

PCC.I/DEC. 128 (XIX-11)¹

A TEMPLATE FOR LIAISON STATEMENTS TO BE USED BY PCC.I

The XIX Meeting of Permanent Consultative Committee I: Telecommunications/information and Communication Technologies (PCC.I),

DECIDES:

1. To approve the creation of a template for liaisons to be used by PCC.I (attached to the Annex) aimed at providing the Committee with a liaison statement which, in accordance with its nature, clearly describes its work and scope.
2. To instruct the Secretariat of CITEL to inform Member States and associate members upon the approval of the template for liaison statements to be used by PCC.I

ANNEX TO DECISION PCC.I/DEC. 128 (XIX-11)

Committee/	<PCC.I>	<## PCC.I>, <Meeting location>, <Date>
Working Group/	<Name of WG>	
Rapporteurship	<Name of Rapporteurship>	

Title:

LIAISON STATEMENT

For action to:

For comment to:

For information to:

Approval:

Deadline:

Contact:	Name	Tel:
	Organization	Fax:
	Country	Email:
Contact:		Tel:
		Fax:
		Email:

It is suggested to be used as follows:

- List the name of the Committee, Working Group or Rapporteurship originating the liaison statement.
- List the PCC.I meeting number, location and date during which the liaison statement was prepared.

¹ CCP.I-TIC/doc. 2451/11

- Include a concise title appropriate to the subject matter. If this is in reply to a liaison statement, make this clear, e.g., "Reply to liaison statement from (*source and date*) concerning ...".
- Identify the Working Group(s) and Rapporteurship(s) (*if known*) or other standards organizations to which it has been sent. (*A liaison statement can be sent to more than one organization.*)
- Indicate if the liaison statement is sent for action *or* comment *or* information. (*If sent to more than one organization, indicate this for each one.*)
- Indicate the level of approval, e.g., Committee, or Working Group, or Rapporteurship, or state that the liaison statement has been agreed at a Rapporteurship meeting.
- If action is requested, indicate the date by which a reply is required.
- Include the name, address and international telephone number of the contact person(s).
- The text of the liaison statement should be concise and clear, using a minimum of jargon.
- Liaison statements should be forwarded to the appropriate destinations as soon after the meeting as possible. Copies of all liaison statements should also be sent to the chairmen of the Working Group(s) and Rapporteurship(s) involved for information.