

**PROCEDURE FOR THE PREPARATION, ADOPTION, PRESENTATION AND
MODIFICATION OF INTER-AMERICAN PROPOSALS TO THE WORLD
TELECOMMUNICATION STANDARDIZATION ASSEMBLY (WTSA), THE WORLD
CONFERENCE ON INTERNATIONAL TELECOMMUNICATIONS (WCIT), AND THE
WORLD TELECOMMUNICATION DEVELOPMENT CONFERENCE (WTDC)**

The 42 Meeting of Permanent Consultative Committee I: Telecommunications/Information and Communication Technologies (PCC.I),

CONSIDERING:

- a) That it is advisable to adopt a procedure to carry out activities to establish Inter-American Proposals for the World Telecommunication Standardization Assembly (WTSA), the World Conference on International Telecommunications (WCIT), and the World Telecommunication Development Conference (WTDC);
- b) That procedures must be included to be followed at the World Telecommunication Standardization Assembly (WTSA) the World Conference on International Telecommunications (WCIT), and the World Telecommunication Development Conference (WTDC) to modify an existing Inter-American Proposal (IAP);
- c) That procedures must also be included to be followed at the WTSA, WCIT, and WTDC to establish a new IAP on new matters and issues that may arise at said Assembly and Conferences; and
- d) That, based on collected experience, it is deemed advisable to introduce improvements to the procedure for the presentation of IAPs to WTSA, WCIT, and WTDC by the Inter-American Telecommunication Commission (CITEL);

RESOLVES:

- 1. To adopt the procedure described in the Annex hereto for the preparation, adoption, presentation and modification of IAPs to WTSA, WCIT, and WTDC;
- 2. That the provisions in this procedure must be applied within the framework of Resolution COM/CITEL/RES. 291 (XXXIII-17);
- 3. To derogate Resolution PCC.I/RES. 232 (XXV-14).

¹ CCP.I-TIC/doc. 5365/23 rev. 1

ANNEX TO RESOLUTION PCC.I/RES. 328 (XLII-23)

PROCEDURE FOR THE PREPARATION, ADOPTION, PRESENTATION AND MODIFICATION OF INTER-AMERICAN PROPOSALS TO BE SUBMITTED TO THE WORLD TELECOMMUNICATION STANDARDIZATION ASSEMBLY (WTSA), THE WORLD CONFERENCE ON INTERNATIONAL TELECOMMUNICATIONS (WCIT), AND THE WORLD TELECOMMUNICATION DEVELOPMENT CONFERENCE (WTDC)

1. OBJECTIVE

- To establish the procedure that is to be followed for any document developed in Permanent Consultative Committee I: Telecommunications/Information and Communication Technologies (PCC.I) for submission to the World Telecommunication Standardization Assembly (WTSA), the World Conference on International Telecommunications (WCIT), and the World Telecommunication Development Conference (WTDC) of the International Telecommunication Union as an INTER- AMERICAN PROPOSAL (IAP). IAPs will be developed separately for WTSA, for WCIT, and for WTDC. IAPs developed for one event cannot and will not be used for another.
- To establish the procedure to be followed to modify an IAP during WTSA, WCIT and WTDC.
- To establish the procedure for the development of new IAPs on any new topics and issues that may arise during WTSA, WCIT and WTDC, with the Member States of CITEL that are present at said Assembly/Conferences.

In using this procedure, every effort should be made to reach consensus among the CITEL administrations.

2. DEFINITIONS

The following definitions are provided for purposes of this procedure:

- a. **SPOKESPERSON:** Person to whom OAS/CITEL and PCC.I have appointed to represent and speak on their behalf in the meetings of WTSA, WCIT, and WTDC or with representatives of other Regional Groups where aspects related to a topic or review of WTSA, WCIT, and WTDC Recommendations are being discussed.
- b. **WGCONF:** PCC.I Working Group to prepare for and follow-up of WTSA, WCIT, and WTDC.
- c. **ITU ASSEMBLY/CONFERENCE:** The World Telecommunication Standardization Assembly (WTSA), the World Conference on International Telecommunications (WCIT), and the World Telecommunication Development Conference (WTDC) of the International Telecommunication Union (ITU).
- d. **PRELIMINARY PROPOSAL:** A submission for discussion that one (1) Member State submits to WGCONF that has not received the support of any other Member State with a view to it becoming an INTER-AMERICAN PROPOSAL for future presentation during a particular ITU ASSEMBLY/CONFERENCE.
- e. **DRAFT INTER-AMERICAN PROPOSAL (DIAP):** A PRELIMINARY PROPOSAL that, having been considered and discussed by the Member States, has the support of more than one (1) administration.
- f. **INTER-AMERICAN PROPOSAL (IAP):** A DRAFT INTER-AMERICAN PROPOSAL, of which WGCONF has completed its consideration and discussion and that has been supported

by no fewer than six (6) administrations and is not opposed by more than 50% (fifty percent) of the number of supports obtained.

- g. LIMIT MEETING:** The penultimate meeting of WGCONF before the corresponding ITU ASSEMBLY/CONFERENCE where the respective IAPs will be presented, which is to be held so as to be able to observe ITU rules and procedures.

Note - This meeting will be held so as to be able to comply with ITU terms, rules and procedures for the submission of documents.

- h. FINAL MEETING:** The last meeting of WGCONF before the corresponding ITU ASSEMBLY/CONFERENCE where the respective IAPs will be presented.

Note - This meeting will be held so as to be able to comply with ITU terms, rules and procedures for the submission of documents.

A. PREPARATION OF INTER-AMERICAN PROPOSALS PRIOR TO THE ITU ASSEMBLY/CONFERENCE

A1. STEPS

The steps in the procedure for the preparation, adoption and presentation of INTER-AMERICAN PROPOSALS to be submitted to the corresponding ITU ASSEMBLY/CONFERENCE are:

Step 1. Presentation, discussion, and evaluation of a PRELIMINARY PROPOSAL within WGCONF

- a) The Member State or Member States submit its PRELIMINARY PROPOSALS to WGCONF.
- b) During de WCONF meetings the Member States evaluate and discuss the PRELIMINARY PROPOSALS in order to prepare and consolidate the text and give them the nature of DRAFT INTER-AMERICAN PROPOSALS and prepare the text before the LIMIT MEETING.
- c) No new PRELIMINARY PROPOSALS should be considered or formulated in the FINAL MEETING; however, exceptionally, PCC.I may decide to permit this on a case-by-case situation.

Step 2. Consolidation of the supports for and oppositions to a PRELIMINARY PROPOSAL or DRAFT INTERAMERICAN PROPOSAL

- a) After the presentation of a PRELIMINARY PROPOSAL or DIAP the WGCONF Chairperson will ask for the support of the Member States.
- b) The moment that a PRELIMINARY PROPOSAL meets the corresponding supports criteria it becomes a DIAP. PRELIMINARY PROPOSALS that do not become a DIAP will be maintained as PRELIMINARY PROPOSALS. They may eventually become DIAPs when they have met these criteria. At the end of the FINAL MEETING, any consideration will end of a PRELIMINARY PROPOSAL that has not become an IAP according to the criteria established in Step 3, below.

Step 3. Registration of supports and oppositions to DRAFT INTER-AMERICAN PROPOSALS

- a) During the WGCONF meetings, the number of supports and oppositions to each DIAP will be recorded or registered.
- b) If a DIAP has the support of at least six (6) Member States, is not opposed by more than fifty percent (50%) of the number of supports obtained, it will become an IAP.

- c) When the WCONF Chairperson has determined that the consideration and discussion of an IAP is completed, said IAP cannot be modified unless all supporting Member States of OAS/CITEL agree.
- d) In case the discussions within WGCONF result in conflicts between DIAPs or IAPs on the same topic or issue, the corresponding PCC.I plenary session will assess whether supports for one of the proposals will be considered oppositions to the other. Any Member State that simultaneously supports both DIAPs or IAP within the same topic or issue will not be taken into account for the approval of an IAP.
- e) At the end of the FINAL MEETING, any DIAP that has not become an IAP will no longer be considered.

Step 4. Circulation of PRELIMINARY PROPOSALS, DRAFT INTER-AMERICAN PROPOSALS and INTER-AMERICAN PROPOSALS

- a) The Secretariat of CITEL will make the DIAPs available to all Member States no later than two (2) weeks following the close of the corresponding PCC.I meetings where those DIAPs were considered, up to and including the LIMIT MEETING. The Secretariat of CITEL will simultaneously also make all PRELIMINARY PROPOSALS and IAPs available to all Member States.
- b) The Secretariat of CITEL will request via Circular the Member States of OAS/CITEL to express within four (4) weeks their support or opposition. In accordance with the responses of the Member States, the Secretariat of CITEL will update the status of all PRELIMINARY PROPOSALS, DIAPs and IAPs in an updated document that will be submitted to the next WGCONF or PCC.I meeting.
- c) Within a maximum period of 2 (two) weeks after the close of the LIMIT MEETING and the FINAL MEETING, the Secretariat of CITEL will distribute the IAPs to all Member States.
- d) The Member States that wish to express their support for an IAP may do so by following the procedure set forth in Section A2.

Step 5. Resolution for Sending INTER-AMERICAN PROPOSALS to ITU

- a) During the LIMIT MEETING, PCC. I shall adopt in a plenary session a Resolution to define:
 - i. The updated list of IAPs;
 - ii. The updated list of DIAPs that have not yet acquired IAP status and will be considered during the FINAL MEETING;
 - iii. The list of PRELIMINARY PROPOSALS to be considered during the FINAL MEETING;
 - iv. The date of expected submission of IAPs to ITU.
- b) During the FINAL MEETING, PCC. I shall adopt in a plenary session a Resolution to define:
 - i. The updated list of IAPs;
 - ii. The date of expected submission of IAPs to ITU.

Step 6. Sending INTER-AMERICAN PROPOSALS to ITU

The Secretariat of CITEL will send the IAPs in their original language to the ITU in accordance with its rules and procedures.

A2. SUPPORT

The Member States wishing to support a PRELIMINARY PROPOSAL shall do so either verbally or in writing at meetings of WGCONF.

The Member States that wish to support a DIAP submitted for consideration by WGCONF must do so during its meeting, or in accordance with what is indicated in Step 3 of Section A1 above, either verbally during the meeting, or in writing during or between meetings, as appropriate.

The Member States that wish to support an IAP may do so:

- a) During a meeting of WGCONF, including the FINAL MEETING, in oral or written form.
- b) Between meetings of WGCONF, by written communication (letter or e-mail) to the Secretariat of CITEL, before the FINAL MEETING.
- c) After the FINAL MEETING and before the start of an ITU ASSEMBLY/CONFERENCE, by written communication (letter or e-mail) to the Secretariat of CITEL.
- d) Directly through their delegation participating in the ITU ASSEMBLY/CONFERENCE, either verbally or in writing sent to the Secretariat of CITEL.

Where appropriate, and as a result of the supports received, the Secretariat of CITEL shall communicate to ITU the names of the Member States to be added as a “corrigendum” to the IAP document.

In the extraordinary situation where, after the FINAL MEETING and during the ITU ASSEMBLY/CONFERENCE, there is a decrease in the number of countries supporting an IAP, said IAP will not change status; the WGCONF will determine by consensus the appropriate actions to be taken.

The Member States that are in this extraordinary situation and wish to change the status of their support must notify the Secretariat of CITEL and the WGCONF Chairperson in writing (letter or e-mail) before the next meeting of WGCONF.

A3. OPPOSITION

The Member States opposing a DIAP or an IAP shall indicate clearly the reasons for their oppositions verbally or in writing during the WGCONF meeting in which it is being considered, or between meetings, or in accordance with the indications of Step 3 of Section A1.

Additionally, if a Member State chooses to oppose a specific IAP at the ITU ASSEMBLY/CONFERENCE, that administration shall make every effort to notify its intention to the Secretariat of CITEL, the WGCONF Chairperson, and the SPOKESPERSON of that IAP.

A4. GENERAL PROVISIONS

A4.1. Obtaining supports

The Member State originally submitting a PRELIMINARY PROPOSAL shall have the responsibility for coordinating and promoting its support so that it can become a DIAP and, subsequently, an IAP.

A4.2. Coordination of IAPs

The WGCONF Chairperson shall coordinate all PRELIMINARY PROPOSALS and DIAPs so that conflicting IAPs on the same subject are not generated.

A4.3. Format of DIAPs and IAPs

The heading of each DIAP and IAP shall include the following elements, in the order indicated below:

- a) the names of those Member States that have indicated their support. These names shall be written in bold to clearly indicate the document's supporting members.
- b) the names of those Member States that have indicated their opposition.

A4.4. Points of contact and communications during an ITU ASSEMBLY/CONFERENCE

Communications with the Member States shall be channeled through the points of contact identified within the framework of Article 24 of the Statute and Article 4 of the Regulations of CITEL, with copies sent to those points of contact identified to WGCONF.

Considering the dynamic process of an ITU ASSEMBLY/CONFERENCE, it is required that the dissemination and exchange of information among the delegates of participating Member States is through computer tools provided by OAS/CITEL. In addition, and if necessary, widely available computer tools may be used on mobile devices, so that all Heads of Delegation of the Member States and points of contact have an optional means to receive information and, if necessary, to take a stance on a decision.

A4.5. Positions of the Member States during an ITU ASSEMBLY/CONFERENCE

If a Member State chooses to oppose a particular IAP before formally expressing the opposition during any session of the ITU ASSEMBLY/CONFERENCE, that Member State shall make every effort to communicate their intention to the WGCONF Chairperson, the SPOKESPERSON, and the Member States that support that IAP.

B. GENERAL CRITERIA FOR THE SELECTION OF SPOKESPERSONS

When selecting a SPOKESPERSON, at least the following elements should be considered:

- a) Equitable geographic representation of the entire Region.
- b) The possibility for all OAS/CITEL Member States and Associate Members to have opportunities to assume responsibilities in the development of the work.
- c) Gender balance, to encourage and promote the participation of women in the activities of WGCONF.

WGCONF is responsible for appointing a principal Spokesperson and an alternate Spokesperson for each IAP based on the proposed candidates presented by the OAS/CITEL Member States or Associate Members.

If there is a need to select a SPOKESPERSON during an ITU ASSEMBLY/CONFERENCE, the WGCONF chairperson, after informing the OAS/CITEL Member States present at the ITU ASSEMBLY/CONFERENCE of the need, shall request the latter to nominate candidates for principal Spokesperson and alternate Spokesperson.

C. RESPONSIBILITIES OF SPOKESPERSONS

A SPOKESPERSON shall have the following responsibilities:

- a) Present the IAPs for which they have been appointed to represent when it is their turn to make such a presentation during the ITU ASSEMBLY/CONFERENCE.
- b) To follow up on the evolution of the negotiation of the issues addressed within such IAPs throughout the ITU ASSEMBLY/CONFERENCE and to participate in all meetings in which the issues addressed within said IAPs are addressed.

- c) Report in a timely and detailed manner to the OAS/CITEL Member States present at the ITU ASSEMBLY/CONFERENCE and at the meetings convened by CITEL, on the progress of the deliberations related to the IAPs assigned to them.
- d) When necessary, represent and defend at the ITU ASSEMBLY/CONFERENCE meetings the position of CITEL regarding the issues addressed by said position.
- e) In cases where neither the principal SPOKESPERSON nor the alternate SPOKESPERSON is able to attend a meeting related to their assigned IAP, they shall notify the WGCONF chairperson in a timely manner.

D. REVISION OF AN INTER-AMERICAN PROPOSAL AFTER THE START OF AN ITU ASSEMBLY/CONFERENCE

During an ITU ASSEMBLY/CONFERENCE, it may be necessary to consider modifications to an IAP in accordance with any deliberations that may have taken place at the ITU ASSEMBLY/CONFERENCE.

When this is the case, the Member States attending the ITU ASSEMBLY/CONFERENCE shall review the matter to decide whether a proposed modification is applicable. If any of those Member States that supported the original IAP does not support the proposed modification, the IAP will remain unchanged.

If said Member States attending the ITU ASSEMBLY/CONFERENCE agree with that proposed modification, it shall be submitted to WGCONF verbally or in writing for its consideration, and, if none of the Member States present at that meeting of WGCONF express their opposition, then the modification will be deemed approved and will be submitted to the ITU ASSEMBLY/CONFERENCE. However, if one (1) Member State present at that meeting of WGCONF and originally had not supported the IAP indicates its opposition, then the modified IAP will be approved only if no more than 25% of the Member States present at that meeting of WGCONF oppose the modified IAP.

Member States not attending the meeting of WGCONF or the ITU ASSEMBLY/CONFERENCE shall be informed by the Secretariat of CITEL of the modified IAP once it has been approved at the meeting of WGCONF.

Any Member State not attending the meeting of WGCONF or the ITU ASSEMBLY/CONFERENCE that wishes to add its name to the modified IAP shall contact the Secretariat of CITEL in order to follow the procedure established with the ITU.

A modified IAP rescinds, replaces, and eliminates the corresponding original IAP.

E. DISCUSSIONS WITH REGIONAL TELECOMMUNICATION ORGANIZATIONS

The spokesperson will inform the Member States in a timely manner about the progress made in the coordination and deliberations with other Regional Telecommunication Organizations.

Special attention will be paid when said coordination and deliberations are made during an ITU ASSEMBLY/CONFERENCE, so that all Member States that are present in that ITU ASSEMBLY/CONFERENCE count on information to make their decisions in due time.

F. APPLICATION OF THIS PROCEDURE

The provisions of this procedure shall be applied and interpreted within the framework of resolution COM/CITEL RES. 291 (XXXIII-17).

Any matter for which this procedure does not provide shall be resolved at a plenary meeting of PCC.I.