

**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 CITEL should investigate:

1. The use of a mirrored WEB site within Central South America, which would mirror all information maintained at the OAS/CITEL 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 CITEL on the electronic document handling capability currently available within the OAS, and to develop a report on what would be required of CITEL 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.