs is required. In this regard, the chairmen of the PCCs should routinely coordinate to avoid duplication and to identify areas where formal cooperation between and among PCCs would be useful. Efforts should also be made to ensure that new Working Groups or Ad Hoc Groups do not duplicate the work of existing Working Groups or Ad Hoc Groups in any PCC. This may be done by examining the terms of reference of existing groups, and when necessary, by taking steps to effectively coordinate work with the relevant Working Groups, Ad Hoc Groups or PCCs.

~~12. Additional study topics can also be addressed, but work is to be conducted by correspondence only. If a coordinator is appointed for a topic area that person should assist in the distribution of working papers to the full PCC membership.~~

~~13. Both the CITEL Assembly and COM/CITEL may apply the above processes or any part thereof when establishing their working groups or ad hoc groups. (EDITORIAL NOTE: THIS ARTICLE WAS MOVED - SEE NEW 94)~~

~~14. For purposes of Article 93, the term "working group" shall be taken to include a "joint working group". (EDITORIAL NOTE: THIS ARTICLE WAS MOVED - SEE NEW 94)~~

11. Working Groups and Ad Hoc Groups that fail to file written reports with the Chairman of the PCC for two consecutive meetings of the PCC or that have not been active will be subject to having their existence, terms of reference and activities reviewed by the PCC. The review, initiated at the discretion of the Chairman of a PCC during a PCC meeting, can result in a PCC draft resolution that: (a) calls for: the Working Group or Ad-Hoc Group to continue its work without change; (b) terminate the Working Group or Ad Hoc Group; (c) revises the scope and/or terms of reference of the group; (d) appointments a new Chairman and/or Vice-Chairmen; and/or (e) takes any other measure deemed appropriate to improve the functioning of the PCC.

NEW ARTICLE 94 (renumber remaining Articles)

Establishment of Working Groups by the CITEL Assembly
Article 94.

Both the CITEL Assembly and COM/CITEL may apply Working Procedures governing the activities of the PCCs contained in Article 93 ~~the above processes or any part thereof~~ when establishing their working groups, joint working group or ad hoc groups.

COM/CITEL DEC. 14 (V-97)

**PROCEDURE FOR AN ORGANIZATION TO BE RECOGNIZED BY CITEL TO
OPERATE AS REGIONAL TRAINING CENTER**

The Fifth Meeting of the Permanent Executive Committee of CITEL decided to approve the Procedure for an Organization to be recognized by CITEL to operate as Regional Training Center contained in document COM/CITEL-283/97 and to request that the Executive Secretariat distribute to CITEL member States for information.

COM/CITEL DEC. 15 (V-97)

**COORDINATION AND COLLABORATION BETWEEN CITEL AND OTHER
TELECOMMUNICATION ENTITIES**

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

CONSIDERING:

That close liaison and cooperation between CITEL and other telecommunication entities is considered to form an important part of the mandate of the CITEL in providing an opportunity for the exchange of views on matters of topical interest;

That this aspect of the mandate of CITEL is specifically recognized in the Statute and Regulations;

That, in a rapidly changing telecommunication environment, the need to enhance cooperation and collaboration arrangements have assumed an even greater importance;

DECIDES:

That the Executive Secretary of CITEL should take the necessary steps for CITEL to collaborate and cooperate with other telecommunication entities in the most effective manner, including organizing meetings on a regular basis within the limits of time and budgetary constraints.

VI. LIST OF BASIC DOCUMENTS.

Summary Minutes of the Inaugural First and Second Plenary Session, COM/CITEL-312/97.
Summary Minutes of the Third Plenary Session, COM/CITEL-339/97.
List of Documents, COM/CITEL-232/97 rev.2.
List of Participants, COM/CITEL-235/97 rev.1.
Final Report, COM/CITEL-340/97