

COM/CITEL RES. 141 (XII-02) ¹

PROCEDURE TO BE RECOGNIZED BY CITEL AS A REGIONAL TRAINING CENTER

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

CONSIDERING:

That under Decision COM/CITEL DEC.14(V-97) the Procedure for an Organization to be recognized by CITEL to operate as Regional Training Center was approved,

BEARING IN MIND:

- a) That said procedure requires updating, and
- b) That the Washington Declaration approved at the Third Summit of the Americas noted that it was necessary to “strengthen mechanisms that will allow the dissemination and implementation of human resources and training programs, including information activities to telecommunication services users, in coordination with national entities, the Center of Excellence for the Americas of the ITU, and with the private sector, regional, sub-regional organizations and other entities of civil society”,

NOTING:

- a) That close cooperation with the Center of Excellence for the Americas of the ITU has been established resulting in the completion of four joint courses in 2002; and
- b) That it is deemed convenient that the Regional Training Centers become Nodes of the Network for Excellence,

RESOLVES:

- 1. To approve the procedure attached herewith for the approval of organizations as Regional Training Centers of CITEL.
- 2. To recommend Regional Training Centers to apply as Nodes to the Center of Excellence for the Americas of the ITU.
- 3. To derogate Decision COM/CITELDEC.14 (V-97).

REQUESTS THE EXECUTIVE SECRETARY:

To inform the Regional Training Centers that this resolution has been adopted.

¹ COM/CITEL/doc.749/02 rev.1

ANNEX ²

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

1. Introduction

The Inter-American Telecommunication Commission (CITEL) of the Organization of American States (OAS), needs procedures that will give consistency and continuity to the human resources training activities of Regional Training Centers (CC) serving the region's telecommunications specialists.

The procedure for an organization to be recognized by CITEL to operate as a Regional Training Center, and qualify for the funding set aside for such purpose by the OAS Fellowships Department, is described below.

2. General recommendations to centers seeking CITEL recognition as Regional Training Centers.

General

- Regional Training and Research Centers for Human Resources in Information Sciences and Technologies from now on Regional Training Centers (CC) must be organizations from the States in the region, serving both regulatory agencies and telecommunications operators within their territory, and must have the potential to expand to other States or institutions.
- Regional Training Centers may be units of regulatory agencies or established by the private sector.
- In developing their CITEL-related programs, Regional Training Centers should follow the recommendations of the General Coordination for Human Resources Development, from now on General Coordination, as to courses of interest for the countries of the region, and consider developing courses on subjects relevant to the various Working Groups established by CITEL bodies.
- In order to meet national requirements and offer training options to professionals in the Americas, courses intended for OAS-CITEL support in the form of fellowships should be structured in week-long segments. They should be scheduled so that fellowship offerings may be announced four months ahead of the course starting date to give interested parties sufficient time to submit fellowship applications.
- Consequently, Regional Training Centers must submit their course schedule for the following year to the General Coordination no later than the first week of November of each year.
- Regional Training Centers should regularly attend PCC meetings and meetings of the General Coordination, to determine CITEL's training needs.

² COM/CITEL/doc.729/02rev.1

Objectives

Regional Training Centers (CC) should focus on the following tasks:

- Contribute to the training and development of human resources in information sciences and technologies, both locally and regionally.
- Organize and conduct training and development activities in the areas of vocational extension courses, continuing education, updating courses, and job-related, technical and professional specializations.
- Coordinate work with the Center of Excellence for the Americas of the ITU.
- Encourage and conduct research into the development of human resources in information sciences and technologies.
- Conduct specific research and engineering projects on subjects of interest for human resources development in the relevant areas, including:
 - Status of human resources training and development in the region
 - Distance-education and training
 - Training techniques and methods
 - Design and production of teaching materials
 - Advanced technology application in teaching and training
 - Harmonization of duties, attributes, responsibilities and salaries for telecommunications sector employees (Standardization and Certification of Job Skills)
 - Aspects of planning, management and operation of telecommunications companies.
- Design, build and operate special information systems on human resources needs, and disseminate all information deemed appropriate for the exchange of information on training resources available in the region.
- Promote publications on human resources information.
- Use new technologies for supporting teaching.
- Share training resources currently being used in isolation manner.

3. Proposed Procedure:

- Organizations interested in joining CITEC as a Regional Training Center (CC) must submit an official application endorsed by the CITEC Contact Person in the country in question, to the General Coordination. A document introducing the center and the attached regional training center survey must be submitted together with the application.

- The General Coordination will evaluate the documentation provided and submit a report with its opinion or recommendation to the CITEL Executive Secretary and the Chair of the Permanent Executive Committee.
- The General Coordination, if it has a positive recommendation of the institution or organization based on its evaluation, will prepare a draft resolution for submission to COM/CITEL, which shall make the final decision.

REGIONAL TRAINING CENTER SURVEY

GENERAL INFORMATION

Country Name:			
Country entity or entities responsible for telecommunication service delivery:			
Name:		Activity:	
Name:		Activity:	
Name:		Activity:	
Name:		Activity:	
Name:		Activity:	
Name:		Activity:	
Country telecommunication regulatory authority:			
Ministry:	Secretary of State:	Decentralized:	Deconcentrated:
Autonomous:	Other:		Specify:

INFORMATION ON THE INSTITUTION

Official Name of the Institution:		
Name of Chief Executive of the Institution: (president, director, coordinator, etc.):		
Name of Contact point: ³		
Position held at the Institution:		
Address:		
Telephone:	Fax:	E-mail:

³ Appointed liaison to CITEL General Coordination for the future joint action.

Attachments: Organizational chart, geographic location, etc.

HUMAN RESOURCES

Administrative _____	Technical _____	Instructors _____
Instructors and speakers are: In-house _____ From educational institutions _____ From suppliers/manufacturers _____		
Others (specify): _____		
Instructors: Only provide training _____ Have other duties _____ Provide _____ hours of training per week on average		

FINANCIAL RESOURCES

Public sector subsidies	
Private sector subsidies	
Subsidies from international organizations	
Annual budget	
Fellowships:	
Fellowships are offered to instructors	Fellowships are offered to students
Using the center's own resources	Using resources from in-country entities
Using resources from international organizations	

EDUCATION

List the general subjects to be considered for training in the telecommunications sector.

List, in order of priority, the courses the Institution plans to offer in coordination with CITEL/OAS.

Course Name	Estimated time (hours)	How often is the course offered?
1.		

