

**COM/CITEL RES. 104 (IX-00)<sup>1</sup>**

**WORK COMPLETION OF THE  
WORKING GROUP ON COOPERATIVE AGREEMENTS**

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

**HAVING SEEN:**

Resolution COM/CITEL RES. 86 (VII-99) that approved the Draft Model Cooperation Agreement between the Inter-American Telecommunication Commission of the Organization of American States, and other organizations, established a Working Group on Cooperative Agreements in charge of coordinating development and management of Cooperation Agreements, and that instructed the Executive Secretary of CITEL to develop, with the Department of Legal Services, a standard list of documents required for CITEL to consider requests for cooperation agreements with any organization, and it establishes procedures for the handling of future requests,

**CONSIDERING:**

- a) That the Model Cooperation Agreement was established;
- b) That a list of necessary documents was developed for the consideration of requests for Cooperation Agreements;
- c) That there is a need to optimize and improve the work methods of CITEL's Working Groups, and
- d) That the CITEL Secretariat may distribute the existing requests for establishing Cooperation Agreements by electronic means,

**RESOLVES:**

- a) To approve the methodology for analyzing requests for establishing Cooperation Agreements between CITEL and other organizations to be applied by the secretariat of CITEL, as attached in the Annex.
- b) To finalize the Working Group on Cooperation Agreements.

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<sup>1</sup> document COM/CITEL 574/00 rev.1

## ANNEX

### COOPERATION AGREEMENTS WORK METHODOLOGY FOR ANALYZING REQUESTS

1. For each request received, the CITELE Secretariat should send a letter to the interested party containing the following:
  - Copy of the Model Agreement approved through Resolution COM/CITEL RES. 86 (VIII/99).
  - Support documentation that is required, namely:
    - i. Documents that must be examined when cooperation relationships are to be established with a governmental or non-governmental agency or organization.
      - Constitution letter/Statute
      - Regulations
      - Certification of legal status
      - Documentation showing the objectives of the Organization
      - Annual Report
    - ii. Documents that must be examined when cooperation relationships are to be established with a non-governmental agency or organization
      - All documents from the list in i. and those specified below:
        - Financial statements, if possible for the past three years, including sources of public and private sector financing
        - List of members of the organization
        - List of organizations and entities with whom cooperation relationships exist.
2. When the applicant's answer has been received containing the required documentation and its acceptance of the Model Agreement, the CITELE Secretariat should:
  - Enter the reply and documentation received in CITELE's Electronic Forum.
  - Notify the following persons about the interest in establishing a Cooperation Agreement, stating that the required documentation has been received:
    - a) COM/CITEL Chair and Vice-Chair
    - b) Chairs of the Permanent Consultative Committees
    - c) Administrations of the COM/CITEL Member States
  - Request responses within 30 days.
  - Failure to respond within 30 days shall be understood as acceptance of the procedure.
- d) Once the specified time period has passed, the CITELE Secretariat shall draft a document containing the information required in points 1.i) and 1.ii) for a decision by the COM/CITEL Chair.
- e) In the absence of any objections, the COM/CITEL Chair shall instruct the CITELE Secretariat to take the necessary steps for asking the Secretary General of the OAS to sign the Agreement, and shall report on the status of the request at the next COM/CITEL meeting.

- f) If there are any objections, the COM/CITEL Chair will be empowered to act with the parties involved in order to eliminate the impediments. If they are successfully eliminated, the process must return to point 2 of this methodology.
- g) If the negotiations described in the foregoing point are unsuccessful, the COM/CITEL Chair shall submit a report on the existing situation at the next COM/CITEL meeting.