

COM/CITEL 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 CITEL (COM/CITEL),

HAVING SEEN:

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