

COM/CITEL RES. 330 (XLI-23)⁵

**PROCEDURE FOR THE PREPARATION, APPROVAL, SUBMISSION AND MODIFICATION
OF THE INTER-AMERICAN PROPOSALS OF CITEL FOR THE CONFERENCE OF
PLENIPOTENTIARIES OF THE INTERNATIONAL TELECOMMUNICATIONS UNION
(ITU)**

The 41 Meeting of the Permanent Executive Committee of CITEL, COM/CITEL,

CONSIDERING:

- a. The report of the 2022 Plenipotentiary Conference submitted by the Chair of the Working Group at the 40th Meeting of COM/CITEL, which includes the results obtained and challenges faced in the preparation for and during that Conference;
- b. The need to update the procedure for the preparation, approval, submission and modification of the Inter-American Proposals of CITEL for the Plenipotentiary Conference of the International Telecommunications Union (ITU).

RESOLVES:

1. Adopt the procedure for the preparation, approval, submission and modification of Inter-American Proposals (IAP) to the ITU Plenipotentiary Conference and for the selection of CITEL spokespersons contained in Annex 1 of this resolution;
2. That the provisions of this procedure must be applied within the framework of Resolution COM/CITEL/RES. 328 (XLI-23).

ANNEX 1 TO RESOLUTION COM/CITEL RES. 330 (XLI-23)

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OF THE INTER-AMERICAN PROPOSALS OF CITEL FOR THE CONFERENCE OF
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(ITU).**

1. OBJECTIVES

- a. To establish the procedure to be followed for the treatment of any written proposal received at COM/CITEL Working Group on ITU Plenipotentiary Conference (WGPP) for its preparation as an Inter-American Proposal (IAP) and for its subsequent presentation to a Plenipotentiary Conference (PP) of the International Telecommunication Union (ITU).
- b. To establish the procedure to be followed to modify an IAP during a PP.
- c. 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 Member States.

2. DEFINITIONS

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

- a. **WGPP:** COM/CITEL Conference Preparatory Working Group to address regional preparations for Plenipotentiary Conferences.
- b. **PP:** International Telecommunication Union Plenipotentiary Conference.
- c. **SPOKESPERSON:** Person whom COM/CITEL have appointed to represent and speak on their behalf in the meetings of the Plenipotentiary Conferences or with representatives of other Regional Groups where aspects related to a topic or review of Plenipotentiary Resolutions, Decisions and Recommendations, are being discussed.
- d. **PRELIMINARY PROPOSAL:** A submission for discussion that one (1) Member State submits to WGPP with a view to it becoming an INTER-AMERICAN PROPOSAL for future presentation at a PP.
- e. **DRAFT INTER-AMERICAN PROPOSAL (DIAP):** A PRELIMINARY PROPOSAL that, having been considered and discussed by the Member States, that has the support of more than one (1) CITEL Member State.
- f. **INTER-AMERICAN PROPOSAL (IAP):** A DRAFT INTER-AMERICAN PROPOSAL, of which the WGPP has declared completed its consideration and discussion, and that has been supported by no fewer than six (6) Member States and is not opposed by more than 50% (fifty percent) of the number of supports obtained.
- g. **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 CITEL during the PP in accordance with the provisions of this Resolution.
- h. **STOP MEETING:** Meeting of the WGPP, which will take place at least nine (9) months prior to the start of the PP, meeting the deadlines Number 224 of the ITU Constitution and Number 519 of the ITU Convention, with the objective to give Member States the opportunity to consolidate the IAPs associated with the proposals to modify the Constitution and/or the ITU Convention
- i. **LIMIT MEETING:** The penultimate meeting of a WGPP before the PP where the agreed IAPs to date will be presented, and the last opportunity for Member States to submit new PRELIMINARY PROPOSALS, which is to be held so as to be able to observe ITU rules and procedures.
- j. **FINAL MEETING:** last meeting of the WGPP before the PP, where the respective IAPs will be presented and shall be held at least one month prior to the start of the PP.
- k. **EXTRAORDINARY MEETING:** Meeting that, if necessary, will be convened by COM/CITEL after the STOP MEETING in order for the GTPP to meet and discuss contributions related to the modification of the texts of the Constitution and/or the Convention of the ITU, submitted by other regions and/or countries.

- l. MEETING DURING THE PP: Daily meetings or permanent session of the GTPP during the PP that will be convened by the CITEL Secretariat, which will provide the necessary support and for which a space will be managed in the same place where the PP is held.
- m. CITEL POSITION: Point of view adopted and maintained by CITEL Member States during 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 to be submitted to the PP.

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

The Member States will submit their PRELIMINARY PROPOSALS to WGPP.

During the WGPP meetings the Member States evaluate and discuss the PRELIMINARY PROPOSALS in order to prepare and consolidate and give them the nature of DIAP or IAP before the LIMIT MEETING, STOP MEETING or FINAL MEETING, as appropriate.

No new PRELIMINARY PROPOSALS should be considered or formulated in the FINAL MEETING; however, exceptionally, COM/CITEL may decide to permit this on a case-by-case situation.

Step 2. Consolidation of the supports for and oppositions to a PRELIMINARY PROPOSAL within the WGPP.

After the presentation of a PRELIMINARY PROPOSAL the WGPP Chairperson will ask for the support of the Member States.

The moment that a PRELIMINARY PROPOSAL meets the corresponding supports criteria it becomes a DIAP or an IAP.

PRELIMINARY PROPOSALS that do not become a DIAP will be maintained as PRELIMINARY PROPOSALS until the FINAL MEETING or STOP MEETING.

At the end of the FINAL MEETING or STOP MEETING, as appropriate, 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

During the WGPP meetings, the number of supports and oppositions to each DIAP will be recorded or registered.

If a DIAP has the support of at least six (6) Member States and is not opposed by more than fifty percent (50%) of the number of supports obtained, it will become an IAP.

In case the discussions within WGPP results in conflicts between DIAPs or IAPs on the same topic or issue, the corresponding COM/CITEL plenary session will assess whether supports for one of the proposals will be considered oppositions to the other. Any Member State that simultaneously supports either DIAPs or IAPs within the same topic or issue, will not be taken into account for the approval of an IAP.

When the WGPP Chairperson has determined that the consideration and discussion of an IAP is completed, said IAP cannot be modified unless all supporting Member States agree.

DIAP that do not become an IAP will be maintained as DIAP until the end of the FINAL MEETING or STOP MEETING, as appropriate.

At the end of the FINAL MEETING or STOP 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

The CITEL Secretariat will distribute the PRELIMINARY PROPOSALS, DIAPs and IAPs to all Member States for their consideration within a maximum of two (2) weeks following the closing of the corresponding WGPP meetings in which proposals were submitted and/or approved.

The Secretariat of CITEL will request via Circular the Member States 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 WGPP meeting.

If, during any of the consultation rounds, any amendments to the document of a purely editorial nature are received, the Secretariat of CITEL may prepare the corrected document, which will be made available to the Member States through CITEL electronic media.

Within a maximum period of 2 (two) weeks after the close of the STOP MEETING or the FINAL MEETING, as appropriate, the Secretariat of CITEL will distribute the IAPs to all Member States.

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

During the LIMIT MEETING, COM/CITEL shall approve a Resolution containing:

- a. The updated list of IAPs;
- b. The updated list of DIAPs that have not yet acquired IAP status and will be considered during the FINAL MEETING;
- c. The list of PRELIMINARY PROPOSALS to be considered during the FINAL MEETING;
- d. The date of expected submission of IAPs to ITU.

During the FINAL MEETING, COM/CITEL shall adopt a Resolution to define:

- 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 of expected submission of IAPs to ITU.

Similarly, concerning the IAPs for modifications to the Constitution or the ITU Convention, during the STOP MEETING the COM/CITEL 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 WGPP 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.

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

Step 6. Extraordinary meeting for the treatment of proposals related to the modification of the fundamental texts of the ITU

In the event that the STOP MEETING has already been held and other ITU Regions have introduced proposals aimed to modifying the texts of the ITU Constitution and/or the ITU Convention, if it is considered necessary, COM/CITEL will convene an EXTRAORDINARY MEETING to discuss such proposals.

Said meeting will be convened through a circular issued by the CITEL Secretariat at least one week in advance attaching those proposals from other regions to be examined; The WGPP will discuss the proposals and, according to the deadlines, it will define the region reaction.

Step 7. Sending adopted IAPs to the ITU.

At the time the IAPs are approved for submission to the ITU, they are considered to be a contribution made on behalf of the ITU Member States which are also CITEL Member States

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

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

Step 8. Meetings during the PP

The CITEL Secretariat, at the request of the Chair of the WGPP, will convene the Member States to the MEETING DURING THE PP, with the objective that all the delegates may know the progress of the discussions in each Commission, Working Group, Informal Group or any other exchange forum where the IAPs are being discussed and, if necessary, adopt the pertinent actions.

A2. SUPPORT

The Member States wishing to support a PRELIMINARY PROPOSAL or a DIAP being considered within the framework of the WGPP shall do so, either verbally or in writing, during a WGPP meeting or by sending a written communication (letter or e-mail) to the CITEL Secretariat during the period between meetings.

The Member States wishing to support an IAP being considered by the WGPP prior to the PP shall do so:

- a. Verbally or in writing during a WGPP meeting, including the FINAL MEETING;
- b. Between meetings of WGPP, 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 the PP by written communication (i.e., letter or e-mail) to the Secretariat of CITEL.
- d. Directly through their delegation participating in the PP, either verbally or in writing sent to the Secretariat of CITEL.

In the extraordinary situation where, after the FINAL MEETING and during the PP, there is a decrease in the number of countries supporting an IAP, said IAP will not change status; the WGPP 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 WGPP Chairperson.

A3. OPPOSITION

The Member States wishing to oppose an IAP shall indicate clearly their opposition and the reasons for their opposition verbally or in writing during the WGPP meeting in which it is being considered, or between meetings, or in accordance with the indications of Step 4 of Section A1.

Once the FINAL MEETING or the STOP MEETING is finished, no more oppositions to the IAPs will be received.

Nonetheless, Member States maintain their sovereign right to express their positions in the PP. Those Member States that are not party of the IAPs and that have not demonstrated their opposition before the above mentioned deadlines, 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 support

The Members States that originally submitted a PRELIMINARY PROPOSAL shall have the responsibility for coordinating and promoting its support so that it may become a DIAP and later an IAP.

A4.2 Coordination of IAPs

The WGPP Chairperson shall exert best efforts to coordinate all PRELIMINARY PROPOSALS, DIAPs and IAPs to prevent the generation of conflicting IAPs on the same subject.

A4.3 Designation of files containing the DIAPs and IAPs

Files containing DIAPs shall be labeled as follows: [DIAPXXX-GTPPy⁶year – GTPP Meeting Number-Docum⁷ent Number-e] for documents in Spanish or [DIAPXX-GTPPy⁶year – GTPP Meeting Number-Docum⁷ent Number-i -] for documents in English.

Files containing IAPs shall be labeled as follows: [IAPXX-GTPPy⁶year – GTPP Meeting Number-Docum⁷ent Number-e] for documents in Spanish or [IAPXX-GTPPy⁶year – GTPP Meeting Number-Docum⁷ent Number-i] for documents in English.

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

A4.4. Points of contact and communications during PP

Communications with the Member States shall be channeled through the points of contact or focal points 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 WGPP.

Considering the dynamic process of a PP, it is required that the dissemination and exchange of information among the delegates of participating Member States is through digital 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

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

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

If those Member States agree to propose said modification, it shall be submitted to the consideration of the WGPP, and if none of the Member States present at the meeting of that group expresses its opposition, then it will be deemed as adopted (IAP-MOD) and sent to the PP by the CITEL Secretariat.

However, if a Member State that has not originally supported the IAP during the WGPP meeting expresses its opposition, then the IAP-MOD will only be approved if less than 25% of Member States present at that GTPP meeting is not opposed.

Any of CITEL Member States that wishes to add its name to the IAP-MOD will express its desire at the WGPP 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.

D. TREATMENT OF ISSUES RAISED DURING THE PP- CITEL POSITION

In the event that the discussions during the Conference make it necessary for the CITEL Member States present to express themselves regarding a topic or issue on which an IAP has not been prepared and/or were

not reviewed during PP preparatory process, the GTPP will inform and address such issue in the MEETINGS DURING THE PP.

When a consensus is reached on the topic under consideration the CITEL POSITION will be deemed approved and it will be communicated following Point A.4 (Points of contact and communications during a PP). By consensus, it is meant that no Member State present at the WGPP raises opposition to that CITEL POSITION.

The CITEL POSITION may in no case go against what is approved in an IAP.

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.

If it is necessary to designate a SPOKESPERSON for said CITEL POSITION, the provisions of Point E and F will be followed.

If the CITEL Member States present do not reach a consensus, each Member State may express its position, if it considers it pertinent, during the work of the PP commissions.

E. 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 WGPP.

WGPP is responsible for appointing a principal SPOKESPERSON and an alternate SPOKESPERSON for each IAP based on the proposed candidates presented by the Member State.

If there is a need to select a SPOKESPERSON during a PP, the WGPP Chairperson, after informing the Member States present at the PP/CONFERENCE of the need, shall request the latter to nominate candidates for principal SPOKESPERSON and alternate SPOKESPERSON.

F. 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 PP CONFERENCE.
- b) To follow up on the evolution of the negotiation of the issues addressed within such IAPs throughout the PP 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 Member States present at the ITU PP 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 PP 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 WGPP chairperson in a timely manner.

G. APPLICATION OF THIS PROCEDURE

All issues that not included in these procedures shall be resolved by COM/CITEL. However, questions regarding the application of this procedure during the PP will be resolved by the GTPP, bearing in mind the COM/CITEL guidelines.