

**COM/CITEL RES. 291 (XXXIII-17)<sup>1</sup>**

**GUIDELINES FOR THE ADOPTION OF INTER-AMERICAN PROPOSALS AND FOR THE SELECTION OF SPOKESPERSONS OF CITEL**

The 33 Meeting of the Permanent Executive Committee of CITEL, COM/CITEL,

**CONSIDERING:**

- a) That there is a need for a procedure for preparation, discussion, adoption, and submission of CITEL Inter-American Proposals for Conferences and Assemblies of the International Telecommunication Union (ITU) ;
- b) That the Seventh Meeting of the Steering Committee of CITEL held in August 2000, decided to analyze in depth the way in which CITEL proposals should be adopted, within a specific Permanent Consultative Committee (PCC) or at the COM/CITEL working group level;
- c) The existing PCC working methods relating to the adoption of CITEL Inter-American Proposals;
- d) The importance of establishing guidelines for all of CITEL's Inter-American Proposals to be submitted to Conferences and Assemblies of the ITU;
- e) That within a work cycle, the beginning of such cycles is the preferred period to adopt changes to CITEL's rules and procedures concerning the adoption of Inter-American Proposals;
- f) The need for a periodical review of established guidelines, and
- g) That OAS/CITEL Member States have identified the benefits of submitting Inter-American Proposals (IAP) to the ITU in a manner that strengthens and unifies CITEL's proposals in international forums,

**RESOLVES:**

1. To adopt the guidelines for the approval and submission of Inter-American Proposals and for the selection of spokespersons of CITEL contained in Annexes 1 and 2 of this resolution.
2. To suppress Resolution COM/CITEL RES. 226 (XXI).
3. To suppress Decision COM/CITEL DEC. 92 (32).

**INSTRUCTS THE SECRETARIAT OF CITEL:**

To forward this resolution to the Chairs of PCC.I and PCC.II.

**INSTRUCTS PCC.I:**

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<sup>1</sup> COM/CITEL doc. 154/17

To amend Resolution PCC.I/RES. 190 (XIX-11) to include CITEL's preparation to World Telecommunication Development Conferences (WTDC), under the resolves of Resolution CITEL RES. 76 (VI-14), and To, as appropriate and according to the specific characteristics of the Sector, examine the possibility of adopting the procedures established in this Resolution in the preparation for WTDC, World Telecommunication Standardization Assemblies (WTSA), and World Conferences on International Telecommunications (WCIT).

#### **INSTRUCTS PCC.II:**

To, as appropriate and according to the specific characteristics of the Sector, examine the possibility of adopting the procedures established in this Resolution for the preparation to the World Radiocommunication Conference and the ITU Radiocommunication Assembly.

### **ANNEX 1 TO RESOLUTION COM/CITEL RES. 291 (XXXIII-17) GUIDELINES FOR THE ADOPTION OF INTER-AMERICAN PROPOSALS FOR ITU PLENIPOTENTIARY CONFERENCES**

#### **1. OBJECTIVES**

- a. To establish the procedure to be followed for any written proposal developed at COM/CITEL Conference Preparatory Working Group (CPWG) to be submitted to an ITU Plenipotentiary Conference (PP) as an Inter-American Proposal (IAP).
- b. To establish the procedure to be followed to modify an IAP during a PP.
- c. To establish a procedure to develop new IAPs with respect to items that were not addressed previously by the COM/CITEL CPWG during the regional preparatory process and are submitted for the considerations of the Administrations that are present at the PP.
- d. To establish the procedure to be followed, when necessary at a PP, to formulate a CITEL position in response to administrative issues of the PP that require a regional positioning.

In using these procedures, every effort should be made to reach consensus among the Administrations.

#### **2. DEFINITIONS**

For purposes of this procedure, the following definitions are provided:

- a. CPWG: COM/CITEL Conference Preparatory Working Group to address regional preparations for Plenipotentiary Conferences.
- b. PP: International Telecommunication Union Plenipotentiary Conference.

- c. PROPOSAL: input that one or more CITELE Administrations present to the CPWG, for the purpose of becoming an INTER-AMERICAN PROPOSAL and which does not have the support of another Member State.
- d. DRAFT INTER-AMERICAN PROPOSAL (DIAP): A PROPOSAL that has been supported by more than one CITELE Administration.
- e. INTER-AMERICAN PROPOSAL (IAP): PROPOSAL or DIAP for which the CPWG has ended its consideration and discussion, and has met the criteria defined in STEP 4 of the development procedure of an IAP.
- f. MODIFIED INTER-AMERICAN PROPOSAL (IAP-MOD): INTER-AMERICAN PROPOSAL that has already been submitted to the PP, that has been adapted to current circumstances and adopted by CITELE during the PP in accordance with the provisions of this Resolution.
- g. TOP MEETING: Meeting of the CPWG before the PP, which will take place at least eight months prior to the start of the PP to define the IAPs associated with the proposals to modify the Constitution and/or the ITU Agreement (meeting the deadlines in 224 and 225 of the Constitution and 519 and 520 of the Union Convention).
- h. FINAL MEETING: last meeting of the CPWG before the PP, which shall be held at least one month prior to the start of the PP.

## **A. DEVELOPMENT OF INTER-AMERICAN PROPOSALS BEFORE THE PP**

### **A1. STEPS**

The following steps comprise the procedure for the consolidation and adoption of an IAP.

Step 1. Presentation, discussion and consolidation of a PROPOSAL within the CPWG.

The Administrations will submit their PROPOSALS to COM/CITELE. The Administrations will introduce and discuss their proposals in the CPWG meetings with the purpose of consolidating their PROPOSALS or DIAPs that relate to the same issue and eventually develop the texts.

Before the closing of the FINAL MEETING, the CPWG will evaluate at meetings, in-person or by mail, the support for and opposition to the PROPOSALS after the CPWG Chair determines that the preparation of their texts has been completed.

The proposals related to modifications to the Constitution and the ITU Agreement must be submitted as soon as possible, meeting the deadlines established by the Union. In this respect, the CPWG must define the IAPs on these modifications during the TOP MEETING.

Step 2. Evaluation of the support and opposition of the DIAPs or IAPs within the CPWG.

The CPWG Chair will evaluate the potential support of the Administrations to each of the PROPOSALS with a view to creating a DIAP or IAP, in accordance with the procedures set out in Steps 3 to 6 below.

If a PROPOSAL meets the corresponding criteria set out in the DEFINITIONS, then it is converted into a DIAP or IAP at that time.

Step 3. Circulation of PROPOSALS and DIAP for one or more rounds of consultation

1) Work at in-person meetings:

The CITELE Secretariat will distribute the PROPOSALS and the DIAPs to all Administrations for their consideration within a maximum of two (2) weeks following the closing of the corresponding CPWG meetings in which the PROPOSALS and the DIAPs were considered as such, until the FINAL MEETING or the TOP MEETING, as appropriate.

2) Work by mail:

The CPWG Chair will be responsible for: a) analyzing the PROPOSALS or DIAPs received and forwarding them, via the CITELE Secretariat, to the Administrations and associate members for their consideration; b) establishing a maximum deadline of two (2) weeks after the distribution of proposals by the CITELE Secretariat to receive comments prior to the FINAL MEETING or the TOP MEETING, as appropriate.

The CPWG Chair shall incorporate the possible modifications and circulate the new version. If, during any of the consultation rounds, any amendments to the document of a purely editorial nature are received, the CPWG Chair may make the corresponding corrections without circulating the proposal again.

Step 4. Adoption of the IAPs.

The PROPOSALS or DIAPs that have been previously circulated will be considered at the in-person meeting. During the meeting, the support and opposition to each of the PROPOSALS or DIAPs will be evaluated.

If a DIAP has been supported by at least six (6) CITELE Administrations and is not opposed by more than 50% of the number of supports obtained, it will be converted to an IAP.

The PROPOSALS or DIAPs that do not become IAPs remain as DIAPs until the closing of the FINAL MEETING or the TOP MEETING, as appropriate.

The DIAPs that, at the closing of the FINAL MEETING, or the TOP MEETING have not been adopted as an IAP, will cease to exist, but may be presented to the PP by the interested Administrations without having to include any references to CITELE.

During the FINAL MEETING, the CPWG will issue a Resolution to determine the following:

- a. The adopted IAPs to be submitted to the ITU, and a list of supports and oppositions of each country to each IAP;
- b. A table with a list of spokesperson and alternate spokesperson for each IAP;
- c. The date the IAPs are to be sent to the ITU, observing the deadlines established by the ITU.

Similarly, concerning the IAPs for modifications to the Constitution or the ITU Agreement, during the FINAL MEETING the CPWG will issue a Resolution to determine the following:

- a. The adopted IAPs on modifications to the Constitution or the Agreement (the others will continue to be considered by the CPWG until the FINAL MEETING);
- b. A table with a list of spokesperson and alternate spokesperson for each IAP;
- c. The date the IAPs are to be sent to the ITU, observing the deadlines established by the ITU.

Step 5. Circulation of the adopted IAPs

The Secretariat will distribute IAPs to all the CITEL Administrations within a maximum period of two (2) weeks following the closing of the FINAL MEETING or the TOP MEETING, as appropriate.

The Administrations wishing to provide their support to a specific IAP adopted by Resolution will do so by sending a written communication (letter, fax or e-mail) to the CITEL Secretariat.

Step 6. Sending adopted IAPs to the ITU.

The CITEL Secretariat will send the adopted IAPs to the ITU within the period established by the CPWG, according to the ITU rules and procedures.

The Secretariat will send along with the IAPs the list of spokespeople and alternate spokespersons and their contact information for each IAP.

The Secretariat will not send the list of supports and oppositions of each country to each IAP.

## **A2. SUPPORT**

The Administrations wishing to support a PROPOSAL or DIAP being considered within the framework of the CPWG shall do so, either verbally or in writing, during a CPWG meeting or by sending a written communication (letter, fax or e-mail) to the CITEL Secretariat during the period between meetings. The DIAPs which, at the closing of the FINAL MEETING or the TOP MEETING did not become IAPs will cease to exist.

The Administrations wishing to support an IAP being considered by the CPWG prior to the PP shall do so verbally or in writing:

- a. During a CPWG meeting;
- b. by written communication (letter, fax or e-mail) to the CITEL Secretariat during the period between meetings

The CITEL Secretariat will inform the ITU the names to be added in the form of a “corrigendum” to the IAP document.

## **A3. OPPOSITION**

The administrations wishing to oppose a DIAP or IAP shall indicate clearly their oppositions and the reasons for their oppositions during a CPWG meeting, verbally or in writing. Once the FINAL MEETING or the TOP MEETING is finished, no more oppositions to the IAPs will be received. Those Administrations

that have demonstrated their opposition before these deadlines maintain their sovereign rights to express their positions in the PP.

#### **A4. GENERAL PROVISIONS**

##### A4.1. Obtaining support

The Administration(s) that originally submitted a PROPOSAL are to undertake the task of coordinating and promoting its support so that it may become a DIAP and later an IAP.

##### A4.2 Coordination of IAPs

The Chair of the CPWG shall make her/his best efforts to coordinate all DIAPs and IAPs to prevent the generation of conflicting IAPs on the same subject.

The chair will endeavor to ensure that there are no multi-country proposals conflicting with IAPs.

##### A4.3. Administration's domestic activity

Administrations are encouraged to plan their domestic preparatory activity in such a way as to be prepared to indicate their support for or opposition to PROPOSALS, DIAPs, and IAP as early as possible, or by the close of the FINAL MEETING or the TOP MEETING, as appropriate.

Administrations are encouraged to express their opposition to PROPOSALS, DIAP or IAP within the scope of CITELE, and to avoid submitting multi-country proposals contradictory to the IAPs directly to the PP.

##### A4.4 Designation of DIAPs and IAPs

Files containing DIAPs shall be labeled as follows: [COMCITEL\_PPXX-DIAPYY-e] for documents in Spanish or [COMCITEL\_PPXX-DIAPYY-i] for documents in English.

Files containing IAPs shall be labeled as follows: [COMCITEL\_PPXX-IAPYY-e] for documents in Spanish or [COMCITEL\_PPXX-IAPYY-i] for documents in English.

The revised versions of these documents shall be named with the suffix "rXX" (XX = revision number).

##### A4.5 Collaborative Space (or Virtual Community)

The specific area of the Collaborative Space (or Virtual Community) in the CITELE website established for each PP shall include:

- a. A file containing all DIAPs under consideration, indicating in a single document the supports and oppositions received, with all DIAPs annexed thereto.
- b. A file with all IAPs developed, indicating in a single document the supports and oppositions received, with all original IAPs annexed thereto.

- c. A specific file for each IAP adopted.

The specific Collaborative Space (or Virtual Community) area for each PP shall be used by the spokespersons of the IAPs to publish working/provisional documents prepared at the Conference in the specific folder or folders and under their own responsibility.

The working documents and the PROPOSALS will be published exclusively in the Collaborative Space (or Virtual Community) area for each CPWG meeting.

#### A4.6. Contact points

The administrations shall inform the CPWG Chair and the CITELE Secretariat the spokespersons and contact points through whom all communications will be channeled, in accordance with Article 24 of the Statute and Article 84 of the Regulations of CITELE

#### A.4.7 Communication during the PP

The CPWG Chair shall, with support from the Secretariat, establish a dynamic, free and real-time mechanism, tool, or electronic communication service that includes the CPWG Chair, the CITELE Secretariat, all spokespersons and alternate spokespersons for IAPs, and the heads of delegation of all CITELE administrations present at the PP.

#### A4.8 Positions of Administrations during the PP

If an Administration chooses to oppose a specific IAP or a position of CITELE at the PP, that Administration shall make every effort to inform its intention to the CPWG Chair before formally expressing its opposition at any session of the PP.

#### **A4.9. Conflict**

In those cases where discussions during the FINAL MEETING or the TOP MEETING, as appropriate, result in a conflicting DIAP or IAP, the support for one proposal will be considered as opposition to the other and the resulting proposals will be evaluated using procedures established in Step 4.

An Administration supporting, at the same time, both of the DIAP or IAP in this case will not be counted in the adoption of an IAP.

### **B. MODIFICATION OF AN INTER-AMERICAN PROPOSAL DURING THE PP**

During a PP, if considering modifications to an IAP becomes necessary, the Administrations present and which originally supported the IAP shall review the matter to decide whether a proposed modification is applicable. If any of those Administrations does not support the proposal for modification, the IAP will remain unchanged.

If those Administrations agree to propose said modification, it shall be submitted to the consideration of the CPWG, and if none of the Administrations present at the meeting of that group expresses its opposition,

then it is approved and shall be forwarded to the PP by the CITELE Secretariat. However, in case there is opposition, then it will be deemed as adopted (IAP-MOD) and sent to the PP by the CITELE Secretariat. However, if an Administration that has not originally supported the IAP during the CPWG meeting expresses its opposition, then the IAP-MOD will only be approved if more than 25% of Administrations present at that meeting is not opposed.

Any of CITELE Member States that wishes to add its name to the IAP-MOD will express its desire at the CPWG meeting.

An IAP-MOD cancels, replaces, and eliminates the original IAP.

### **C. NEW IAPs DURING THE PP**

No new PROPOSALS for IAPs shall be considered during a PP, with the exception of issues that were not previously addressed by the COM/CITELE CPWG during the regional preparatory process and placed for consideration of the PP.

This possibility is not to be used as alternative to the established procedures previously set for developing an IAP and no specific proposals that were previously considered and not approved shall be presented until the closing of the FINAL MEETING or the TOP MEETING.

Once identified the need to develop a new PROPOSAL for IAP (including the establishment of a CITELE position), the CPWG Chair shall distribute the proposed text to the Administrations through the CITELE Secretariat and shall submit the issue for discussion at the CPWG meeting.

If the new PROPOSAL is supported by at least six (6) CITELE Administrations and is not opposed by more than 50% of the number of supports obtained, it will be converted into a new IAP.

### **D. APPLICATION OF THIS PROCEDURE**

All issues that not included in these procedures shall be resolved by COM/CITELE.

## **ANNEX 2 TO RESOLUTION COM/CITELE RES. 291 (XXXIII-17)**

### **SELECTION OF CITELE SPOKESPERSONS, AND THEIR ROLES AND RESPONSIBILITIES DURING ITU PLENIPOTENTIARY CONFERENCES**

#### **1. OBJECTIVES**

- a. To establish a procedure to select spokespersons and alternate spokespersons.
- b. To establish role and responsibility guidelines for spokespersons.
- c. To ensure effective presentation of Inter-American proposals and representation of common positions at the meetings of the Plenipotentiary Conferences.

## **2. DEFINITIONS**

The terms used in this Resolution are defined in Annex I hereto.

## **3. SELECTION OF CITEL SPOKESPERSONS BEFORE THE START OF A PP**

### **3.1 SELECTION CRITERIA**

CITEL Spokespersons shall be selected only for IAPs adopted by the close of the FINAL MEETING

It should be kept in mind that, because of the work done at the regular meetings of the CPWG, the Administration that originally proposed the IAP is, in general, that most familiar with that IAP's main points, and with the history of how it was developed..

Whenever possible, as a first option, the Administration that originally proposed a PROPOSAL that has obtained supports for its adoption as an IAP shall submit the name of the CITEL spokesperson for that IAP. In selecting the spokesperson, priority shall be accorded to those delegates expected to intend to attend the PP and to remain throughout the Conference.

The Administrations may propose spokespersons other than those indicated by the Administration that originally proposed the IAP. In this case, if there are various candidates for the position of Spokesperson (lead or alternate), the affected Administrations are urged to hold informal conversations for the purpose of agreeing on a single candidate to be put forward for selection.

The alternate spokespersons shall be from the Administrations supporting the IAP.

### **3.2 PREREQUISITES FOR BEING A SPOKESPERSON**

Prerequisites for being identified as a candidate CITEL spokesperson or alternate spokesperson at the PP are as follows:

- Clear intention to attend the PP for its entire duration.
- The candidate's Administration must not oppose the IAP for which he/she will be a spokesperson.

### **3.3 CONFIRMATION OF SPOKESPERSONS**

The Chair of the CPWG shall be responsible for defining the names of the spokespersons or alternate spokespersons for each one of the IAP until the conclusion of the TOP MEETING or the FINAL MEETING of CPWG.

During the FINAL MEETING of CPWG or at the first meeting held by CITEL during the PP, the Chair of CPWG shall inform the attending Administrations about the establishment of the roster of spokespersons or alternate spokespersons for each one of the IAP.

There is no constraint with respect to having the same spokesperson or alternate spokesperson being able to represent and confirming responsibility for representing various IAP during the PP.

After confirmation, if either the spokesperson or the alternate spokesperson is unable to perform their duties because of personal circumstances or any change of guidelines by their Administration regarding support of the IAP, the spokesperson or his/her Administration shall immediately notify the Chair of the CPWG.

### **3.4 ROLES AND RESPONSIBILITIES OF SPOKESPERSONS**

CITEL spokespersons are responsible for:

- Introducing their respective IAPs when called upon to do so at the PP.
- Whenever necessary, representing CITEL's Position during the meetings of the PP.
- Monitoring the development of the issue throughout the Conference, participating in all those meetings where it is dealt with. The lead spokesperson and alternate spokesperson shall attend all of the relevant meetings. However, recognizing that the lead spokesperson may not be able to fully meet this obligation, the lead spokesperson shall coordinate with the alternate spokesperson to ensure that at least one of them attends all relevant meetings so that CITEL is represented at all meetings related to their assigned agenda item.
- Publishing in the specific folder or folders of the Collaborative Space (or Virtual Community) area for each PP all working/provisional documents relevant to each IAP that are prepared at the Conference.
- Reporting to the CITEL Administrations attending the PP and the meetings convened by CITEL on the progress of the discussions with respect to the IAPs.
- Notifying the Chair of the CPWG in cases where they are unable to attend a relevant meeting.

All Administrations supporting the IAP are urged to attend all relevant meetings.

### **3.5 LIMITS OF AUTHORITY**

Spokespersons do not have the authority to make agreements that are contrary to the applicable IAP, or position unless consensus is reached among the Administrations that supported the IAP and are present at the Conference.

The spokesperson will evaluate the proposed substantive changes to the IAP and consult all countries that supported the IAP and are present at the Conference on their positions on those changes.

The spokesperson should seek the most efficient and dynamic way of consulting the countries that supported the IAP. A country that supported the IAP can request a discussion on the issue at a formal CPWG meeting.

### **3.6 CITEL SPOKESPERSON REPRESENTATION OF A POSITION ADDRESSING ISSUES THAT ARISE DURING THE PP.**

Since the PP is a dynamic process, issues requiring a regional position which could not be anticipated prior to the PP may arise. CITEL will be called upon to provide its views as a Region in these cases.

When this situation arises, the CPWG shall elect any spokespersons required to represent the position of CITEL during the meetings of the PP. Spokespersons may only represent the positions that have been adopted in accordance with the procedures established in this resolution.

Discussions with non-CITEL Administrations involving a possible alteration of the CITEL position shall take place with the direct participation of the lead spokesperson and the Administrations that supported the matter. However, their presence shall not be required during discussions between Heads of Delegation or at Regional Group meetings with limited attendance.

#### **4. SELECTION OF CITEL SPOKESPERSONS DURING THE PP.**

If for force majeure reasons the spokesperson and/or alternate spokesperson selected for a given PP shall terminate their duties during the PP, this shall be reported immediately to the Chair of CPWG, who after informing the CITEL Administrations attending the PP shall request them to provide candidates to replace them.

Once the names of the candidates have been obtained, the same selection criteria used prior to the PP to define the substitute spokespersons and/or alternate spokespersons shall be applied, as appropriate.

The new selected spokespersons shall have the same duties, responsibilities, and constraints as those set forth in sections 3.4, 3.5 and 3.6 of this procedure.