

**PCC.I/DEC. 259 (XXIX-16)<sup>1</sup>**

**DISSEMINATION OF THE EMERGENCY COMMUNICATIONS: QUESTIONNAIRE TO IDENTIFY CONTACTS AND POTENTIAL CAPACITY BUILDING ACTIVITIES FOR DISSEMINATION BY THE CITEL SECRETARIAT**

The 29<sup>th</sup> Meeting of Permanent Consultative Committee I: Telecommunications/Information and Communication Technologies (PCC.I),

**DECIDES:**

1. To request the Secretariat of CITEL to circulate the updated “Emergency Communications Questionnaire to Identify Contacts and Potential Capacity Building Activities for Dissemination by the CITEL Secretariat” (CCP.I-TIC/doc 4023/16 rev. 1) which now supersedes the “Roster of Experts” (CCP.I-TIC/doc.3913/16) to all administrations, requesting that each administration list individuals who are either seeking experience in priority areas of disaster preparedness and response or who have experience.
2. To request Member States send their response to the CITEL Secretariat (citel@oas.org), as soon as possible and no later than October 30, 2016.
3. The Secretariat of CITEL will then compile these results and present in the 30 Meeting of PCC.I.

**ANNEX TO DECISION PCC.I/DEC. 259 (XXIX-16)<sup>2</sup>**

**EMERGENCY COMMUNICATIONS QUESTIONNAIRE TO IDENTIFY CONTACTS AND POTENTIAL CAPACITY BUILDING ACTIVITIES:**

**FULL CONTACT INFORMATION:**

Name of the country: \_\_\_\_\_

Please list individuals in your government/agency who work on aspects of communications disaster preparedness and response, as well as individuals who would like to gain experience in this area. For each individual, please include the information requested below.

<u>Name</u>	<u>Title</u>	<u>Institutions</u>	<u>Webpage</u>	<u>E-mail (main)</u>	<u>E-mail (secondary)</u>	<u>Phone</u>	<u>Main area of expertise/ or interest</u>
				_____	_____		

<sup>1</sup> CCP.I-TIC/doc. 4142/16

<sup>2</sup> CCP.I-TIC/doc. 4023/16 rev. 1


## **PRIORITY AREAS OF INTEREST FOR CAPACITY BUILDING:**

For each of the specializations below, please check all that are of interest to your government for potential capacity building efforts.

### **I. Preparedness**

#### **Planning**

- ☐ National Emergency Communications **Planning**
- ☐ Network **Redundancy and resiliency** planning (includes ensuring operational continuity and preparing for maintenance and restoration of primary communications channels to minimize outages, such as coordinating with industry on business continuity plans and ensuring back up networks and capacity are in place for public and emergency response communications)
- ☐ **Pre-Positioning** of Emergency ICT Resources (includes planning and coordination - identification of priority locations and activation policies)
- ☐ Establishing **Priorities for Restoration**: (includes first responder networks, emergency call centers, numbers)

#### **Alerting**

- ☐ National or Local Emergency **Alert System** (includes broadcast, wireless, or IP-based)
- ☐ Inclusion of **Geological or Meteorological Early Warnings** with National or Local Emergency Alert Systems

#### **Policies**

- ☐ Creation of **Enabling Policies** (includes policies that can enable and prioritizing restoration of communications, expedited entry and transport of emergency coms, spectrum deconfliction, access, credentialing, immigration, customs clearance for incoming communications equipment and experts)
- ☐ Information Sharing Policies (**includes enabling coordination and information sharing** with carriers and enabling coordination and information sharing among carriers)

#### **Coordination**

- ☐ **Coordination with other Government Agencies** (National Disaster Management Authority, Customs, Immigration, Military, etc.) including (information sharing, situational awareness, response coordination)
- ☐ **Coordination with Carriers**
- ☐ **Domestic Stakeholder Coordination and Engagement** (could include, carriers, equipment vendors, national, regional and local officials, amateur radio and community networks (low power stations, community telecenters, etc.)
- ☐ **External (Foreign) Stakeholder Coordination and Engagement:** (includes UN, humanitarian and response NGO, foreign governments/militaries, carriers and equipment vendors and technology donors) to enable communications response, speed the approval process and avoid interference.

### **Training, Exercises and Testing**

- ☐ **Training and Exercises** - Internal and External Stakeholders (could include testing early warning systems, coordination exercises based on regional/national outage response and restoration)
- ☐ **Testing of National Emergency Communications Networks** (including warning, first responder and emergency call centers)

### **Situational Awareness, Reporting:**

- ☐ **Situational Awareness and Reporting Mechanisms** (public/private sector cooperation)
- ☐ **Outage and Restoration Reporting** (Reporting structure with all carriers, analysis and mechanisms for all networks including Emergency dispatch services, first responder systems, terrestrial and satellite networks, television and radio broadcasting, social media, and amateur radio) experience
- ☐ **Analysis and Information Sharing Mechanisms** (verifying, compiling, reporting and sharing outage and restoration information for all stakeholders, domestic and foreign)
- ☐ **Communications with External Stakeholders** (including use of social media and communicating with communities (CwC) across diverse groups on the status of network outages and restoration, and critical communications messaging)

### **Restoration Activities**

- ☐ **Administration, governance and coordination** (includes implementing response plans, Needs assessment and resource assignment/allocation, and after-action review)
- ☐ **Network Damage Assessment** (in coordination with carriers and other stakeholders)
- ☐ **Prioritization of Restoration**

- ☐ **Spectrum and Frequency Response** (could include licensing/authorizations, including expedited frequency and type approvals, emergency spectrum management and authorizations to avoid interference, expedited licensing approvals and possible temporary/emergency authorities to enable restoration)
- ☐ **Power Response:** Identifying available and pre-positioned Power sources (for infrastructure and individuals (charging))