

The XVI meeting of the Permanent Consultative Committee I: Telecommunications/Information and Communication Technologies (PCC.I),

DECIDES:

CCP.I/DEC. 111 (XVI-10)¹

**PCC.I WORKING
METHODS**

1. To approve the working methods set out in the Annex to this Decision.
2. To continue the work of the Ad Hoc Group on the Work Methods of PCC.I at the next meeting of the Committee.

ANNEX TO DECISION PCC.I/DEC. 111 (XVI-10)

PCC.I WORKING METHODS

The Chairs of each Working Group should define an *operational plan* that describes the work of the respective Rapporteurships, with a detail of the short, medium and long term objectives and the estimated time for their achievement, and whose output may be measured through efficiency and compliance indicators. To this end the following aspects should be taking into account:

- List of tasks to be performed;
- Expected dates for important stages/milestones;
- Expected results, including the titles of the documents produced;
- Liaison required with other groups;
- Meetings proposed for the Rapporteurship and estimated dates.

The Chairs of the Working Groups and Rapporteurships should use electronic resources, such as the Webex platform and CITELE electronic forum, in order to achieve continuity in the works conducted by the Committee during the period established between each calendar meeting. Therefore, each Working Group should include in their Report a draft agenda and calendar.

The Rapporteurships of PCC.I will work electronically to the largest extent possible.

When new proposed activities or subjects are presented, it should include a clear description of their relevance, effects, expected results, end date, a coordinator and the firm support of at least three delegations. The format is proposed and attached as Annex 1.

This work methodology should be applied to all the activities and Rapporteurships, both new and existing, for this period of the PCC.I.

¹ CCP.I-TIC/doc. 2002/10 rev.1

Annex 1: Template to present new activities adopted within a Working Group.

Working Group
Rapporteurship
Activity
Objective
Summary
Expected results
Relation with the current works or activities of the group
Responsible
Members that have agreed to the recommendation to make progress on this work

Annex 2: Follow-up the activities in progress within a Working Group.

Rapporteurship	Title	Responsible	Reference	Estimated
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			Document	Duration