



ORGANIZATION OF AMERICAN STATES
Inter-American Telecommunication Commission



**VII MEETING OF THE PERMANENT
EXECUTIVE COMMITTEE OF CITEL (COM/CITEL)**
December 7 to 11, 1998
Quito, Ecuador

**OEA/Ser.L/XVII.5
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FINAL REPORT

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**REPORT OF THE SEVENTH MEETING
PERMANENT EXECUTIVE COMMITTEE OF CITEL
(COM/CITEL)**

The Seventh meeting of the Permanent Executive Committee of CITEL, COM/CITEL, was held in Quito, Ecuador, 7-11 December 1998.

I. AGENDA¹

1. Approval of the Agenda and Schedule of Activities.
2. Establishment of the Working Groups and the Structure of the Meeting.
3. Report by the chairman of COM/CITEL.
4. Reports of the Chairpersons of the Permanent Consultative Committees, the Joint Working Group on Legal Matters & Administrative Proceedings of PCC.I, II & III, and the Working Groups of COM/CITEL.
5. Report of the Ad Hoc Group on the Structure and Functioning of CITEL
6. Approval of the Annual Report on the activities of CITEL
7. Strategic Plan of CITEL.
8. Report on the follow-up activities originating from the Summit of the Americas
9. Follow-up activities from the Senior Telecommunication Officials Meeting.
10. Program-Budget and Schedule of Meetings for 1999
11. Electronic Document Handling in CITEL.
12. Improvement on CITEL working methods
13. Proposals to modify the Statute and the Regulations.
14. Follow-up on the Decisions of the 1998 CITEL Assembly
15. Improving coordination with Regional and International Telecommunication Organizations
16. ITU Centers of Excellence and CITEL Training Centers
17. Implications of the 1998 ITU Plenipotentiary Conference
18. Implications of the 1998 ITU Policy Forum
19. Implications of the 1998 ITU World Telecommunications Development Conference
20. Resolutions of the OAS General Assembly affecting CITEL
21. Situation of associate members
22. Consideration of the application of Article 26 of the Statute referring to the appointment of CITEL Executive Secretary.
23. Procedures for the Coordination of Orbital Positions of Simon Bolivar Satellite Network
24. Date, agenda and place of the next meeting.
25. Approval of the reports from the Working Groups
26. Other business
27. Approval of the Final Report.

II. AUTHORITIES OF THE MEETING

Chairman:	Mr. José Vivanco (Ecuador)
Vice Chairman:	Mr. Antonio Name (Argentina)
Executive Secretary:	Mr. Roberto Blois (CITEL)

¹ Document COM/CITEL/doc. 344/98 rev. 2.

WORKING GROUPS AND COMMISSIONS

1) Ad hoc Working Group on the Structure and Functioning of CITEL

- Chairman: Mr. Ferdinando Maglione (Brazil)

2) Coordination of CITEL with the Regional Training Centers

- Chairperson: Ms. Silvia Zaleta (Mexico) and in her absence represented by Mr. Fernando Carrillo (Mexico)

3) Working Group on the Strategic Plan

- Chairman: Mr. Armando Vinueza (Ecuador)

4) Working Commission on the Program-Budget and Calendar

- Chairman: Mr. John Deasy (USA)

5) Drafting Group of the Final Report

- Chairman: Ms. Cecilia Jaramillo (Ecuador)
- Participants: Ms. Jeanne Gellman (USA)
Mr. Diego Souto (Uruguay)
Mr. Roger Echeverria (Costa Rica)
Mr. Yapur Marotta (Brazil)
Mr. William Moran (CITEL Secretariat)
Ms. Graciela Piedras (CITEL Secretariat)

III. RESOLUTIONS

COM/CITEL RES. 61 (VII-98)² ARTICLE 24 OF THE STATUTE OF CITEL

The Seventh meeting of the Permanent Executive Committee of CITEL, COM/CITEL,

HAVING SEEN:

Resolution CITEL/RES. 29 (II-98),

CONSIDERING:

That the intention of the Second Regular CITEL Assembly, when amending article 24 of the Statute of CITEL, was clearly reflected in the first “considering” of resolution CITEL/RES. 29, in the following terms: “That the definition of associate member appearing in Article 82 of the

² Reference document COM/CITEL/doc.349/98.

Regulations of CITELE is broader than the definition in Article 24 of the Statute of CITELE and that it is desirable to maintain the scope of the definition given in the Regulations.”

RESOLVES:

1. That the correct text of article 24 of the Statute amended by resolution CITELE/RES. 29 is the one that was approved in the Spanish version and reads as follows:

Any recognized operating agency or scientific or industrial organization or any financial or development institution that is related to the telecommunications industry and has legal personality may, with the approval of the corresponding Member State of CITELE, become an associate member of a Permanent Consultative Committee. The Member State shall notify the Chairman of COM/CITELE in writing of the names of agencies, organizations and institutions it has approved. An agency, organization or institution shall cease to be an associate member in the event that approval is withdrawn by the Member State.

2. That omission of the phrase “with the approval of the corresponding Member State of CITELE” in the English version of resolution CITELE/RES. 29, was an involuntary error that must be corrected.

INSTRUCTS THE EXECUTIVE SECRETARIAT OF CITELE:

1. That, at the next opportunity that arises to adopt amendments to the Statute of CITELE, the correct text of this provision be included in the amendment proposals that are submitted to the General Assembly of the OAS for its approval.

2. That until the General Assembly of OAS approves the correct text of the above-mentioned article 24, this version be applicable by means of interpretation.

**COM/CITELE RES. 62 (VII-98)³
PARTICIPATION OF OBSERVERS IN CITELE MEETINGS**

The Seventh Meeting of the Permanent Executive Committee of CITELE, COM/CITELE,

CONSIDERING:

- (a) Article 7 of the Statute and articles 14, 15, 16, 17 and 85 of CITELE Regulations referring to those organizations that may be represented by observers at CITELE meetings; and
- (b) Resolution COM/CITELE RES. 6 (II-94), approved during the Second meeting of the Permanent Executive Committee of CITELE, that includes a list of entities and organizations invited to participate in CITELE meetings,

BEARING IN MIND:

The large number of organizations and entities that could make use of that possibility;

³ Document COM/CITELE/doc. 346/98.

RESOLVES:

1. To authorize the Executive Secretariat to invite the following entities and organizations, that are directly involved in the telecommunications sector, to participate in CITEL meetings:

- International Telecommunications Union (ITU)
- American Radio Relay League Incorporated (ARRL)
- Association of Telecommunication Undertakings of the Andean Sub-Regional Agreement (ASETA)
- Caribbean Association of National Telecommunication Organizations (CANTO)
- Caribbean Telecommunication Council (CTC)
- Caribbean Telecommunication Union (CTU)
- Hispano-American Association of Telecommunications Research and Enterprises (AHCIET)
- International Amateur Radio Union, Region 2 (IARU-2)
- International Maritime Satellite Organization (INMARSAT)
- International Organization of Aeronautical Telecommunications (SITA)
- International Telecommunications Satellite Organization (INTELSAT)
- Pacific Telecommunication Council (PTC)
- Telecommunications Regional Technical Commission of Central America (COMTELCA)
- International Civil Aviation Organization (ICAO)

2. To repeal Resolution COM/CITEL RES. 6 (II-94).

INTRUCTS THE EXECUTIVE SECRETARIAT:

To prepare a table containing a summarized program of CITEL annual activities, showing in detail the date, place and purpose of the meetings, which will be forwarded to the other international organizations and/or entities in order to keep them informed on those activities and enable them to request their participation as observers through usual procedures.

COM/CITEL RES. 63 (VII-98)⁴
DRAFT PROGRAM-BUDGET OF CITEL FOR 1999

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

HAVING SEEN:

⁴ Document COM/CITEL/doc.415/98

- (a) The forecasts for the 1999 Program-Budget presented in document COM/CITEL/doc. 363/98;
- (b) The meetings calendar included in document COM/CITEL/doc. 414/98; and
- (c) The debates of the Working Commission on Program-Budget and Calendar;

CONSIDERING:

That the discussions of the Working Committee on Program-Budget and Calendar include the activities foreseen for CITEL in 1999,

RESOLVES:

To approve the Program-Budget attached of CITEL for 1999.

1999 PROGRAM – BUDGET APPROVED FOR CITEL
(in thousands of US dollars)

	Amounts Regular Funds	Subtotals
Executive Secretariat Staff	411.6	411.6
VIII Meeting of COM/CITEL		
Costs of travel for the Executive Secretary, Principal Specialist, Conference Specialist and Legal Adviser	11.6	
Costs of the meeting (5 days)	31.9	
Subtotal		43.5
II Forum PCC.I/		
Costs of travel for the Executive Secretary, Principal Specialista and Conference Specialist	6.7	
Costs of the meeting (5 days)	15.36	
Subtotal		22.06
X Meeting PCC.I		
Costs of travel for the Executive Secretary, Principal Specialist and Conference Specialist	6.7	
Costs of the meeting (5 days)	15.36	
Subtotal		22.06
XI Meeting PCC.I		
Costs of travel for the Executive Secretary, Principal	6.7	

Specialist and Conference Specialist		
Costs of the meeting (5 days)	15.36	
Subtotal		22.06
V Meeting PCC.II		
Costs of travel for the Executive Secretary, Principal Specialist and Conference Specialist	6.7	
Costs of the meeting (5 days)	15.36	
Subtotal		22.06
XII Meeting PCC.III		
Costs of travel for the Executive Secretary, Principal Specialist and Conference Specialist	6.7	
Costs of the meeting (5 days)	15.36	
Subtotal		22.06
XIII Meeting PCC.III		
Costs of travel for the Executive Secretary, Principal Specialist and Conference Specialist	6.7	
Costs of the meeting (5 days)	15.36	
Subtotal		22.06
XIV Meeting PCC.III		
Costs of travel for the Executive Secretary, Principal Specialist and Conference Specialist	6.7	
Costs of the meeting (5 days)	15.36	
Subtotal		22.06

VI Meeting of the Steering Committee		
(3 days)	12.2	
Subtotal		12.2
Representation of CITEL in meetings		
Assembly of the CTU	2.9	
General Assembly of the OAS	3.2	
Unscheduled travels of the Executive Secretary	6.3	
Subtotal		12.4
General Costs of the CITEL Office		
Internet	1.6	
Express mail, air mail and courier	6.6	
Fax	5.9	
Telephone Executive Secretary	6.3	
Photocopies	5.8	
Subscriptions and Publications	3.3	
Office supplies	3.5	
Translation at headquarters	14.0	
Subtotal		47.0
TOTAL	US\$ 681.1	US\$ 681.1

COM/CITEL RES. 64 (VII-98)⁵
CALENDAR OF ACTIVITIES OF CITEL FOR 1999

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

HAVING SEEN:

The program of activities presented during the meeting.

RESOLVES:

To approve the Calendar of Activities included in the Annex.

ANNEX

⁵ Reference document COM/CITEL/doc.414/98

CITEL CALENDAR OF ACTIVITIES FOR 1999

February 1999

Drafting Group on the MRA 23 & 25 February Washington, D.C., USA

March 1999

Forum PCC.I 15-19 March Foz do Iguacu, Brazil

Abril 1999

XII Meeting PCC.III 12-16 April San Jose, Costa Rica
Ad Hoc Working Group
on Structure and Functioning 12 & 14 April

May 1999

V Meeting PCC.II 3-7 May
VI Steering Committee 19-21 May Washington, D.C., USA
WG on Preparation ITU
Council Meeting 19-21 May Washington, D.C., USA

June 1999

X Meeting PCC.I 28 June-2 July

August 1999

XIII Meeting PCC.III and
Ad Hoc Working Group
on Structure and Functioning
(Colloquium) 16-20 August
16 & 18 August

October 1999

XI Meeting PCC.I 25-29 October

December 1999

XIV Meeting PCC.III 6-10 December
VIII COM/CITEL 13-17 December Ecuador
Ad Hoc Working Group
on Structure and Functioning 15 December

COM/CITEL RES. 65 (VII-98)⁶ STABILIZING THE FINANCIAL ALLOCATION FOR CITEL FROM THE ORDINARY BUDGET OF THE OAS

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

CONSIDERING:

⁶ Document COM/CITEL/doc.411/98

- (a) Resolution 24, adopted by the CITEL Assembly in March 1998, which highlighted the need to ensure that the cumulative total of associate member fees in any given fiscal year is not used as a pretext for lowering the proportional share for CITEL from the Regular Fund of the OAS at the annual meetings of the General Assembly;
- (b) Decision 5 by the V meeting of the Steering Committee of COM/CITEL in August 1998 which noted that the Executive Secretary should send a note to the Member States suggesting that they contact their representatives to the OAS informing them of the importance of the CITEL program of activities and of the impact the budget cuts are having on reducing the effectiveness of CITEL; and
- (c) The Plan of Action adopted by the Heads of Government at the Second Summit of the Americas which included activities to be undertaken by CITEL as part of its overall work program.

RECOGNIZING:

The importance of ensuring that all the activities of CITEL, including those originating from the Summit Plan of Action, are adequately financed in order to ensure the continuity of the work program of CITEL.

RESOLVES:

1. That the Chairman of COM/CITEL be invited to prepare a letter to the Permanent Representatives of the OAS which emphasizes both the importance of CITEL activities as well as the need to ensure that these activities are allocated sufficient financial resources from the Regular Fund of the OAS.
2. That the Executive Secretary of CITEL be invited to contact the Permanent Representatives prior to the annual meetings of the General Assembly of the OAS to ensure that the financial requirements of CITEL are fully understood.

COM/CITEL RES. 66 (VII-98)⁷
DEVELOPMENT OF DRAFT PROGRAM-BUDGET FOR CITEL FOR 2000

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

RECOGNIZING:

The timeline imposed by the OAS regarding the development of budget proposals for the year 2000.

CONSIDERING:

The deliberations of the Working Group on Program-Budget and Calendar which led to development of a Program-Budget for 1999.

BELIEVING:

That the budget for 1999 is insufficient to allow CITEL fully to carry out its role, including complete implementation of the mandates set forth in the Action Plan of the Santiago Summit of the Americas.

RESOLVES:

1. To instruct the Executive Secretary to prepare the draft program-budget for 2000, based on the methodology developed by the Working Group on Program-Budget and Calendar during the present COM/CITEL meeting.
2. To instruct, in this sense, the Executive Secretary in order for the draft budget to reflect the shortfall in the 1999 budget by assuming full funding from the OAS Regular Fund for CITEL activities in 2000, and taking into account that there will be four meetings each of PCC.I and PCC.III and two meetings of PCC.II.

COM/CITEL/RES. 67 (VII-98)⁸
PRINCIPLES RELATED TO THE USE OF ASSOCIATE MEMBER FUNDS
WITHIN THE ANNUAL BUDGET OF CITEL

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

CONSIDERING:

- (a) That CITEL Administrations and their associate members expect that the annual dues paid by associate members will be used effectively to achieve the important goals of CITEL;
- (b) That CITEL will benefit from having an established, effective, cost-based procedure for determining its annual budget and schedule for meetings and other programs; and

⁷ Reference document COM/CITEL/doc.421/98

⁸ Reference document COM/CITEL/doc.422/98

- (c) That open and transparent procedures for financial resource management and budgeting enhances the credibility and prestige of CITEL in the international community.

RECOGNIZING:

- (a) That the OAS requires CITEL to provide an accounting of the use of any external funds it receives as part of its determination of the amount of funds it will provide to CITEL's operational budget;
- (b) That the associate member funds represents a contribution by the associate members to the work of CITEL for specific expenses incurred as a result of participation of associate members in the organization, and are therefore not interchangeable with the funds provided to CITEL from the OAS General Fund; and
- (c) That, to make more effective use of the associate member funds while avoiding confusion between those uses, and the uses of the funds provided from the OAS Regular Fund, CITEL budgeting decisions must be based on clear principles guiding the use of associate member funds.

RESOLVES:

To apply the following principles and guidelines in budgeting decisions regarding use of the annual membership fees paid by associate members of CITEL:

PRINCIPLES

1. CITEL has three primary sources of income to cover its expenses. These are the funds provided from the OAS Regular Fund, the annual dues paid by associate members, and contributions from hosting and collaborating organizations to cover certain costs of individual meetings.
2. Fundamentally, associate member fees are collected in order to offset the incremental cost to CITEL of participation of associate members in the organization. Accordingly, all meetings of PCCs, Working Groups and rapporteur groups required to complete the work of the organization shall be funded in the first instance by funds from the Regular Fund of the OAS. These may be augmented, as necessary and appropriate, by funds from the associate member fees, as well as contributions from hosting or collaborating organizations.
3. Associate membership fees shall only be applied to the expenses incurred by the specific PCC to which the associate membership applies.
4. To the extent possible, the associate membership fees shall be budgeted during the year for which the membership applies.
5. Beyond coverage of incremental expenses of associate member participation in the work of the PCCs, each PCC Chairman should, in consultation with the membership of the PCC, use the remaining associate member funds to address high priority objectives of the

PCCs that result from, or reflect, the increased participation of associate members in the organization.

6. The use of associate member funds should be made known to all participants of the PCCs to which the funds are associated. To this end, PCC chairmen shall develop and present to COM/CITEL an annual budget showing how each of the three sources of funding for PCCs shall be allocated to each meeting of the PCC and its subgroups. (For 1999, this information is provided in the report of the Chairman of COM/CITEL's Working Commission on Program-Budget and Calendar.)

COM/CITEL/RES. 68 (VII-98)⁹
STRATEGIC PLAN OF CITEL 1999-2003

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

CONSIDERING:

- (a) That CITEL has consolidated its organization and properly geared the work mandated to it by the General Assembly of the OAS;
- (b) That great development possibilities have been identified as a result of the technological advances and ongoing restructuring of the telecommunications sector of the Member States;
- (c) That a general framework for Strategic Policies and Priorities that better orients the work of each and every one of the components comprising CITEL must be prepared;
- (d) That the Assembly throughout Resolution 23 (II-98) approved the 1998-2002 Strategic Plan of CITEL and decided to make an review of that in periodic matters; and
- (e) That COM/CITEL, by means of Resolution 50 (V-97), approved sending the Member States of CITEL a draft document with recommendations for the Telecommunications Plan of Action, containing the general policies that would be adopted by the governments of the region to support the development and ongoing updating of National Plans for information infrastructure, service trade, universal service access, network interconnection, and other aspects involving telephony and Internet.

RESOLVES:

1. To approve the Strategic Plan of CITEL 1999-2003, which is enclosed as an annex.
2. To instruct COM/CITEL and, when necessary, the Steering Committee to include in the Strategic Plan the necessary actions for CITEL's response to the Summit of the Americas.
3. To instruct COM/CITEL to annually evaluate and update the Strategic Plan, including projects that will put objectives, policies and strategies into practice.

⁹ Document COM/CITEL/362 rev.4

4. To conform a Working Group that periodically evaluates and updates the Strategic Plan of CITEL, requesting the active participation of Member States.

STRATEGIC PLANNING OF CITEL 1999-2003 PERIOD

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CCP.I: TELECOMMUNICATIONS PUBLIC SERVICES

CCP.II: BROADCASTING

CCP.III: RADIOCOMMUNICATIONS

STRATEGIC PLAN OF CITEL, 1999-2003 PERIOD

EXECUTIVE SUMMARY

This strategic plan derives as a response to gearing the need of CITEL during the 21st century resulting from telecommunication technology advances, the restructuring of regulatory administrations of Member States and globalization. Furthermore, considering the different Fora, World and Regional Summits, of CITEL as well as of ITU, on goals, policies and general strategies on telecommunications.

This plan is the outcome of a general review of the document “Strategic Plan of CITEL for the 1999-2003 period”, wherefrom the guidelines and global strategies approved by the Assembly in the month of March 1998 were extracted. It compiles the established outlines on CITEL’s Mandates, under a Strategic Planning scheme for a five year period, incorporating an strategic gearing of the PCCs, facilitating their periodical evaluation on the basis of sector action plans. This will enable CITEL to be avant-gard on information of the regional advisory organizations by means of preparation, coordination and seeking of consensus on competition matters and activities of the ITU Council and of the importance for CITEL.

The Plan states where we are and where are we going, enabling us to have the same scope and unity of purposes, with goals, policies and clearly established strategies for the next five years.

STRATEGIC PLANNING OF CITEL 1999-2003 PERIOD

BACKGROUND

The Inter-American Telecommunication Commission (CITEL) is a high-level advisory commission within the Organization of American States, established under Article 52 of the Charter of the OAS.

The OAS, as an organization integrated by 35 countries, has its origins in the first Panama Congress, June 22 to July 15, 1826, and in the ideal of forming a united hemisphere of Liberator Simon Bolívar.

The signing of the Union Treaty, the League and Perpetual Confederation of the Panama Congress on July 15, 1826 brought into being the current OAS, which is the oldest organization in the world.

CITEL, as a part of the Organization, has an extensive background, as follows:

- In March 1890, the First American International Conference adopted important telecommunications resolutions on promoting telegraphic cable lines to unite the countries represented at the Conference (18), with regular services and equitable rates. One of the telegraphic cable lines, the Pacific line, was supposed to join the ports between San Francisco in the United States and Valparaíso in Chile.
- CITEL was initially formed on May 2, 1923, at the Fifth International American Conference, with the establishment of the Inter-American Electrical Communications Committee.
- Between 1923 and 1959 various expert-level works were carried out, particularly in the fields of broadcasting and radiocommunication, such as the South American Radio Agreement, the Inter-American Convention on Radiocommunication, and the North American Regional Broadcasting Agreement. Part of these emerged through the establishment of the Inter-American Radiocommunication Office, created in December 1937.
- Beginning in 1962, CITEL was established as a specialized committee of the Inter-American Economic and Social Council (CIES) and was called the Inter-American Telecommunication Commission.
- Beginning in 1971, the Commission became the Inter-American Telecommunication Conference, a specialized organization of the OAS, under the CIES.
- The First Regular Assembly of CITEL at the ministerial level was held in Montevideo, Uruguay in February 1994, with the Statutes adopted by the General Assembly of the OAS in June 1993 serving as a legal basis.
- * Between 1994 and 1998, CITEL's work has been recognized worldwide, and the organization has been enriched by the presence and joint contributions of the associate members, which along with the States on the Permanent Consultative Committees and in the Working Groups have examined highly important topics, such as: Training and Human Resources, Preparation for World Conferences, Legal Matters and Administrative Procedures, Coordination of Standards, Network Modernization and New Services, Basic

and Universal Services, Value-Added Services, Alternative Calling Procedures (Call Back), Certification Processes, Global Information Infrastructure, Accounting Rates of International Telephony Service, Digital Broadcasting, Local Multipoint Distribution Service (LMDS), VSAT Networks and Services, Terrestrial Mobile Services, Mobile Satellite Services below and above 1 GHz, and the Use of the Radio Spectrum, among others.

ANALYSIS OF THE CURRENT SITUATION

Analysis of the Environment

Technological Advances

- Rapid technological advances that contribute to improving the efficiency of services and including innovations with the emergence of new services.
- Technologies facilitate infrastructure cost reductions.
- The significant advances that have been made by the ITU in identifying the range of frequencies for global mobile personal communications by satellite (GMPCS) systems which enabled the establishment of world operators that have obtained authorizations and licenses to operate in the territories of various States of the Americas.
- By means of a resolution of the 1997 World Radiocommunication Conference, the administrations are preparing to introduce International Mobile Telecommunications systems (IMT 2000), with the identification of frequencies and the use of appropriate characteristics, based on the ITU-R and ITU-T recommendations.
- The convergence of telecommunications, computer and audiovisual technology has facilitated the ongoing expansion of services and the massive extension of consumption to a large part of the population which has access to the basic service.
- The trend towards networks and services integration.

Comparative Development

- The substantial difference with regard to expanding and modernizing services between countries supplying technology and consumer countries, the American countries being for the most part among the latter.
- The transferring ownership of state-owned enterprises to semipublic or private enterprises, with the larger part of stock being purchased by transnational companies.
- Regulation process in some countries and deregulation in others in terms of service delivery.
- Overall liberalization of both product and services markets.

Analysis of CITEL's Strengths, Opportunities, Weaknesses and Threats (SWOT)

- ***Strengths***

Status as a high-level organization of the OAS, which is supported by the assets and resources of the Organization and whose work has been duly recognized by the General Assembly.

The interest of operator companies, suppliers, industry, learning centers, and other companies, which have become affiliated as associate members of the Permanent Consultative Committees, has grown rapidly. This proves that CITELE is a valid forum for developing telecommunications in the Americas.

Member States need a body to unify their positions, enabling them to successfully cope with globalization trends and, when appropriate, to elaborate regulations by consensus.

It has a proven and recognized infrastructure.

The telecommunications administrations of Member States have benefited from the recommendations of CITELE's Permanent Consultative Committees, in the areas of spectrum management and telecommunication service delivery.

- ***Opportunities***

The difference in the development of the telecommunications of Member States and the different sectors within the states will enable CITELE to focus its efforts on community support to recommend adequate solutions.

New technologies and reduced costs will allow the states' national goals to be reached sooner and with better options. CITELE can identify human and economic resources for program implementation.

The decisions of the International Telecommunication Union, in all of its sectors, will be consolidated by joining efforts for the common benefit of Member States.

Identification of research, training, and technology transfer programs will enable Member States of CITELE to improve management orientation.

The globalization trend requires the establishment of organizations comprised of Member States in order to adopt common stances and carry out actions for their benefit.

- ***Weaknesses***

Limited participation of Member States in CITELE's endeavors. Many states rarely or never participate.

Substantial differences in the development level of Member States.

Few opportunities for development activities and financing.

Lack of human and economic resources facilitating the ongoing participation of some State Representatives in CITELE's activities.

Lack of flexible mechanisms for exchanging experts among Member States, facilitating the training of human resources and the implementation of development plans.

Continuous change of the representatives of Member States in the bodies of CITELE's organizational structure, which in some cases prevents the work from being consistent over time.

- ***Threats***

The trend towards the liberalization of services exerts an impact on regulation processes, which affects CITELE's role of standardizing and harmonizing services in Member States.

The interests that stem from natural trend of private enterprise to obtain higher economic earnings could eventually lead to proposals that are contrary to those of CITELE.

The natural trend toward market domination hinders agreements between service suppliers of Member States for a better service delivery for the benefit of users of different countries.

Sector Analysis

Environment

CITELE is a leading regional organization in coordinating development of the telecommunications sector in the Americas.

The International Telecommunications Union, pursuant to the Constitution and Convention, is the governing body for telecommunications in the world and therefore of Member States of CITELE. The presence of all the countries from Region 2 in ITU will clearly benefit the joint work carried out by ITU and CITELE.

Negotiations in the World Trade Organization (WTO) have greater influence on the trade in telecommunications services among Member States of CITELE, due to its worldwide coverage, than negotiations within the framework of the agreement of the Free Trade Area of the Americas (FTAA) and other subregional agreements.

The existence of subregional telecommunications organizations benefits CITELE's work plans. Therefore it is important that they be strengthened, since they have been weakened in recent years essentially because of the restructuring of the telecommunications sector in Member States and in particular as a result of the transfer of state enterprises to the private sector.

World and regional credit institutions could better contribute to the development of telecommunications in Member States that need it if they provide better financing conditions and reasonable demands with regard to requirements and guarantees, since telecommunications in itself is a very reliable sector for investment.

Influence Segment

It encompasses the telecommunications sector of all Member States, both in developed and developing countries, be they providers or consumers of technology. It also includes a large sector of industry, trade, operations, and research for the public and private sector, which participate in CITELE as associate members of the Permanent Consultative Committees.

Dependence on Suppliers

In the framework of the structure and procedures of the Organization of American States, Member States are a part of CITELE.

Barriers to Entry

CITELE is the only organization of its kind and its duties and responsibilities cannot be substituted or diminished because of the emergence of a similar organization. This is CITELE's main responsibility.

STRATEGIC GEARING

MISSION

To be a dynamic and efficient organization, promoting the harmonious and comprehensive development of telecommunications in Member States of the Region.

VISION

Consolidate CITELE's status as a leading organization in the Telecommunications Sector of the Americas, with the effective participation of all Member States, associate members and Observers, and Guest contributing to the development of the region on the world stage.

STRATEGIC OBJECTIVES

1. To consolidate CITELE as a regional organization recognized worldwide within the context of world telecommunications
2. To quicken the pace of the development of telecommunications in Member States.
3. To consolidate administrative aspects of CITELE that are geared towards efficiency and effectiveness.
4. To improve CITELE's mechanisms for dissemination.
5. To promote training and technology transferring among Member States.
6. To promote economic, social, and cultural development in Member States.

GENERAL POLICIES

1. To strengthen the foundation of CITELE, increasing the participation of Member States, associate members, Representatives of International and Regional Telecommunication Organizations that are Member of the Americas Region, Observers, Guest and other related telecommunication bodies.
2. To broaden the scope of its activities, so as to guarantee technical preeminence in the field of telecommunications, bearing in mind the rapid changes in its sphere of activity.

3. To strengthen and expand its technical competence in matters relating to telecommunications, so as to play a more predominant role in issues relating to the economy and society.
4. To strengthen working relations with other international, regional and sub-regional organisms.

STRATEGIC PRIORITIES FOR THE 1998-2002 PERIOD

1. To consolidate CITEL as an organization, within the context of world telecommunications:
 - To motivate participation of each and every Member State.
 - To promote cooperation ties with development organizations.
 - To expand the relationship between the activities of the three PCCs and strengthen their collaboration process.¹⁰
 - To unify criteria and efforts that benefit Member States in the ITU Council decisions.
 - To identify financing opportunities to be dedicated to development activities in the telecommunications sector in Member States.
 - To hold ongoing informational and training fora on issues relating to trade in telecommunications services.
2. To quicken the pace of the development of telecommunications in Member States:
 - To regularly analyze the needs of CITEL Member States, associate members, Observers, Guest of the world telecommunications sector, and user groups.
 - To establish mechanisms that allow for the harmonious development of telecommunications in Member States, promoting the continuous development of telecommunications services, paying particular attention to the countries' requirements, based on their level of development.
 - To incorporate social concepts in telecommunication development.
 - To coordinate standards and accompanying procedures for telecommunications in the Americas.
 - To help identify human and economic resources for the fulfillment of national goals of Member States.
 - To work in coordination with the Development Sector of the ITU and with the sub-regional telecommunication organizations promoting the development of telecommunication projects to avoid duplication of efforts.
3. To consolidate administration aspects of CITEL that are geared towards efficiency:
 - To improve working methods and performance, within the framework of a flexible structure.
 - To procure common positions before ITU World Conferences¹¹.
 - To reinforce coordination activities of the PCCs.
4. To improve CITEL's mechanisms for dissemination:

¹⁰ STE-83/97 (12-08-97) Plan Estratégico de la CITEL 1998-2000.

¹¹ STE-83/97 (12-08-97) Strategic Plan of CITEL 1998-2000

- To disseminate information and technical knowledge, when appropriate, through informational meetings, seminars, manuals, and other means.
 - Optimal handling of information through the use of electronic media.
 - To make internal communication among Member States as effective as possible.
 - To increase CITELE's public information capacity, assuming a leadership position in the telecommunications community in the Americas.
5. To promote training and technology transferring among Member States.
- To establish a dynamic mechanism for the exchange of experts among Member States.
 - To increasingly promote training for developing human resources, emphasizing innovative methods, such as ITU's Centers of Excellence, to fulfill CITELE's mission in a practical and objective manner.
 - To identify research, training, and transfer of technology programs to improve gearing the management towards the development of Member States.
6. To promote economic, social, and cultural development.
- To promote economic, social, and cultural development, which should cover information, audio broadcasting, and television technology through terrestrial and satellite systems.
 - To contribute to creating a stable and transparent environment to attract investment in Member States from the region.
 - To incorporate social concepts in the development of telecommunications.

SECTOR OBJECTIVES, MANDATES, AND STRATEGIC CONSIDERATIONS

CITELE goals are achieved through activities of the three Committees as well as by means of meetings and fora, sharing certain strategic goals and orientations in a given period.

PCC.I: Public Telecommunications services

Objective

To act as a technical advisory body within the Inter-American Telecommunication Commission with respect to standards coordination, planning, financing, construction, operations, maintenance, technical assistance, equipment certification processes, tariff principles, and other matters related to the use, implementation, and operation of public telecommunications services in the Member States.

Mandates

In accordance with the ITU Regulations and taking into account the ITU recommendations:

- a) To promote and watch over the integration and strengthening of networks and public telecommunications services operating in the Member States, taking into account the need for their modernization and for the promotion of basic services, as well as for increasing the public availability of specialized services.
- b) To promote the development and implementation of new services that will make it possible to meet the telecommunications needs of all the inhabitants of the Americas, especially those in the most poorly served areas and sectors, on the basis of the national targets of each country and taking into account the programs established by subregional, regional, and worldwide organizations, in particular the ITU World Telecommunication Development Conferences.
- c) To provide incentives for research, training, technology transfer, and the experiences of all Member States and to see to it that these activities are considered necessary in all development and implementation processes.
- d) To undertake a coordinated effort with the different CITEL Groups in those areas that, by their very nature, lend themselves to joint action.
- e) To undertake the coordination of regional preparations for major ITU Conferences and meetings, including the preparation of common regional proposals (IAP) and positions when deemed appropriate.

PCC.II: Broadcasting

Objective

To act as a technical advisory body within the Inter-American Telecommunication Commission with respect to standards coordination, planning, operation, and technical assistance for the broadcasting service in its different forms.

Mandates

- a) To stimulate and foster the development of the broadcasting service in the region.
- b) To promote and stimulate the use of modern technologies and to evaluate their impact.

- c) To promote the efficient use of the radio spectrum allocated to the broadcasting service, taking into account, in particular, the need to prevent and avoid, to the extent possible, harmful interferences to the radiocommunication services.
- d) To undertake a coordinated effort with the different CITELE groups in those areas that, by their very nature, lend themselves to joint action.
- e) To undertake the coordination of regional preparations for major ITU Conferences and meetings, including the preparation of common regional proposals (IAP) and positions when deemed appropriate.

PCC.III: Radiocommunications

Objective

To act as a technical advisory body within the Inter-American Telecommunication Commission with respect to standards coordination, planning, and full and efficient use of the radio spectrum and satellite orbits, as well as matters pertaining to the operation of radiocommunication services in the Member States.

Mandates

In accordance with the ITU Radio Regulations and taking into account ITU recommendations:

- a) To promote harmonization in the utilization of the radiofrequency spectrum and the operation of radiocommunication services in the Member States, bearing especially in mind the need to prevent and avoid, to the extent possible, harmful interferences in radiocommunication services.
- b) To foster the development and implementation of modern technologies and new services in the field of radiocommunication that make it possible to meet the needs of Member States, in conjunction with a more efficient utilization of the spectrum.
- c) To undertake a coordinated effort with the different CITELE Groups in those areas that by their very nature lend themselves to joint action.
- d) To undertake the coordination of regional preparations for major ITU Conferences and meetings, including the preparation of common regional proposals (IAP) and positions when deemed appropriate.

COM/CITEL/RES. 69 (VII-98)¹²
**FRAMEWORK AGREEMENT FOR ESTABLISHING COOPERATION
TIES WITH INTERNATIONAL, REGIONAL AND SUB-REGIONAL
ORGANIZATIONS**

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

CONSIDERING:

- (a) The CITEL Assembly Resolution – CITEL.RES.30 (II-98) – Possible Cooperation Agreement Between ETSI and CITEL;
- (b) The Steering Committee Decision – STE/DEC.2 (V-98) – Strengthening Relations with Other Regional and Sub-Regional Organizations;
- (c) The Response from PCC.I regarding the Draft Memorandum between CITEL and ETSI – COM/CITEL/doc.365/98; and
- (d) The Strategic Plan of CITEL for 1999-2003 period – COM/CITEL/doc.362/98 rev.4.

RESOLVES:

To instruct the Executive Secretary of CITEL to:

- a) To develop a Draft Framework Agreement for establishing cooperation ties with international, regional and sub-regional organizations and to distribute it to the CITEL Member States for comments;
- b) To submit to the next Steering Committee Meeting (May 1999) the Draft Framework Agreement and received comments for consolidation of the document; and
- c) To submit the final version of the Framework Agreement to 1999 COM/CITEL Meeting for consideration and approval.

¹² Reference document COM/CITEL/doc.428/98

COM/CITEL/RES. 70 (VII-98)¹³
TELEMEDICINE PROJECT

The Seventh meeting of the Permanent Executive Committee of CITEL, COM/CITEL,

CONSIDERING:

- (a) That the Telemedicine Initiative for the Americas is important for the developing countries,
- (b) That the topic of Telemedicine, by means of Resolution PCC.I/RES.48 was assigned to the Working Group on Basic and Universal Telecommunication Services,

RESOLVES:

1. To submit to the Permanent Consultative Committee I (PCC.I) the document COM/CITEL/doc.385/98 "Consequences of ITU World Telecommunication Development Conference of 1998" submitted by the Delegation of Ecuador, so that it will be studied and analyzed in the Basic and Universal Telecommunication Service Working Group.
2. To instruct the PCC.I Chairperson that after finalizing the studies corresponding to the above mentioned document and taking into consideration the work being done by the ITU in the area of Telemedicine, the corresponding comments should be disseminated to all the Member States of CITEL.

COM/CITEL RES. 71 (VII-98)¹⁴
CANDIDATE SELECTION FOR THE POSITION OF
EXECUTIVE SECRETARY OF CITEL

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

HAVING SEEN:

Article 26 of the Statute of CITEL, wherefrom it is the function of the Secretary General of the Organization of American States to appoint the Executive Secretary of CITEL, consulting with the COM/CITEL and the COM/CITEL 1 (Extra-93) Resolution "Criteria for identifying acceptable candidates of the Executive Secretary position of CITEL",

CONSIDERING:

- (a) That the current Executive Secretary of CITEL has been elected General Vice-Secretary of the International Telecommunications Union (ITU) and will assume the position starting 1 February 1999.

¹³ Reference document COM/CITEL/doc.410/98.

¹⁴ Documento COM/CITEL/doc.426/98.

- (b) That the COM/CITEL Chairperson, by means of the enclosed note, has invited the Member States of CITEL to present candidates for the Executive Secretary position of CITEL.
- (c) That Member States of CITEL have presented candidacies that are alphabetically listed by country as follows:
- Argentina : Mr. Mauricio Carlos Bossa
- Canada : Mr. Bruce Alan Gracie
- Costa Rica : Mr. Roger Echeverría
- Ecuador: : Mr. Nelson Ruiz Coral
- Uruguay : Mr. Ernesto Dehl Sosa
- (d) That COM/CITEL considers that all candidates comply with all professional requirements established in the enclosed COM/CITEL 1 (EXTRA-93) Resolution.

RESOLVES:

To request from the COM/CITEL Chairperson to forward this resolution to the Secretary General of the Organization of American States, enclosing the list of candidates for the Executive Secretary position of CITEL, with the corresponding background, for his consideration.

COM/CITEL RES. 72 (VII-98)¹⁵
**APPROVAL OF THE NATIONAL TELECOMMUNICATION RESEARCH
AND TRAINING INSTITUTE (INICTEL) AS CITEL'S
REGIONAL TRAINING CENTER**

The Seventh Meeting of Permanent Executive Committee of CITEL, COM/CITEL,

CONSIDERING:

- (a) The request submitted by the Ministry of Transportation, Communications, Housing and Construction of Peru that the National Telecommunication Research and Training Institute (INICTEL) be recognized as CITEL's Regional Training Center;
- (b) The procedure for an organization to be recognized by CITEL in order to operate as a Regional Training Center (COM/CITEL DEC.14 (V-97));

TAKING INTO ACCOUNT:

The positive evaluation of INICTEL's infrastructure presented by the coordination of CITEL along with the Regional Training Centers;

¹⁵ Reference document COM/CITEL/doc.408/98.

RESOLVES:

To approve the incorporation of the National Telecommunication Research and Training Institute (INICTEL) of Peru as CITEI's Regional Training Center.

INSTRUCT THE EXECUTIVE SECRETARIAT:

To inform the Ministry of Transportation, Communications, Housing and Construction of Peru of the approval of its request.

**COM/CITEL/RES. 73 (VII-98)¹⁶
ESTABLISHMENT OF A WORKING GROUP TO PREPARE
FOR THE MEETINGS OF THE COUNCIL OF THE INTERNATIONAL
TELECOMMUNICATION UNION (ITU)**

The Seventh Meeting of the Permanent Executive Committee of CITEI, COM/CITEL,

HAVING SEEN:

- (a) That one of the basic objectives of the Strategic Plan of CITEI is the consolidation of CITEI, so it will be recognized worldwide as the agency representing the region of the Americas in the field of telecommunications,
- (b) That, in turn, the Member States and the associate members desire that CITEI assert its role in dealing with issues involving telecommunications in the region and the world, specifically in issues addressed by the International Telecommunication Union (ITU) Council,

HAVING REVIEWED:

The results achieved in the activities carried out by CITEI at the ITU Plenipotentiary Conference and in the Radiocommunication and Telecommunication Development and Standardization Sectors and confirmed that they are positive and contribute to achieving what is specified in items a) and b) above,

RECOGNIZING:

The strategic advisability that CITEI expand its activities in the ITU by preparing, coordinating matters and activities which must be dealt with by the Council of ITU and which have been defined in CITEI as important for its objectives and activities,

RESOLVES:

1. To establish a Working Group open to all CITEI members States to be in charge of the matters and activities dealt with by the Council of ITU,

¹⁶ Reference document COM/CITEL/doc.404/98 cor.2

2. To designate to the Administration of Argentina as Chairperson and to the Administrations of Colombia, Mexico and United States for the duties of Vice-Chairperson,
3. To provide for the following mandate:
 - To identify the matters dealt with by the Council of ITU that turn out to be truly important for the objectives and activities of CITELE, including the decisions adopted by the Plenipotentiary Conference and establish priority to the most urgent matters,
 - Conduct the preparatory work for the matters defined as important for CITELE and coordinate the strategy to be developed in the Council, its Commissions, and dependent Working Groups,
 - Coordinate with the Permanent Consultative Committees the handling of matters and activities of the Council that correspond to the Committees, as follows:
 - Utilize the result of the work undertaken within the PCCs
 - Inform the Chairmen of the PCCs regarding the decision adopted in the Council that impact the work in their respective committee.

COM/CITEL/RES. 74 (VII-98)¹⁷
GUIDELINES TO THE CHAIRS OF THE PCCs
COORDINATION WITH THE ITU

The Seventh Meeting of the Permanent Executive Committee of CITELE, COM/CITEL,

CONSIDERING:

- (a) The reduction of the budget appropriation for the constituent organizations and commissions of the OAS including CITELE by approximately 10% by the twenty-fifth Special Session of the OAS General Assembly in November 1998; and
- (b) The need for CITELE to seek ways and means of stabilizing its financial resource allocations in order to ensure that the full range of programmes and activities encompassed within its mandate can be successfully implemented, including the identification of cooperative arrangements with other regional, subregional and international organizations.

RECOGNIZING:

- (a) Resolution 21 adopted by the ITU World Telecommunication Development Conference (Valletta, 1998) which emphasized the need for the ITU-D to actively coordinate, collaborate and organize joint activities in areas of common interest with regional and subregional organizations and training institutions and take into consideration their activities, as well as providing them with direct technical assistance;

¹⁷ Reference document COM/CITEL/doc.407/98rev.1

- (b) Resolution 72, which was adopted by the ITU World Radiocommunication Conference (Geneva, 1997) and which instructed the Director of the Radiocommunication Bureau to consult regional telecommunication organizations on the means by which assistance can be given to their preparations for future WRCs, including the facilitation of regional and interregional preparatory meetings; and
- (c) Resolution COM7/15 adopted by the ITU Plenipotentiary Conference (Minneapolis, 1998) which noted that the cooperation between the ITU regional offices and the relevant regional organizations should be improved and strengthened, in the interest of optimizing the use of resources and avoiding duplication.

NOTING:

- (a) The important results obtained from various international forums thanks to the coordination of activities and joint proposals ITU/CITEL in the American Region;
- (b) The need to continue the coordination of Regional activities to satisfy common needs.

RESOLVES:

1. To invite the Chairs of the PCCs, with the assistance of the Executive Secretariat of CITEL, to identify activities within their respective mandates which could be undertaken jointly with the ITU.
2. To invite the PCC Chairs, with the assistance of the Executive Secretariat, to dialogue with the ITU, including the Head of the Regional Office of ITU in Brasilia, to determine an appropriate plan of action for carrying out joint activities including the identification of joint funding opportunities.
3. That each PCC permanently include in their agenda a follow up of ITU's activities related to the PCC at issue.
4. To delegate the completion of the previously addressed resolves to a Vice Chairperson of each PCC, jointly coordinating with the representatives of ITU's Regional Office.

COM/CITEL RES. 75 (VII-98)¹⁸
AMENDMENTS TO THE STATUTE OF CITEL

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

CONSIDERING:

The amendments to the Statute of CITEL proposed by the Ad Hoc Working Group on the Structure and Functioning of CITEL,

RESOLVES:

¹⁸ Reference document COM/CITEL/doc.420/98 and COM/CITEL/doc.420/98add.1

To recommend the CITEL Assembly to adopt, at its next Regular or Special meeting, the amendments to the Statute included in the Annex to this resolution for further submission to the General Assembly of the OAS for its approval.

ANNEX

AMENDMENTS TO THE STATUTE OF CITEL

CHAPTER II CITEL ASSEMBLY

Article 7

Participation in the CITEL Assembly

Delegations

Each Member State is entitled to send a delegation to the CITEL Assembly. The delegation of each Member State may include a head of delegation, an alternate head of delegation, and such delegates and advisors as that State may accredit to the CITEL Assembly.

Secretary General of the Organization

The Secretary General of the Organization, or his representative, may participate with voice but without vote in the deliberations of the CITEL Assembly, both in the plenary sessions and in the committees and subcommittees.

Observers

The following may be represented by observers at a meeting of the CITEL Assembly with the right to voice but without vote:

- a. Permanent Observers to the Organization;
- b. Subject to COM/CITEL's approval, those American States which are not Members of the Organization and which have asked to participate in the meeting.
- c. Subject to COM/CITEL's approval, those Non-American States that are Members of the United Nations or its specialized Agencies and which have asked to participate in the meeting.
- d. Inter-American specialized organizations and entities of the Organization, and Inter-American intergovernmental regional organizations;
- e. The United Nations and its specialized agencies;
- f. International and national organizations that are parties to agreements or arrangements establishing relations of cooperation with the Organization, with its organs, organizations

- or agencies, when such agreements or arrangements provide for participation of observers;
- g. Subject to COM/CITEL's approval, those international, regional, subregional and national agencies and organizations that are involved in telecommunications in the region and which have asked to participate in the meeting.

Guests

Subject to COM/CITEL's approval and in consultation with the government of the host country, other persons or institutions not covered in this Article as may be deemed advisable, may attend the CITEL Assembly as special guests, as defined in the Regulations.

CHAPTER IV PERMANENT CONSULTATIVE COMMITTEES

Article 24

Participation in the Permanent Consultative Committees: Members, associate members, and Observers

Members

Each CITEL Member State may appoint a representative to each Permanent Consultative Committee. The representative shall be a specialist in telecommunications. A Member State may remove or replace its representative simply by notifying the Executive Secretary of its decision to do so.

Associate members

1. Any recognized operating agency, scientific or industrial organization or financial or development institution related to the telecommunications industry, which has legal personality, with the approval of the corresponding Member State of CITEL, may become an associate member of a Permanent Consultative Committee. The Member State shall notify the Chairman of COM/CITEL in writing of the names of the agencies, organizations and institutions it has approved. An agency, organization or institution shall cease to be an associate member in the event that approval is withdrawn by the Member State.
2. An international or regional organization with multiple membership of Member States of the Americas that is related to telecommunications and has legal personality may become an associate member of a Permanent Consultative Committee with the approval of COM/CITEL. This international or regional organization shall cease to be an associate member in the event that approval is withdrawn by the COM/CITEL.
3. Associate members of a Permanent Consultative Committee may fully participate in all the activities of that Permanent Consultative Committee, with voice but without vote. They may present technical papers and receive the documents of the Committee to which they pertain.

Observers and guests

The terms and manner of participation of observers and guests are dealt with in the Regulations.

COM/CITEL RES. 76 (VII-98)¹⁹ AMENDMENTS TO THE REGULATIONS OF CITEL

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

CONSIDERING:

The amendments to the Regulations of CITEL proposed by the Ad Hoc Working Group on the Structure and Functioning of CITEL,

RESOLVES:

1. To adopt provisionally the amendments to the regulations presented in the annex to this resolution which do not imply amendments to the CITEL Statute, ad referendum, of the next regular or special meeting of the CITEL Assembly, who has to pronounce itself about them.
2. That the Executive Secretary prepare a document for the next Regular or Special meeting of the CITEL Assembly containing the proposed modifications to the regulations, recommended by the Seventh Meeting of COM/CITEL. These modifications will be adopted after the statute has been modified.

¹⁹ Reference document COM/CITEL/doc.412/98 and COM/CITEL/doc.412.98add.1

ANNEX 1

DRAFT AMENDMENTS TO THE CITEL REGULATIONS

CHAPTER TWO CITEL ASSEMBLY

Organization

Article 2

CITEL fulfills its objectives through the following organs: the CITEL Assembly, the Permanent Executive Committee (COM/CITEL), the Permanent Consultative Committees, and the Secretariat. The first three organs shall include such committees, sub-committees, working groups and ad hoc groups, joint working groups and rapporteurs as may be established in accordance with these Regulations.

B. PARTICIPANTS

Other Observers

Article 16

International and national organizations that are parties to agreements or arrangements establishing relations of cooperation with the Organization, its organs, organizations or agencies may also attend the CITEL Assembly meetings when such agreements or arrangements provide for the participation of observers.

Subject to COM/CITEL's approval, the following entities may send observers to the CITEL Assembly:

- a. American States which are not Members or Permanent Observers of the Organization and which have asked to participate in the meeting.
- b. Non-American States that are Members of the United Nations or its specialized agencies and which have asked to participate in the meeting.
- c. International, regional, subregional and national agencies and organizations that are involved in telecommunications activities in the region and which have asked to participate in the meeting.

The observers referred to in this Article may speak at the plenary session of the CITEL Assembly or at the sessions of its principal committees, only when invited to do so by the corresponding presiding officer, because of special interest or expertise in a specific topic of discussion. Alternatively, such observers may provide written statements on such topics when expressly authorized or requested to do so by the presiding officer.

The participation of the observers referred to in this Article, before the CITEL Assembly, is without prejudice to the status that they may have in accordance with Article 82 of the Regulations.

Article 17

Unless otherwise specified by COM/CITEL, any State or entity referred to in Article 16 that wishes to participate in a meeting of the CITEL Assembly as an observer, shall apply to attend, in writing, to the Chairman of COM/CITEL, at least sixty days before the anticipated opening of that meeting. The Chairman of COM/CITEL shall consult such applications with the Members of COM/CITEL, and if they approve, the corresponding invitations shall be extended in accordance with Article 9.

D. AGENDA

Reports And Proposals

Article 29

Generally, the CITEL Assembly shall consider two kinds of papers: reports and proposals. Reports shall be informative in nature, while proposals shall be submitted to the Assembly for its consideration. During an Assembly meeting, other forms of work or technical contributions may be solicited. The documents thus submitted shall not include any information of a promotional or commercial nature.

Article 30

Reports and proposals shall normally be presented to the Executive Secretary sixty days in advance of the date set for the opening of the CITEL Assembly, in order to permit their distribution to the Member States in CITEL working languages, together with the report of COM/CITEL and that of the Secretariat. The Executive Secretary shall distribute these documents to the Member States by the most effective means of communication so that they are received not later than thirty days before the start of a meeting.

At the beginning of a meeting, the Assembly may establish a period of time in which additional proposals may be submitted to it for consideration.

E. SESSIONS

Public and Private Sessions

Article 35

Plenary sessions at the Assembly and of the working committees shall be public. However, if the chairman so provides or any representative Member State so requests, the session shall be private, and shall so continue unless the members participating in the session decide otherwise.

Private sessions may only be attended by the heads of delegations of the Member States, the members of the delegations designated by those heads and such Secretariat personnel as the Chairman of the respective body may expressly authorize in each case. Permanent Observers under Article 13 may attend private sessions when invited by the corresponding presiding officer.

Article 36

All decisions taken by the CITES Assembly in a private plenary session shall be announced at the next public plenary session.

H. DEBATES AND PROCEDURES

Proposals

Article 45

Proposals must be presented in writing to the Secretariat no later than the day before the session at which they are to be discussed or submitted to a vote, in order to be distributed in the CITES working languages to participating Member States before deliberation of them begins. However, if no Member State objects, the Chairman of the body that is required to deal with the matter, may authorize discussion of a proposal that was not distributed in time.

The delegation that presents a proposal shall indicate the working committee that should study it unless the proposal is one that is required to be submitted to a plenary session for discussion. In case of doubt, the Chairman of the Assembly shall decide.

Amendments

Article 45 a)

Motions to amend a proposal may be made during the deliberations on the proposal. A motion is considered an amendment to a proposal if it merely adds to, deletes from, or revises part of a proposal. A motion that would totally replace the original proposal, or that is not directly related to it, shall not be considered as an amendment. *(Delete Article 58 of Chapter I, "Voting" of the Regulations of CITES, which contains this text)*

Closing Discussion

Article 50

Any representative may make a motion that debate be closed when he/she considers that a topic has been discussed sufficiently. This motion may be opposed by two representatives, after which it shall be declared approved if it receives the vote of two-thirds of the delegations present at the session. The Chairman may limit the time allowed to speakers under this Article.

The Chairman may close the debate if he/she considers that it has become repetitive, or if it no longer addresses the issue at hand. In which case, the Chairman shall take into consideration the issues which have up to then obtained consensus and establish the way in which the meeting shall proceed.

CHAPTER III PERMANENT EXECUTIVE COMMITTEE (COM/CITES)

Work Program

Article 71

At each installation session, COM/CITEL shall prepare its work program for the intervening period until its next meeting, and shall set the date and place for its meetings.

COM/CITEL may establish technical committees, subcommittees, working groups and ad hoc groups, joint working groups and rapporteurs to perform its functions.

Article 76

Rules governing COM/CITEL meetings, quorum, voting and travel expenses are as contained in Articles 18 to 21 of the Statute.

The COM/CITEL shall adopt its decisions in the form of resolutions, recommendations or decisions at its plenary sessions.

In order to ensure their due deliberation, all draft resolutions, recommendations or decisions presented to the Assembly must be distributed in writing in the CITEL working languages to participating delegations, before the start of the session in which they are to be debated or submitted to a vote. However, if there is not objection on the part of any COM/CITEL Member State present at the meeting, a proposal written in only one of the working languages of CITEL, may be discussed and decided upon.

If for any reason a regular Meeting of COM/CITEL cannot be held in the country of the Chairperson, it shall be held at the General Secretariat of the Organization, unless one of the Member States, with sufficient advance notice, offers to host the meeting, in which case COM/CITEL may agree to hold the meeting in that country.

The General Secretary of the Organization, or by delegation, the CITEL Executive Secretary, shall transmit the notice of the convocation of the Meeting and the invitations to the participants as soon as the country offering to host a meeting confirms to the CITEL Secretariat the exact date, city and specific location for the meeting and the availability of sufficient funds. The country offering to host the meeting shall provide this information to the Executive Secretary no later than 60 days before the proposed date of the meeting.

Observers in the categories stipulated in articles 13, 14, 15 and 16 may attend COM/CITEL meetings as observers on the same conditions as those established in the Regulations for their participation in the CITEL Assembly meetings.

CHAPTER IV PERMANENT CONSULTATIVE COMMITTEES (PCCs)

A. ORGANIZATION AND OFFICERS

Article 77

The CITEL Assembly shall establish the Permanent Consultative Committees (PCCs) that it considers necessary to attain the objectives defined in Article 3 of the Statute together with specific terms of reference for each PCC. A PCC shall continue in force until such time as the CITEL Assembly itself, or COM/CITEL deems its functions and purpose to be concluded. The names of the PCCs are listed in Annex 1 of these Regulations.

Each PCC shall be presided over by a Chairman who shall be the representative appointed by the government of the host country for the PCC. The PCC may establish one or two Vice Chairman positions to assist the Chairman in the performance of his duties. The Chairman of each PCC shall recommend to the PCC the number of Vice Chairmen he deems appropriate, taking into account insofar as possible and equitable geographical distribution. The country from which a Vice Chairman is appointed, may host an additional meeting of the PCC in a given year, and in such case, will be responsible for providing meeting sites, personnel, and administrative support for the meeting.

Duties of the Chairman of PCC

Article 78

The Chairman of a PCC shall:

- e. Ensure that the Working Groups, Ad Hoc Groups, and Rapporteurs established as well as the coordination tasks assigned operate in accordance with the working procedures that govern PCC activities, as foreseen in Article 93.
- f. Seek to ensure that all decisions taken by the PCC Plenary are consensus decisions.
- g. Confirm that there is a quorum in compliance with the regulations.

Associate members

Article 82

Associate membership on a PCC is open to:

1. Any recognized operating agency, scientific or industrial organization or financial or development institution related to the telecommunications industry, that has legal personality, (hereinafter "entity") provided that the entity's associate membership is approved by the corresponding Member State of CITEL.

The expression "corresponding Member State of CITEL" means the country where the "entity" was incorporated or has its principal office.

2. An international or regional organization with multiple membership of Member States of the Americas that is related to telecommunications and has legal personality (hereinafter "the organization") may become an associate member with the approval of COM/CITEL.

3. Applications from entities wishing to become associate members of a PCC must be forwarded to the corresponding Member State together with an indication of the elected contributory unit and the pertinent information of a contact person to whom procedural information may be sent. The corresponding Member State shall be responsible for

examining and approving such applications based on such criteria or procedures for sponsoring associate members as it deems appropriate.

In the case of an organization, the application must be presented to COM/CITEL procedures for becoming an associate member

4. Where appropriate, the corresponding Member State or COM/CITEL will notify the Executive Secretary of its approval of an application received from an entity or organization, indicating the elected contributory unit and the pertinent information of the contact person appointed by the entity or the organization to whom procedural information may be sent.

5. The Executive Secretary will notify the requesting entity or organization of the decision taken with respect to its application and the procedures which associate membership entails.

6. The Executive Secretary will notify the Chairman of COM/CITEL and the Chairman of the respective PCC about the admission of the entity referred to in number 5 of this Article. In the case of the admission of an organization, the notification shall be sent only to the Chairperson of the respective PCC.

7. A list of all entities and organizations granted associate membership in each PCC shall be compiled and maintained by the Executive Secretary. The Executive Secretary shall provide the Secretary General of the Organization, all Member States of CITEL and of the PCCs with a copy of that list.

8. An entity shall cease to be an associate member in the event that approval is withdrawn by the corresponding Member State. An organization shall cease to be an associate member in the event that approval withdrawn by COM/CITEL.

Participation of associate members

Article 83

Each associate member has the right to participate in any of the meetings of the PCCs to which the associate member is affiliated by sending one or more representatives. To that effect, associate members shall provide the Executive Secretary with the names of their representatives before the opening of each PCC meeting.

Associate members of a PCC may fully participate in all the activities of that PCC with voice but without vote. They may present technical papers and receive the documents of that PCC. An associate member of any PCC shall also be qualified to participate in the work of any joint working group to which its PCC belongs, without being requested the payment of additional fees.

In order for an associate member to speak on behalf of and in representation of the corresponding Member State, he shall:

1. Have been previously accredited as part of that Member State delegation, and
2. Be presented by his/her delegation, before speaking, indicating that his/her verbal statements are as a representative of that Member State.

Associate membership Fee

Article 84

Associate members shall share in the costs of operation of the PCC in which they participate by voluntarily choosing a contributory level.

The minimum contribution shall be "one" unit, which can be increased in levels of half a unit, as a minimum.

The monetary value of the unit, stated in U.S.A. dollars, shall be established by the CITEL Assembly, and shall cover membership payment for one calendar year, as the case may be for the pro-rated corresponding part.

Associate members shall have until October of each year to notify the Executive Secretary of CITEL of any change in the level of their contributions, which must comply with the provisions of this Article. Any such change shall take effect as of the year immediately following. Member States that do not indicate any change shall continue to be considered as being at the previously selected contributory level.

Funds derived from associate membership fees shall be allocated to the budget of the corresponding PCC and used as directed by the respective PCC Chairman to defray expenses of PCC meetings, their groups, and relevant activities of the corresponding PCC.

Associate members who pay their membership fees within 90 days of billing shall be deemed active associate members. Those who do not pay within this time without informing the Executive Secretary on the reasons for such delay shall be deemed passive associate members, and shall have their membership privileges suspended until such time as their accounts are paid up to date. If the Executive Secretary is satisfied with the justification of the delayed payment of fees by a Member, he may extend the deadline for account updating up to a maximum of six months as from the original payment deadline.

Any associate member may renounce membership in any PCC by written notification of such intention to the Executive Secretary. Such renunciation will become effective 90 days from the date of notification. In such a case membership fees will be prorated on a yearly basis.

In case of resignation, associate members shall be liable for their fees up until the effective date of renunciation, and likewise, those who are up to date in their fees, shall be considered active associate members up until that same effective date.

Observers

Article 85

Observers in the categories set out in Articles 13, 14, 15 and 16 paragraph 1 may participate as observers to the PCCs under the same conditions which these Regulations prescribe for their participation in the meetings of the CITEL Assembly, by appointing their representatives in a written notice addressed to the Executive Secretary who will inform the Chairman of the corresponding PCC.

Observers in the categories referred to in Article 16 paragraph 2, may participate as observers of the PCCs, subject to the approval of their request to participate, by the Chair of the

corresponding PCC. The request to participate shall be presented in writing to the Executive Secretary of CITELE sixty days in advance of the corresponding meeting.

Observers referred to in Article 16 paragraphs 1 and 2 may speak at the PCC meetings only when invited to do so by the corresponding presiding officer, because of a special interest or expertise in a specific topic of discussion. Alternatively, such observers may provide written statements on such topics when expressly authorized or requested to do so by the presiding officer.

Guests

Article 85 a)

An entity involved in telecommunications or a person with a specific interest in telecommunications, can attend as an invited guest, the meetings of PCCs, its Working Groups and Ad-Hoc Groups under the following conditions:

- a. The person or entity must request the Executive Secretary in writing their interest to participate in a meeting at least 120 days before the meeting.
- b. The Executive Secretary will inform the relevant Chairman and the Member States that participate in the group.
- c. If there is no objection and with the instructions of the respective Chairman, the Executive Secretary will send the corresponding invitation.

The guests, with the authorization from the chair and if there is no objection from a Member State attending the meeting, may receive copy of the documents of the meeting and make verbal or written presentations at the meeting.

C. MEETINGS

Article 86

Each PCC shall meet at least once a year at a time and place determined by its respective Chairman. The meetings of a PCC shall be conducted in accordance with the provisions of these Regulations corresponding to the CITELE Assembly, to the extent that those provisions may be applied.

Papers, studies, decisions, and draft resolutions of a PCC which require consideration of the CITELE Assembly shall be submitted to COM/CITELE at least four months before a meeting of the CITELE Assembly is held.

A PCC may hold private sessions restricting participation solely to Members and associate members. The Chairman of a PCC, a Working Group, or an Ad Hoc Group may convene private sessions during a meeting at his discretion or at the request of a Member State. However, on the basis of reciprocity observer organizations may be invited by the Chairman to attend these private sessions if there is no objection from a Member State.

If for any reason a Regular Meeting of a Permanent Consultative Committees cannot be held in the country chosen by the Chairperson, it shall be held at the seat of the General Secretariat of the Organization, unless one of the Member States, with sufficient advance notice

offers to host the meeting, in which case the Chairman of COM/CITEL may agree to hold the meeting in that country.

The Secretary General of the Organization, or by delegation, the CITEL Executive Secretary, shall transmit the notice of convocation of the meeting and the invitations to the participants as soon as the country offering to host the meeting confirms to the CITEL Secretariat the exact date, city and specific location for the meeting. The country offering to host a meeting shall provide this information to the Executive Secretary, no later than 60 days before the proposed date of the meeting.

Decisions

Article 87

In the absence of consensus in the deliberations of the PCCs, draft resolutions shall be adopted in accordance with the Regulations on voting established in Article 94 of these Regulations. In order to approve a resolution, decision or recommendation by vote or consensus, the PCC meeting must have a quorum of one third of the Member States of CITEL.

The approval of any PCC resolution will require the affirmative vote of at least one third of all CITEL Member States.

In addition, PCCs may adopt recommendations or resolutions by correspondence provided there are no negative responses from the CITEL Member States and applying any procedures that may be established by COM/CITEL.

The Executive Secretary of CITEL

Article 89

- r. Prepare and make available to the Member States and associate members by electronic means the resolutions, recommendations, decisions, and declarations of the organs of CITEL.
- t. Periodically to prepare and distribute to the Chairman of COM/CITEL and the Chairpersons of PCCs a report on the expenditures incurred with CITEL financial resources, including membership fees of associate members.

Conduct of meetings and administrative support

Article 92

1. The Secretary shall provide administrative support to prepare for, conduct, and follow up on all the meetings of the CITEL Assembly, COM/CITEL and each of the PCCs in accordance with the budget, and taking into account the level of support provided by the host country to the meetings.
2. The Chairman's reports and the technical contributions or proposals to be considered at each PCC Plenary meeting should be provided to all members at least one month prior to the meeting. Additional technical contributions may be submitted up to the date of the meeting at the discretion of the Chairman.
3. The Chairman may limit the time for the presentation and discussion of documents, taking into account whether they are informative documents or proposals. Informative

documents shall not be submitted for discussion, but rather comments will be requested thereon which will also be subject to a time limit. The Chairman will have to respect at all times the right to speak of the Member States and the associate members.

4. All documents for meetings of the CITELE Assembly and COM/CITELE are to be translated and distributed by the Secretariat to members in final reproducible form, if possible, in English and Spanish, at least two months prior to the meeting.
5. Members are encouraged to use modern means of communication to conduct business to the extent possible. This should be the normal way for working groups and *ad hoc* groups to work to minimize the number of meetings.
6. Seminars, *ad hoc* groups and working groups meetings of each PCC should be scheduled in as much as possible, in conjunction with a relevant PCC Plenary meeting.
7. Member States or associate members who host seminars, *ad hoc* groups or working groups that meet independently of a regular PCC meeting shall bear the costs of such meetings, if there are not resources approved for that purpose in the program-budget.

Working Procedures governing the activities of the PCCs

Article 93

1. The process that determines areas of priority interest among the participants involves holding seminars on topics of interests, and forming *ad hoc* groups to explore areas that may be subject of permanent working groups. This process should be used at the PCC level.
2. Seminars and discussions on topics of interest should be held in conjunction with PCC meetings, with the meetings of Working Groups or *ad hoc* groups, or whenever necessary as agreed with the PCC.
3. For a Working Group to be created, at least six Member States should undertake to actively participate in its work. The establishment of the Working Group shall be approved by a PCC resolution indicating its scope of interest and mandate.
4. For an *ad hoc* group to be created, at least three Member States shall undertake to actively participate in its work. The establishment of an *ad hoc* group shall be approved by a resolution indicating its specific tasks, its mandate, its duration, and its working schedule. The same resolution shall include the proviso that the findings of the group shall be reflected in a technical report attaching a draft resolution, decision, or recommendation.
5. *Ad hoc* groups shall work up to two consecutive years, their term may be exceptionally extended by the corresponding Committee or by the Assembly when applicable, for a limited period to allow for the completion of tasks. Eventually, the PCC may transform the *ad hoc* group into a Working Group, pursuant to the procedure described in paragraph 3 above.
6. Every Working Group and *ad hoc* group shall have a Chairman and one or more Vice-Chairmen appointed by the Chairman of the PCC. The positions of Chairman and Vice-Chairman may be held by either a Member State or an associate member.

All PCC members may attend the meetings of the Working Groups and the ad hoc groups. However, only those that specifically register as members of the Working Group or ad hoc group may be assured of getting working documents and would be expected to be active in the work of the group. The discussions on the study and the reports arising therefrom shall take place within the meetings held by the Group and shall at all times observe the provisions in the mandate.

7. The Chairpersons of the Working Groups and Ad Hoc Groups must provide reports in writing or verbally at each PCC meeting. The final report presented by any Group shall reflect its results and must be distributed by the Executive Secretariat to the PCC members. The final report cannot be amended by the PCC. Nevertheless, any proposal for action that might arise as a result of the report must be dealt with by the PCC.
8. Any actions proposed to the PCC in the form of resolutions, recommendations, or decisions from a Working Group or ad hoc group must be clearly identified and supported in the Working Group report.

The report shall state whether the action being proposed has received approval from all the participating members of the Working Group.

With a view to ensuring their due consideration by the Member States, all draft resolutions, recommendations or decisions presented to the PCC Plenary meeting by a Working Group or *ad hoc* group shall be distributed, in the working languages of CITELE, to the Member States present in the PCC meeting, before the start of the meeting where they shall be discussed or submitted to a vote.

9. The plenary of the PCC shall adopt the resolutions or recommendations of the Working Groups by consensus and with the presence of one third of the members; those measures can be adopted also by correspondence provided that there are not negative answers.
10. PCCs are allowed to change and adapt their work methods to most efficiently meet the needs of their members, provided they do not infringe the provisions of the CITELE Statute and Regulations.
11. COM/CITELE shall routinely review the work programs of PCCs and provide advice to the PCC chairmen regarding areas where there is overlap or redundancy and where more coordination among the PCCs is required. In this regard, the chairmen of the PCCs should routinely coordinate to avoid duplication and to identify areas where formal cooperation between PCCs would be useful. Likewise, efforts should be made to ensure that new Working Groups or *ad hoc* Groups do not duplicate the work that is being performed by already existing groups. This may be achieved by reviewing the mandates of the existing groups and taking the actions that may be necessary to effectively coordinate the work of the corresponding Working Groups, *ad hoc* groups or PCCs.
12. PCCs shall evaluate from time to time the need to keep their Working Groups and *ad hoc* groups depending on their activities and on the effectiveness of their work, in particular those having failed to submit a report in two consecutive meetings of the PCC.

This evaluation may result in a draft resolution where by:

- a. the group is required to continue its tasks;

- b. the group's work is terminated;
 - c. the group's scope of activities, mandate or duration is changed;
 - d. a new Chairman and/or Vice-Chairman are/is appointed for the group;
 - e. any other action is taken to contribute to achieving the goals sought.
13. Works shall be performed, as much as possible, using electronic documents transmission systems.
14. Both the CITEL Assembly and COM/CITEL may apply the above procedures or any part thereof when establishing their working groups or ad hoc groups.

COM/CITEL/RES. 77 (VII-98)²⁰
OBJECTIVE AND MANDATE OF PERMANENT CONSULTATIVE COMMITTEE II:
BROADCASTING

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

HAVING SEEN:

- (a) Resolution CITEL RES.18 (II-98) "Establishment of the Permanent Consultative Committees" that includes the objectives and mandates of the Permanent Consultative Committees; and
- (b) Resolution PCC.II/RES. 19 (IV-98) that has a revised proposal of the Objective and Mandate of Permanent Consultative Committee II: Broadcasting,

CONSIDERING:

That proposed amendments are aimed to extending the activities of the PCC.II in the field of development projects of broadcasting services as well as other drafting strengthens the need to prevent harmful interference, taking a better and greater advantage of radio-electrical spectrum, and participating in, coordinating, and agreeing upon regulating proposals and positions,

RESOLVES:

²⁰ Reference document COM/CITEL/doc.413/98

To recommend the CITEL Assembly to adopt, at its next Regular or Special meeting, the modifications to the objective and mandate of the Permanent Consultative Committee II: Broadcasting as included in the Annex to this document.

ANNEX

PCC.II: BROADCASTING

Objective

To act as a technical advisory body within the Inter-American Telecommunication Commission with respect to standards coordination, planning, operation, and technical assistance for the broadcasting service in its different forms.

Mandates

- a) To identify the needs for development of the broadcasting service and to stimulate and foster such development in the Region.
- b) To promote and stimulate the use of modern technologies and to evaluate their impact.
- c) To promote the efficient use of the radio spectrum allocated to the broadcasting service, taking into account, in particular, the need to prevent and avoid, to the extent possible, harmful interference to the radiocommunication services.
- d) To undertake a coordinated effort with the different CITEL groups in those areas that, by their very nature, lend themselves to joint action.
- e) To undertake the coordination of regional preparations for major ITU Conferences and meetings, on matters related to broadcasting, including the preparation of common regional proposals (IAP) and positions when deemed appropriate.

COM/CITEL RES. 78 (VII-98)²¹

AGENDA, DATE, AND PLACE FOR THE EIGHTH MEETING OF THE PERMANENT EXECUTIVE COMMITTEE OF CITEL (COM/CITEL)

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

RESOLVES:

1. To hold the Eighth Meeting of the Permanent Executive Committee of CITEL (COM/CITEL) in Ecuador, 13 to 17 December, 1999.
2. To approve the Draft Agenda for the said meeting of COM/CITEL attached to this Resolution.

²¹ Reference document COM/CITEL/doc.418/98

ANNEX

DRAFT AGENDA

Eighth Meeting of the Permanent Executive Committee of CITEL (COM/CITEL)

1. Approval of the Agenda and Calendar.
2. Establishment of the Working Groups.
3. Report of the Chairman of COM/CITEL.
4. Reports of the Chairmen of the Permanent Consultative Committees.
5. Reports of the Working Groups of COM/CITEL.
6. Reports of the Joint Working Group on Legal Matters & Administrative Proceedings of PCC.I, II & III.
7. Approval of the Annual Report on the activities of CITEL
8. Update of the Strategic Plan of CITEL.
9. Approval of the Operational Plan for the year 2000. (Activities, Budget, and Schedule of Meetings for the year 2000)
10. Report on the follow-up activities from the Summit of the Americas.
11. Proposals to modify the Statute and Regulations.
12. Coordination with regional and international telecommunication organizations.
13. Report on joint activities of CITEL-ITU with respect to regional presence.
14. ITU Centers of Excellence and CITEL Regional Training Centers.
15. Resolutions of the OAS General Assembly affecting CITEL.
16. Status of associate members.
17. Date, agenda, and place for the next meeting.
18. Approval of reports from the Working Groups.
19. Other business.
20. Approval of the Final Report.

COM/CITEL RES. 79 (VII-98)²² UP-DATING OF THE "BLUE BOOK" ON TELECOMMUNICATION POLICIES FOR THE AMERICAS

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

CONSIDERING:

- (a) That between 16 to 18 March 1998, the Second Forum on Telecommunication Policies was held in Geneva where it examined the "Telecommunications Services Trade."
- (b) That the main concluding points of the Forum synthesize that the regulating organizations shall adapt to the changing telecommunications environment.
- (c) That the "Blue Book" on Telecommunication Policies for the Americas exists, but due to the unusual introduction of new services in the market, it has lost validity.

²² Document COM/CITEL/doc.424/98

TAKING INTO ACCOUNT:

The document COM/CITEL/doc.390/98, submitted by Ecuador during the Seventh Meeting of the COM/CITEL.

HAVING SEEN:

The need to count with a Blue Book on Telecommunication Policies, to be adapted to the changing telecommunications environment, that various American countries reveal.

RESOLVES:

1. Perform an up dating of the “Blue Book” on Telecommunication Policies for the Americas.
2. Commission the Chairman of the COM/CITEL to coordinate work, as required, with the ITU Development Bureau, in order to find the best mechanism to up-date the Blue Book.
3. Commission the Executive Secretariat to send the document COM/CITEL/doc.390/98 to all Chairmen of the Permanent Consultative Committees, to expose their criterion regarding the issues included in the above-mentioned document.

COM/CITEL RES. 80 (VII-98)²³ **COORDINATION OF THE SATELLITE SYSTEM “SIMON BOLIVAR”**

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

CONSIDERING:

- (a) The rights of all Administrations, including the Andean Community Nations, to access the orbit-spectrum resource;
- (b) That the Andean Community Nations believe they have strictly complied with the procedures in the Radiocommunication Regulations (RR) of the ITU, to notify and to inscribe in the International Register of Frequencies for frequency assignments and the geo-stationary orbital positions associated with the Andean Satellite System “Simon Bolivar”;
- (c) That the first phase of this system includes the implementation of the Satellite Network Simon Bolivar-2 in the 67.0° W orbital position that would operate in the C and Ku bands and, the Satellite Network Simon Bolivar-4 in the 78.5°W that would operate in the same frequency bands;
- (d) That the fundamental instruments of the ITU: the Constitution and the Convention and, the International Radio Regulations are International Treaties that contain binding rules for Member States which the ITU is obliged to enforce;

²³ Document COM/CITEL/doc.429cor.1/98

- (e) That Andean Administrations are actively pursuing the coordination process for the Satellite Network Simon Bolivar-2 at 67.0° W orbital position, and they foresee positive outcomes given the cooperation and good will that the involved administrations have demonstrated in this process. For the Ku and C band this orbital position and associated frequencies were requested through the BR in November 1995 with an expected validity of nine years, it means up to the year 2004;
- (f) That the BR has applied the RR with regard to certain frequencies in the C-band (3700 to 4200 MHz and 5925 to 6425 MHz) associated with the 67.0° W orbital position, stating that those frequencies will expire in February 1999 prior to the Satellite Network Simon Bolivar-2 being put into service; with which interpretation the Andean Administrations do not agree. Further, the Andean Administrations are of the opinion that treaty interpretations a private matter of Member States;
- (g) That it is part of CITEI's function, to examine telecommunication issues that are of interest to all or part of CITEI Member States; and
- (h) That the action and importance of CITEI is based on the strict political will of American States to mutually cooperate for the effective development of the sector in every country that is part of it towards the positive growth and development of the Region and the individual countries that constitute CITEI.

ADDITIONALLY, TAKING INTO ACCOUNT:

That regarding the 78.5° W orbital position associated with the Satellite Network Simon Bolivar-4, the request for coordination in the Ku-band, is earlier than the request for coordination of the GE-5 satellite network that has been put into service in the Ku-band at 79.0° W, and therefore, the notifying administration of the GE-5 Satellite Network is obligated to coordinate with the administration of the Simon Bolivar-4 satellite network, in compliance with RR No. 1060.

RESOLVES:

1. To support the Andean Countries' right to coordinate their satellite systems in the 67.0°W and 78.5°W orbital positions, in accordance with procedures in the Radio Regulations, as they have been doing.
2. To request the CITEI Member States that any actions that implement geo-stationary satellite networks, are in compliance with the Radio Regulations and that these actions do not violate the rights of other administrations.
3. That CITEI should support administrations' adherence to procedures of the Radio Regulations and also support satellite projects that promote development and growth in the Region.

RESOLVES ALSO:

1. To request the RRB to examine the action of the BR that proposes deleting the use of part of C-band associated to the Simon Bolivar-2 satellite system at 67.0 ° W,

2. To request the BR that in cases such as noted above, they offer support and efficient advice on interpreting ITU procedures for the establishment of satellite systems, such as Simon Bolivar.

REQUEST FROM THE EXECUTIVE SECRETARY:

To submit a copy of this Resolution to the ITU-BR.

IV. RECOMMENDATIONS

**COM/CITEL/REC. 5 (VII-98)²⁴
ACTIONS AIMED AT STRENGTHENING
CITEL'S FINANCIAL BASE**

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

HAVING SEEN:

- (a) The critical impact of the available resources for CITEL, from the Regular Fund of the OAS;
- (b) That there is a considerable lag in the payment of the contributions of the associate members in the period 1994-1998,

CONSIDERING:

- (a) That the contribution made by the associate members to each Permanent Consultative Committee is essential to continue with their respective activities and to ensure compliance with CITEL's objectives;
- (b) that it is strictly necessary to have a criterion of financial predictability for the design of a Strategic Plan that would enable its implementation.
- (c) that it is indispensable to develop annually a balanced budget to assure CITEL's financial stability.
- (d) that Article 84 of the CITEL Regulations establishes the conditions for the temporary suspension of the privileges of associate members when their quota contributions are overdue, and
- (e) that the means to consolidate the financial base of CITEL should be secured.

RECOMMENDS:

²⁴ Document COM/CITEL/doc.409/98.

1. That the Administrations take the steps they deem advisable to encourage associate members to pay up their quota contributions.
2. That the Administrations report to the corresponding governmental agencies representing their countries before the OAS regarding all the activities being carried out by CITEL and the need to consolidate the resources of the Regular Fund for this Commission in an amount equivalent to the budget submitted by CITEL.

V. DECISIONS

COM/CITEL/DEC. 18 (VII-98)²⁵ BASIC SUPPORT INFRASTRUCTURE NEEDED FOR CITEL MEETINGS

The Seventh Meeting of the Permanent Executive Committee of CITEL, COM/CITEL, decided to approve the following basic support infrastructure needed to hold a CITEL meeting. This information will be included as an attachment to the Letter of Understanding between CITEL and the host country.

ANNEX

A. OAS/CITEL FINANCIAL CONTRIBUTION FOR MEETINGS

COM/CITEL establishes a cost estimate for scheduled activities, which is submitted to the appropriate OAS bodies for approval.

The OAS General Secretariat administers the funds allocated by the OAS General Assembly to CITEL activities. Allocations are to finance the costs of travel and per diem of OAS General Secretariat/CITEL staff and to **partly** finance the costs that take place before, during and after the meeting corresponding to: translation (Spanish/English) of preliminary documents, documentation, interpretation (Spanish/English), other staff for the meeting, materials and equipment.

B. OAS STAFF

In addition to the Executive Secretary, a general services coordinator from OAS headquarters will be included, with the following functions: coordination of the registration of participants, classification, production, and distribution of documents, translation, and the format of the meeting's reports, resolutions, recommendations and decisions.

C. HOST COUNTRY PERSONNEL

1. A general coordinator, responsible for the timely and efficient rendering of meeting services related to administration, protocol, guards, accommodations, installations, and transportation, and

²⁵ Reference document COM/CITEL/doc.380/98.

with the authority to make decisions and solve problems so that the local secretariat and its staff may function efficiently during the meeting.

This officer should be appointed sufficiently in advance of the meeting and the Executive Secretary of CITELE should be timely notified of the appointment.

2. A coordinator and assistants of document services, who shall route, and order the translation, reproduction, and distribution of documents under the direction of the general coordinator from the OAS. Since there are two work shifts every day (8:00 a.m. to midnight), the host country shall decide whether to double the staff or use overtime.

3. Two attendants per meeting room throughout the sessions, who will work in close coordination with document services and will handle requests from the meeting chair, participants and the Secretariat.

A suitable²⁶ number of persons for document distribution, who will place the documents into pigeonholes for the participants and the Secretariat. These persons must begin working at least one hour before sessions.

5. A document printing supervisor assisted by collating personnel according to the photocopying system in place. Such staff is required for two shifts, which must be long enough to ensure that documents are ready for the sessions.

6. A computer technician to assist the staff and to do the corresponding back up of information.

7. Staff to make reservations or confirm travel arrangements for participants and the Secretariat, as well as to provide general information. This staff could also coordinate transportation for participants and the Secretariat, especially for sites where such services are essential. An appropriate place should be provided for this staff.

8. An office to provide Communication services (telephone, fax and access to Internet).

9. Support personnel should be foreseen, according to the workload during the event.

D. DOCUMENT SERVICES

One supervisor per shift.

A suitable²⁷ number of typists/transcribers/proofreaders per shift, to type, transcribe, and proofread documents in English and Spanish.

E. LANGUAGE SERVICES

Translation

²⁶ The number will be indicated in each case with the advance agreed by CITELE and the host country, taking into account the number of documents and the attendance foreseen.

²⁷ The number will be indicated in each case with the advance agreed by CITELE and the host country, taking into account the number of documents and the attendance foreseen.

One pool supervisor per shift.

A suitable²⁸ number of translators/reviewers (Spanish/ English) per shift.

Interpretation

Simultaneous interpretation throughout the sessions in the meeting rooms where it was requested. In accordance with Article 31 of the Statute the working languages are Spanish and English. For the Regular and Special Meetings of the CITELE Assembly, the Executive Secretary shall inquire of the CITELE members concerned if simultaneous interpretation into French and Portuguese will be necessary.

F. MEETING ROOMS

One room for plenaries that allows a comfortable participation of the estimated number of participants with the corresponding number of earphones and a suitable²⁹ number of microphones.

One additional room that can hold twenty people for the drafting group.

A room to install a minimum of three (3) computers to be used by the participants. If possible, the computers should have access to Internet.

Suitable rooms for the staff of the documents and language services.

In case additional rooms are required, this will be told with the advance agreed on by CITELE and the host country.

Pigeonholes: appropriate number to cover the estimated number of participants.

G. AUXILIARY EQUIPMENT

- Three (3) high-capacity photocopiers, preferably with automatic sorter and collator, and a small low-speed photocopy machine.
- Recording equipment in the main meeting room to at least record the plenaries.
- Name plates with the names of the Member States, associate members, observers, international organizations, OAS and foreseen guests.
- An office for: the meeting chair, the Executive Secretary of CITELE and the General Coordinator from headquarters. Telephone and facsimile equipment with automatic international dialing, should be provided for use by the meeting chair and the Executive Secretary.
- Fifteen (15)³⁰ computers with adequate software.

As a minimum it is suggested to have:

- Wordprocessor: Word for Windows (Microsoft®) version: 6.0 or later.
- Spreadsheet: Excel for Windows (Microsoft®).

²⁸ The number will be indicated in each case with the advance agreed by CITELE and the host country, taking into account the number of documents and the attendance foreseen.

²⁹ The number will be indicated in each case with the advance agreed by CITELE and the host country, taking into account the attendance foreseen.

³⁰ This number will be increased taking into account the work load foreseen.

- Viewgraphs software: Powerpoint for Windows (Microsoft ®). (This requirement is for two equipment and only if a Seminar or presentations are scheduled).

An adequate number of (Laser) printers.

A viewgraphs projector with the corresponding screen. This will be confirmed, with the advance agreed on by CITELE and the host country as it depends of the meeting.

A multimedia projector with the adequate compatibility to connect to any PC. This requirement will be confirmed with the advance agreed on by CITELE and the host country as it depends of the meeting.

H. OFFICE MATERIALS AND SUPPLIES

- Letterheads paper (quantity will depend on the estimated number of documents that will be given with the advance agreed on by CITELE and the host country).
- An adequate³¹ number of sheets of letter-size photocopy.
- An adequate³² number of sheets of letter-size to be used in the printers.
- Office supplies (paper, staplers, scissors, pencils, pens, rulers, erasers, envelopes, etc.).

This information will be complemented by the Executive Secretariat with the elements deemed advisable.

COM/CITEL DEC. 19 (VII-98)³³ INTEREST AND USEFULNESS FOR THE COUNTRIES OF THE REGION OF SCHOLARSHIPS THROUGH THE REGIONAL TRAINING CENTERS OF CITEL

The Seventh Meeting of the Permanent Executive Committee of CITELE decided that the Chairperson of COM/CITEL would forward a note, which is attached herewith, to the Secretary General in order to emphasize the interest and usefulness for the region to have scholarships which, on the basis of the regular fund of OAS, are being offered through the Regional Training Centers of CITELE.

ANNEX

Mr. César Gaviria

³¹ The number will be given with the advance agreed on by CITELE and the host country as it depends in the estimated number of documents and participants.

³² The number will be given with the advance agreed on by CITELE and the host country as it depends in the estimated number of documents and participants.

³³ Document COM/CITEL/doc.427/98

Secretary General of OAS

His Excellency,

By means of the present letter and in view of the work being carried out by the Inter-American Telecommunication Commission (CITEL), especially by the Coordination of CITEL with the Regional Training Centers, regarding the preparation and delivery of training courses in telecommunications for the Member States of the Organization of American States (OAS), I respectfully address the present letter to you in order to provide you with a brief summary of the current situation.

The Member States of the region have been for many years enjoying the benefits of a scholarship program that is being offered through CITEL/OAS. This program has been consolidated over the last few years, not only as a result of the rising number of Regional Training Centers, since we now have eight centers, but also as a result of the number and capabilities of those interested in participating in this scholarship program.

For your reference, the Regional Training Centers of CITEL are as follows:

Canada	Telecommunications Executive Management Institute of Canada
Chile	International Telecommunications Training Center
United States	United States Telecommunications Training Institute
Mexico	Regional Training and Research Center on Human Resources in Information Sciences and Technology
Paraguay	Paraguayan Telecommunications Institute
Peru	Telecommunications Research and Training National Institute (INICTEL)
Suriname	Telecommunications Corporation Suriname Telesur Training Research
COMTELCA	Central American Training Center

The Regional Training Centers thus provide to the other Member States of OAS the experience that has been gained in highly specialized topics, which is a priority for laying the groundwork to ensure the development of telecommunications.

This important scholarship program provides benefits not only to the beneficiaries of the scholarships but also to the institutions where they work and their countries. It also establishes ties that facilitate cooperation, the exchange of information, and therefore the creation of a regional telecommunications infrastructure, as set forth in the mandate for the area of telecommunications by the Second Summit of the Americas held in Santiago de Chile in 1998.

Unfortunately, over the last few years, there has been a cut in the budget allocated to CITEL for scholarships. It should be recalled that, in 1996, CITEL's training activities were conducted with OAS funds amounting to US\$190,000, which provided for 94 scholarships, but in 1997 this budget was reduced to US\$60,000, providing for 31 scholarships, and in 1998 the budget amounted to only US\$56,200, for 31 scholarships. (Let us remember that there are cost differences depending on the place in which the course is being taken and the place of origin of the beneficiary of the scholarship.)

We recognize the impetus given by the Secretariat General to these activities, and in view of imminent technological breakthroughs in the field of telecommunications in the entire world and, as a result, the growing demand, throughout the Member States of CITEL, for duly trained staff

to study and analyze the introduction of new telecommunications technologies, as well the adequate formation of the human resources in the respective matter, I would like to share with you my concern about the attention that should be focused on this demand, with respect to the allocation of funds by the Regular Budget of OAS for the Regional Training Centers of CITELE so they can award scholarships.

I would also like to underscore that the budget cuts that this item has experienced, as well as possible additional cuts that are being envisaged for the near future, would be to the detriment of the timely dissemination of telecommunications technology and, likewise, the corrected formation of human resources in this matter, and ultimately the detriment of the installation development of these new technologies in the Americas.

My most cordial greetings,

Chairman of the Permanent Executive Committee of CITELE

COM/CITEL DEC. 20 (VII-98)
INFORMATION SESSION FOR THE FTAA TRADE NEGOTIATORS

The Seventh meeting of the Permanent Executive Committee, COM/CITEL, decided that PCC.I should undertake the significant preparatory work necessary prior to any CITELE sponsored presentation or seminar on telecom issues be given to the FTAA Trade Negotiators and recommended that COM/CITEL/doc.423/98 be utilized as a starting point for the preparations.

COM/CITEL DEC. 21 (VII-98)
DETAILED PROGRAM-BUDGET FOR CITELE – 1999

The Seventh meeting of the Permanent Executive Committee, COM/CITEL, decided to approve the attached budget for 1999 which includes specifications on how the funds received from the associate members are to be utilized.

ANNEX

DETAILED PROGRAM-BUDGET FOR CITEL - 1999

CITEL has funds coming from 3 sources:

- Regular funds from the OAS;
- Funds received for the quota payments of associate members and corresponding to the period 1994-1998;
- Funds that will be received for the quota payments of associate members for 1999

Find below a detail of the program-budget for the use of funds for the Permanent Consultative Committees in 1999.

This budget includes amounts to cover staff for CITEL: one person in the G5 category and one person in the P1 category.

PCC.I

a) Available Funds

Regular funds received from CITEL (US\$ 22,057*3)	US\$ 66,171
Existent Funds from the associate members 1994-1998	US\$ 102,678
Foreseen Funds from associate members for 1999	US\$ 50,000
TOTAL	US\$ 218, 849

b) Budget 1999

II Forum PCC.I and two regular meetings (X and XI) (US\$ 55,000*3)	US\$ 165,000
Publications	US\$ 25,000
Extraordinary meetings of working groups and extraordinary publications	US\$ 18,849
CITEL Staff	US\$ 10,000
TOTAL	US\$ 218,849
Balance	0

PCC.II

a) Available Funds

Regular funds received from CITEL (US\$ 22,057)	US\$ 22,057
Existent Funds from the associate members 1994-1998	US\$ 30,358
Foreseen funds from associate members for 1999	US\$ 17,000
TOTAL	US\$ 69, 415

b) Budget 1999

One regular meeting (V)	US\$ 52,415
Extraordinary Meetings and publications	US\$ 17,000
TOTAL	US\$ 69,415
Balance	0

PCC.III

a) Available Funds

Regular funds received from CITELE(US\$ 22,057*3)	US\$ 66,171
Existent Funds from associate members 1994-1998	US\$ 215,881
Foreseen Funds from associate members for 1999	US\$ 150,000
TOTAL	US\$ 432,052

b) Budget 1999

Three meetings (XII, XIII and XIV) (US\$ 97,017*3)	US\$ 291,052
Publications	US\$ 40,000
Extraordinary Meetings of working groups and publications	US\$ 30,000
CITEL Staff	US\$ 71,000
TOTAL	US\$ 432,052
Balance	0

VI. LIST OF BASIC DOCUMENTS.

Summary Minutes of the First Plenary Session, COM/CITEL/doc.401/98cor.1.
Summary Minutes of the Second Plenary Session, COM/CITEL/doc.402/98cor.1.
Summary Minutes of the Third Plenary Session, COM/CITEL/doc.405/98.
Summary Minutes of the Fourth Plenary Session, COM/CITEL/doc.430/98.
Summary Minutes of the Fifth Plenary Session, COM/CITEL/doc.431/98.
List of Documents, COM/CITEL/doc.342/98rev.1.
List of Participants, COM/CITEL/doc.343/98rev.2.