COM/CITEL RES. 325 (XL-22)[1]

STRUCTURE OF COM/CITEL

The 40 Meeting of the Permanent Executive Committee of CITEL, COM/CITEL,

CONSIDERING:

a)   That the proposal for the new structure of COM/CITEL contained in document COM/CITEL doc. 376/22 was adopted by consensus;

b)   That Resolution COM/CITEL RES. 321 (XL-22), adopted at this meeting, created the Ad Hoc Group to review and update the guidelines for the adoption and presentation of Inter-American Proposals and the selection of CITEL spokespersons;

c)   That Resolution COM/CITEL RES. 324 (XL-22), adopted at this meeting, established the Working Group on Gender Equality and Effective Youth Empowerment;

d)   That it is necessary to modify the structure of COM/CITEL to include these new groups, name changes and updated mandates, terms of references and officers of the working groups;

e)   That it is necessary to adopt a new structure for COM/CITEL in accordance with its functions as set out in Article 17 of the Statute, the CITEL Strategic Plan for 2022-2026, and the dynamism of the work of this committee,

RESOLVES:

1.   To adopt the structure of COM/CITEL attached as Annex I;

2.   To approve the mandates, terms of reference, and authorities of the Working Groups of COM/CITEL, attached as Annex II;

3.   To revoke Resolutions: COM/CITEL RES. 140 (XII-02), COM/CITEL RES. 260 (XXIX-14), and COM/CITEL RES. 314 (XXXVII-20).

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[1] COM/CITEL doc. 399/22 rev. 2

ANNEX I OF RESOLUTION COM/CITEL RES. 325 (XL-22)[2]

STRUCTURE OF THE PERMANENT EXECUTIVE COMMITTEE (COM/CITEL)

The Permanent Executive Committee (COM/CITEL) is the executive organ of CITEL. It is composed of representatives of thirteen Member States elected at the CITEL Assembly, who shall serve until next Regular Meeting of the Assembly. The COM/CITEL was composed with the Administrations of the countries listed below, elected by the Eight Regular Meeting of the Assembly of CITEL for the period 2022-2026: Argentina, Bahamas, Brazil, Canada, Dominican Republic, El Salvador, Mexico, Paraguay, Peru, United States of America, and Uruguay, together with Colombia as Chair of COM/CITEL and Costa Rica as Vice-chair and the site of the Nineth Regular Meeting of the Assembly of CITEL[3].

Functions[4]:

The following are the functions of COM/CITEL:

1. To implement the decisions of the CITEL Assembly, taking into account the recommendations of the General Assembly of the Organization and the mandates from the Summit of the Americas as they relate to telecommunications/ICTs.
2. To implement and enforce the objectives of Article 3 hereof.
3. To set the dates for both Regular and Special Meetings of the CITEL Assembly and the venue for the Special Meetings of the CITEL Assembly, and to change either or both as necessary.
4. To prepare the draft agendas for the Regular and Special Meetings of the CITEL Assembly and submit them to the governments of the CITEL Member States for their consideration, through the Executive Secretary, pursuant to Article 9 hereof.
5. To propose to the CITEL Assembly any amendments it may consider necessary to introduce to this Statute and the Regulations.
6. To establish a work program for the Secretariat and the Chair of COM/CITEL to implement the decisions of the CITEL Assembly.
7. To adopt any urgent measures that cannot be deferred until the following meeting of the CITEL Assembly, which shall remain in force until the CITEL Assembly can consider them.
8. Through its Chair or some other designated member of COM/CITEL, to represent CITEL at world, regional, or national meetings or conferences on telecommunications/ICTs or related activities.
9. With the cooperation of the Secretariat, to prepare studies, drafts of inter-American conventions and treaties, and any other documents relating to telecommunications/ICTs within the hemisphere.
10. To submit to the General Assembly an annual report on the activities of CITEL through the Secretary General and the appropriate Council of the Organization.
11. To establish such technical committees and working groups as it may deem necessary, determining their work programs.
12. Within the framework of CITEL's objectives, to plan and coordinate inter-American activities in the field of telecommunications/ICTs.
13. To review and approve a work program based on the program/budget approved by the General Assembly and an annual proposed budget for CITEL in pursuance of the provisions of Article 112 (c) of the Charter of the Organization, ensuring the strictest possible economy and mindful of the obligation upon CITEL to achieve satisfactory results from the work programs undertaken.
14. To approve the annual training plan and oversee its implementation.
15. To ensure fulfillment of the Strategic Plan adopted by the Assembly.

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[2] COM/CITEL doc. 378/22 rev. 1
[3] Elected at the 8th Regular Meeting of the CITEL Assembly for the 2022-2026 period.
[4] Article 17 of the Statute of CITEL.

16. To approve the participation of observers and guests at the meetings of the CITEL Assembly.
17. To coordinate CITEL's preparations for the ITU Plenipotentiary Conference and Council meetings.
18. To provide the OAS SG the profile and selection criteria for candidates to occupy the position of Executive Secretary of CITEL and receive nominations from interested Member States.
19. To select three candidates to hold the position of Executive Secretary of CITEL and provide the names to the Secretary General for his or her consideration to select one candidate in accordance with the OAS General Standards.
20. To participate in the process of determining the membership, recruitment, and selection of the Secretariat of CITEL.
21. If no consensus is reached, Article 20 herein shall apply.

Authorities:

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Chair: Colombia
Vice-chair: Costa Rica

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WORKING GROUPS OF COM/CITEL

1. Working Group on Capacity Building and Human Resources Development
2. Working Group on Strategic, Financial and Operational Plan
3. Working Group on ITU Council (WGCL)
4. Working Group on ITU Plenipotentiary Conference (WGPP)
5. Working Group Gender Equality and Meaningful Youth Empowerment
6. Ad Hoc Group to review and update the guidelines for adopting and submitting inter-American proposals and for selecting CITEL spokespersons

ANNEX II OF RESOLUTION COM/CITEL RES. 325 (XL-22)

MANDATES, TERM OF REFERENCES AND AUTHORITIES OF THE WORKING GROUP OF COM/CITEL

1.   Working Group on Capacity Building and Human Resource Development

Terms of Reference:

a) To identify and promote specific training courses to meet the needs and priorities of CITEL members.

b) To coordinate training programs for the CITEL Member States with Regional Training Centers.

c) To coordinate the work with the ITU Academy Training Centers for the Americas.

d) To draw up and disseminate a document describing what the training centers have to offer.

e) To request liaison officers to provide a list of training demands in member countries.

f) To encourage entities from member countries to devote additional efforts to human resource training and development.

g) To prepare and keep an updated list of courses available at regional, sub-regional, and international telecommunication organizations.

h) To prepare and keep an updated list of international events related to telecommunication human resource development and training.

i) To request that the Secretariat publish to its website updated information on the activities of the Administration in its role as coordinator, its progress and the aforementioned lists, attempting to establish links with the electronic sites of organizations and events listed.

j) To identify and promote training programs offered by operating companies and equipment manufacturers.

k) To steadily contribute to the establishment of a more direct relationship with international organizations capable of providing training to the personnel of CITEL member countries, particularly in the field of telecommunications management, regulation and control.

l) To manage the surplus of the COM/CITEL Reserve Fund.

The current regional training centers of CITEL are:

Country	Center	Date of approval as Regional Training Center
1. Argentina	*Instituto Tecnológico de Buenos Aires* (ITBA) of Argentina	COM/CITEL RES. 175 (XIV-04)
2. Argentina	*Centro de Capacitación en Alta Tecnología para América Latina y el Caribe* (CCAT-LAT)	COM/CITEL RES. 211 (XIX-07)
3. Argentina	Universidad Blas Pascal	COM/CITEL RES. 258 (XXIX-14)
4. Brazil	*Universidad de Brasilia*	COM/CITEL RES. 175 (XIV-04)
5. Canada	Neotelis	COM/CITEL RES. 229 (XXIV-10)

6. Chile	*Centro Internacional de Capacitación en Telecomunicaciones*	CCP.I/ RES. 1 (I-94)
7. Chile	*Centro Nacional de Electrónica y Telecomunicaciones, Facultad de Ciencias Físicas y Matemáticas, Universidad de Chile*	COM/CITEL RES. 175 (XIV-04)
8. Colombia	*Universidad Colegio Mayor de Nuestra Señora del Rosario*	COM/CITEL RES. 175 (XIV-04)
9. Colombia	*Escuela Colombiana de Ingeniería "Julio Garavito"*	COM/CITEL RES. 175 (XIV-04)
10. Colombia	*Asociación de Ingenieros de Colombia*	COM/CITEL RES. 124 (X-01)
11. Colombia	*Universidad Distrital Francisco José de Caldas*	COM/CITEL RES. 203 (XVIII-06)
12. Colombia	*Universidad ICESI*	COM/CITEL RES. 251 (XXVII-13)
13. Ecuador	*Centro Internacional de Investigación Científica y Creación en Telecomunicaciones, Tecnologías de la Información y las Comunicaciones* (CITIC)	COM/CITEL RES. 239 (XXV-2011)
14. United States of America	United States Telecommunications Training Institute, USTTI	CCP.I/ RES. 1 (I-94)
15. México	*Instituto Federal de Telecomunicaciones*, IFETEL	CTP.I/ RES. 11 (III-93)
16. Paraguay	*Centro de Innovación Tecnológica, Facultad de Ingeniería, Universidad Nacional de Asunción*	CCP.I/ RES. 1 (I-94)
17. Perú	*Instituto Nacional de Investigación y Capacitación de Telecomunicaciones*, INICTEL	COM/CITEL RES. 72 (VII-98)
18. Dominican Republic	*Instituto Tecnológico de las Américas* (ITLA)	COM/CITEL RES. 210 (XIX-07)
19. Suriname	Telecommunications Corporation Suriname Telesur Training Research	CCP.I/ RES. 1 (I-94)
20. Uruguay	*Administración Nacional de Telecomunicaciones*, ANTEL	COM/CITEL RES. 139 (XII-02)
21. Uruguay	*Universidad Católica del Uruguay*, UCU	COM/CITEL RES. 139 (XII-02)
22. COMTELCA	*Centro de Formación Centroamericana*	COM/CITEL RES. 47 (V-97)

Authorities:

Chair: Argentina

2.   Working Group on Strategic, Financial and Operational Plans

Terms of Reference:

Prepare the CITEL Strategic Plan including key performance indicators, ensuring clear linkages between strategic, financial and operational components, taking into account the application of results-based budgeting and results-based management.

Authorities:

> *Chair:* Colombia
> *Vice-chairs:* Argentina, Brazil and Costa Rica

3. Working Group on the ITU Council (WGCL)

Terms of reference:

a) To report to the CITEL Member States on matters addressed by the ITU Council to identify those of genuine importance to the objectives and activities of CITEL and its Member States, including the decisions adopted by the Plenipotentiary Conference;

b) To coordinate the strategy to be developed within the Council and its Committees and Working Groups, always taking into account the specific characteristics and concerns of the subregions;

c) To establish definite processes for coordination prior to and during the sessions of the ITU Council that include the Member States of the Council and those attending as Observers;

d) To hold at least one meeting of CITEL at the ITU headquarters prior to the start of the annual session of the Council, and others as items are addressed, notwithstanding the budgetary constraints of CITEL;

e) To establish priorities among matters to be addressed according to their importance and/or urgency;

f) To coordinate with the Permanent Consultative Committees how to address Council matters and activities within their purview, in order to:

- achieve results from the work done by the PCCs;

- ensure that the Working Group reports to the PCC Chairs on Council decisions that relate to matters within the purview of the respective Committees; and,

g) For the fulfillment of this mandate, to utilize any available electronic media (videoconferences, electronic mail, online community, etc.) between face-to-face meetings.

Authorities:

> *Chair:* Argentina
> *Vice-chairs:* Bahamas and Brazil

4. Working Group on the ITU Plenipotentiary Conference (WGPP)

Mandate:

a) To coordinate regional preparations for the Plenipotentiary Conference (PP), including the preparation of Inter-American Proposals (IAPs) and common positions.

b) To undertake inter-regional consultations in preparation for the Plenipotentiary Conference.

c) To coordinate the organization of the region's work during ITU Plenipotentiary Conferences (PP), including proposals for the designation of Chairs and Vice-Chairs and follow-up of Inter-American Proposals.

Authorities:

> *Chair:* Mexico
> *Vice-chair:* United States of America

5. Working Group on Gender Equality and Meaningful Youth Empowerment[5]

Mandate:

To focus on the review and research of major issues, challenges, initiatives, policies and programs aimed at strengthening Gender Equality and Meaningful Youth Empowerment in order to increase meaningful participation in and leadership of activities related to the inclusive development and use of telecommunications/ICTs.

Terms of reference:

a)   Establish a CITEL wide perspective on activities and initiatives aimed at strengthening Gender equality and Meaningful Youth Empowerment by maintaining on-going coordination and consultation with PCC.I and PCC.II on activities aimed at the promotion of Gender Equality and Meaningful Youth Empowerment, in particular to support the Americas Network(s) of Women for the Radiocommunication (ITU-R) and Development (ITU-D) Sectors, as well as the Women in Standardization Expert Group (WISE ITU-T) and exchanging lessons learned and best practices in improving these initiatives in the region.

b)   Encourage programs, projects, initiatives and capacity building activities, including through coordination and consultation with PCC.I and PCC.II, in telecommunications/ICT gender perspectives that promote a fully inclusive participation of all women and girls and the meaningful empowerment of young women and men in decision making processes at national, regional and international levels affecting their "Digital Future", including at meetings, conferences and assemblies of the International Telecommunication Union (ITU).

c)   Coordinate with the ITU regional office on follow-up mechanisms and activities to support the implementation of the United Nations "Youth 2030", the ITU's Youth Strategy and the Generation Connect Global Youth Summits, including any output documents.

d)   Support the relevant CITEL Working Groups in preparation for ITU Conferences, Assemblies and Meetings, including ITU Advisory Groups in the preparation of Inter-American Proposals (IAPs) or Inter-American Contributions (IACs) that contain inclusive language related to Gender Equality a/o Meaningful Youth Empowerment

e)   Coordinate as appropriate an exchange of information and best practices on Gender Equality and Meaningful Youth Empowerment with other relevant agencies in the OAS, in particular the Inter-American Commission of Women (CIM) and the Youth Americas Business Trust.

Draft Performance indicators:

a)   Percentage of participation of women and youth in CITEL meetings
b)   Percentage of participation of women and youth in workshops and seminars conducted by CITEL
c)   Percentage of participation of women and youth in key areas/leadership role in the work of CITEL

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[5] COM/CITEL doc. 375/22 rev. 3

d)   Number of CITEL case studies/best practices revised to include focus on women and youth as reported by PCC.I and PCC.II's substantive working groups.
e)   Number of CITEL workshops and seminars with focus on women and youth.
f)   Number of women and youth from the Americas region participating in conferences of the ITU
g)   Number of women of the Americas region in leadership roles within working groups and conferences of the ITU

Authorities:

Co-chairs: Brazil and Canada
Vice-chairs: Paraguay and Peru

6.   Ad Hoc Group to review and update the guidelines for adopting and submitting Inter-American Proposals and for selecting CITEL spokespersons[6]

Mandate:

1.   Review and update the guidelines for adopting and submitting Inter-American Proposals and for the selection of spokespersons of CITEL, as contained in resolution COM/CITEL RES. 291 (XXXIII-17).

2.   Carry out its work through virtual and/or face-to-face meetings and conclude this work to be presented at the 41 Meeting of COM/CITEL.

Authorities:

Coordinators: United States of America and Uruguay

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[6] COM/CITEL doc. 387/22 rev. 1