



Organization of
American States

STATUTE INTER-AMERICAN TELECOMMUNICATION COMMISSION (CITEL)

**Adopted at the fourth plenary session of the LII General Assembly of the
Organization American States (OAS), held on October 6, 2022**

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STATUTE OF THE INTER-AMERICAN TELECOMMUNICATION COMMISSION (CITEL)

CHAPTER ONE ORGANIZATION, FUNCTIONS AND MEMBERSHIP

Article 1 Nature, Mission, and Vision

The Inter-American Telecommunication Commission (CITEL) is an entity of the Organization of American States (hereinafter "the Organization"), established by the General Assembly, in accordance with Article 53 of the Charter of the Organization.

CITEL has the mission to facilitate and promote the integral and sustainable development of interoperable, innovative and reliable telecommunications/ICTs in the Americas, under the principles of universality, equity and affordability.

The vision of CITEL is the full integration of the American States into the Global Information Society and the digital economy, with a view to enabling and accelerating social, economic, cultural and environmentally sustainable development for all the region's inhabitants through the development of telecommunications and information and communication technologies (ICTs).

CITEL enjoys technical autonomy in the performance of its functions, within the limits of the Charter of the Organization, this Statute, and the mandates of the General Assembly of the Organization.

Article 2 Structure

CITEL shall achieve its objectives through the following bodies:

- a. The Assembly of CITEL;
- b. The Permanent Executive Committee (COM/CITEL);
- c. The Permanent Consultative Committees; and
- d. The Secretariat.

Article 3 Objectives and Functions

Objectives

- a) To facilitate and promote, by all means available to it, the continuing development of telecommunications/information and communication technologies (ICTs) (hereinafter telecommunications/ICTs) in the Hemisphere in pursuance of sustainable development.

- b) To promote and foster the existence of appropriate telecommunications/ICTs that contribute to the integral development process in the region, with particular attention to underserved areas.
- c) To organize promote, and evaluate the periodic holding of meetings of technicians and experts to study planning, financing, construction, operation, standardization, technical assistance, maintenance, and other matters related to the use and development of telecommunications/ICTs in the Americas.
- d) To promote the unification of criteria and technical standards for the installation, operation, and maintenance of systems, in order to obtain maximum benefit from the facilities available to each country and to the region in general, in the global standardization framework of the International Telecommunication Union (ITU) and other relevant standardization organizations.
- e) To promote and study technical assistance, in agreement with the governments of the respective countries, giving priority to the needs of developing countries.
- f) To foster the improvement and harmonization of administrative, financial, and operational procedures for the planning, installation, improvement, maintenance, and operation of the telecommunications/ICT networks of the Member States of CITELE.
- g) To recommend studies and promote the adoption of official agreements among governments of Member States of the Organization for the integral development of telecommunications/ICT in the Hemisphere.
- h) To promote and encourage the study and dissemination of the impact of telecommunications on the environment and climate change and their relationship to ICTs, in keeping with policies developed by the ITU and other organizations with competence in this area.
- i) To promote the harmonization, equitable access, and efficient use of the radio spectrum among the Member States, devoting special attention to the needs of developing countries.
- j) To promote and encourage the use and appropriation of telecommunications/ICTs in the Hemisphere, particularly by women, girls, and people with special needs.
- k) To promote capacity-building in the Member States of CITELE to better attain their objectives.
- l) To foster the engagement of the telecommunications/ICT industry, the academia, relevant organization of the civil society or others related to telecommunications/ICT or Internet sector in the work of CITELE.

Functions

- a) To serve as the Organization's leading advisory body in all matters relating to telecommunications/ICTs in the Hemisphere.
- b) To promote or undertake studies and programs for the sustainable development of telecommunications/ICTs
- c) To compile and disseminate to the member states of the Organization information pertaining to the fulfillment of the objectives of CITELE, as well as any other information that may be of interest, including the results of the work of the Commission.
- d) To maintain ongoing contact with the various international governmental and nongovernmental organizations in the field of telecommunications/ICTs, and to promote mutual cooperation and coordination of their activities with those of the OAS Member States and Associate Members of CITELE.
- e) To analyze, propose, and implement different forms of financing to support the approved plans and projects.

- f) To study the technical, legal, economic, policy, and regulatory aspects of telecommunications/ICTs of relevance to the region.
- g) To make recommendations in the area of telecommunications/ICTs to the governments of the Member States of CITEL, taking into account those made by the ITU and by other relevant organizations.
- h) To consider matters related to inter-American cooperation in the field of telecommunications/ICTs assigned to it by the General Assembly and the Summit of the Americas.
- i) To promote the development of new applications that promote the inclusion of the region's countries in the Knowledge-based Society.
- j) To identify mechanisms to encourage participation by all Member States in the meetings of CITEL, and to increase the number of associate members.
- k) To promote the coordination of positions among the Member States for the different international telecommunications/ICT conferences, assemblies, and meetings.

Article 4 **Membership**

The following States can be members of CITEL:

- a) All the Member States of the Organization.
- b) Other American States that are not members of the Organization, whose request for membership in CITEL is favorably decided upon by the CITEL Assembly and the General Assembly of the Organization, because of the special interest shown by those governments in cooperating in the attainment of the purpose and objectives of CITEL.

CHAPTER TWO **CITEL ASSEMBLY**

Article 5 **Purpose and Functions**

Purpose

It is the apex body of CITEL and is composed of the Member States of the Organization.

It serves as an inter-American forum in which the highest telecommunications/ICT authorities of the Member States of the Organization share opinions and experiences and make appropriate decisions to direct their activities towards achieving its assigned objectives and mandates.

Functions

- a) Establishing the policies for achieving the objectives and functions set out in Article 3 of this Statute.
- b) Adopting the Strategic Plan of CITEL.

- c) Establishing the mandates for each of the bodies of CITEL.
- d) Electing the members of COM/CITEL.
- e) Establishing the Permanent Consultative Committees (PCCs) and appointing its Chairs.
- f) Approving the request for membership of CITEL of American States that are not members of the Organization, subject to ratification by the General Assembly of the Organization.
- g) Proposing amendments to this Statute for approval by the General Assembly of the Organization.
- h) Approving the CITEL Regulations and submitting them to the General Assembly of the Organization for its information.
- i) Approving the report on the financial situation of CITEL.
- j) Establishing the amount of the fee to be paid by the associate members of the PCCs and the participation fee for observers.

Article 6

Place and Frequency of Meetings

CITEL shall hold a Regular Meeting of the CITEL Assembly every four years, in the place and dates -approved by COM/CITEL in accordance with the principle of rotation set forth in the Regulations.

The CITEL Assembly may hold Special Meetings as provided in the Regulations.

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.

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 that 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, sub regional and national agencies and organizations that are involved in telecommunications/ICT activities in the region and which have asked to participate in the meeting.
- h) The Associate Members of the Permanent Consultative Committees.

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 guests, as defined in the Regulations.

Article 8 **Officers of the CITEL Assembly**

There shall be a Chair and two Vice Chairs of the CITEL Assembly, elected at the first plenary session, by an absolute majority of the Member States represented at the Assembly. Before the election of the Chair of the CITEL Assembly, the Chair of COM/CITEL shall serve as the provisional Chair.

Article 9 **Agenda**

COM/CITEL shall prepare the preliminary agenda for each CITEL Assembly meeting, and shall submit it to the Member States for consideration, at least three (3) months in advance of the opening of the CITEL Assembly Meeting. The Member States shall have thirty consecutive days to present their observations on the draft agenda to the Chair of COM/CITEL. On the basis of these observations, COM/CITEL shall draw up the final agenda.

The agenda so approved, may be amended or otherwise modified only during the Meeting of the CITEL Assembly by a vote of two thirds of the participating Member States.

Article 10 **Sessions and Meetings**

Each Meeting of the CITEL Assembly shall consist of such Plenary Sessions as are required to complete the Agenda for the Meeting and the sessions of the Committees of the CITEL Assembly as provided under this Statute.

Article 11 Committees

There shall be a Steering Committee, a Credentials Committee and a Style Committee, as further provided in the Regulations.

The CITELE Assembly may establish such other committees, subcommittees, and working groups when required.

Article 12 Quorum

For Plenary Sessions, the presence of more than half of the Member States shall constitute a quorum.

For committees, subcommittees, and working groups of the CITELE Assembly, the presence of more than half of the Member States of the body concerned shall constitute a quorum.

Article 13 Voting

The decisions of the CITELE Assembly shall be adopted at the plenary sessions and consensus shall always be sought. Each delegation of a Member State shall have the right to one vote. The right to vote does not imply an obligation to vote.

In the absence of consensus in the deliberations, the decisions of the CITELE Assembly shall be adopted by the vote of an absolute majority of the Member States participating, except in those cases where a two-thirds vote of the participating Member States is expressly required.

In the committees, subcommittees, and working groups, decisions shall be adopted by a simple majority.

For the purposes of this Statute, the term "absolute majority" means more than half of the votes of the Member States participating in a meeting of the CITELE Assembly. The term "simple majority" means more than half of those present and voting in any given session of a Committee, subcommittee, or working group.

CHAPTER THREE

THE PERMANENT EXECUTIVE COMMITTEE (COM/CITEL)

Article 14

Membership

The Permanent Executive Committee (COM/CITEL) is the executive organ of CITEL. It is composed of representatives of thirteen Member States elected at the CITEL Assembly, who shall serve until the next Regular Meeting of the Assembly.

One of the members The Chair shall be the representative of the Member State hosting the meeting of the CITEL Assembly in which the election takes place. The Vice-Chair shall be the representative of the Member State in whose territory the next Regular Meeting of the CITEL Assembly will be held. In the election of the remaining eleven Member States, the principles of rotation and of an equitable geographic representation shall be observed, insofar as possible. The candidacies for membership of the CITEL Permanent Executive Committee must be presented by the OAS member states at least 30 days before the opening of the CITEL Assembly.

Article 15

Installation Session and Officers

COM/CITEL shall be installed by the Chair of the CITEL Assembly before the closing of the Meeting at which the Member States that are to serve on COM/CITEL are elected.

At the installation session of COM/CITEL, the Chair of the CITEL Assembly shall be appointed Chair of COM/CITEL. The representative of the Member State that has offered to host the next Regular Meeting of the CITEL Assembly shall become the Vice-Chair of COM/CITEL.

Article 16

Chair of COM/CITEL

The Chair of COM/CITEL shall have the following specific responsibilities:

- a) To preside over the meetings of COM/CITEL.
- b) To preside initially at the CITEL Assemblies.
- c) To represent CITEL before other Organs of the Organization, the governmental telecommunications/ICTs entities of the CITEL Members, and other organizations that participate in telecommunications/ICT development activities in the Americas.
- d) To supervise and coordinate the fulfillment of the responsibilities of COM/CITEL, especially during the interim between Regular Meetings.
- e) To direct and coordinate the meetings and forums, that COM/CITEL may conduct with other entities of the regional telecommunications/ICT sector, or with other international entities.
- f) To coordinate with the General Secretariat of the OAS in accordance with its internal structure, the process of presenting candidacies for the position of Executive Secretary of CITEL.

Article 17

Functions of COM/CITEL

The following are functions of COM/CITEL:

- a) To carry out the decisions of the CITEL Assembly, taking into consideration the recommendations of the General Assembly of the Organization and the mandates from the Summit of the Americas related to telecommunications/ICTs.
- b) To carry out and enforce the objectives of Article 3 of this Statute.
- c) To set the date for the Regular and Special Meetings of the CITEL Assembly, the site for the Special Meetings of the CITEL Assembly, and to change either or both as necessary.
- d) To prepare the draft agendas for the Regular and Special Meetings of the CITEL Assembly and to submit them to the governments of the Member States of CITEL for consideration, through the Executive Secretary, pursuant to Article 9 of this Statute.
- e) To propose to the CITEL Assembly any amendments it may consider necessary to introduce to this Statute and the Regulations.
- f) To establish a work program for the Secretariat and for the office of the Chair of COM/CITEL for implementation of the decisions of the CITEL Assembly.
- g) To adopt any urgent measures, which cannot be deferred until the next meeting of the CITEL Assembly and which shall remain in force until the CITEL Assembly can consider them.
- h) Through its Chair or some other designated member of COM/CITEL, to represent CITEL at world, regional, or national meetings or conferences on telecommunications/ICTs or related activities.
- i) With the cooperation of the Secretariat, to prepare studies, drafts of inter-American conventions and treaties, and any other documents relating to telecommunications/ICTs in the Hemisphere.
- j) Through the Secretary General and the appropriate Council of the Organization, to present to the General Assembly an annual report on the activities of CITEL.
- k) To establish such technical committees and working groups as it may consider necessary, determining their work programs.
- l) Within the framework of CITEL's objectives, to plan and coordinate inter-American activities in the area of telecommunications/ICTs.
- m) To review and approve a work program based on the program-budget approved by the General Assembly and an annual proposed budget for CITEL in pursuance of the provisions of Article 112 (c) of the Charter of the Organization; ensuring the strictest possible economy, mindful of the obligation upon CITEL to achieve satisfactory results from the work programs undertaken.
- n) To approve the annual training plan and oversee its implementation.
- o) To ensure fulfillment of the Strategic Plan adopted by the Assembly.
- p) To approve the participation of observers and guests in the meetings of the Assembly of CITEL.
- q) To coordinate CITEL's preparatory processes for the ITU's Plenipotentiary Conference and meetings of the Council.
- r) To provide the SG of the OAS the profile and the selection criteria for candidates to occupy the position of Executive Secretary of CITEL and receive nominations from interested Member States.

- s) To select three candidates to occupy the position of Executive Secretary of CITEL and provide the names to the Secretary General for his or her consideration to select one candidate in accordance with the OAS General Standards.
- t) To participate in the process of determining the membership, recruitment, and selection of the Secretariat of CITEL.
- u) If no consensus is reached, Article 20 herein shall apply.

Article 18

Meetings and Headquarters of COM/CITEL

COM/CITEL shall meet at least once a year, in the country represented by its Chair, in another country, or at the headquarters of the General Secretariat of the Organization as the Committee may decide at its preceding meeting. In the event special meetings are held, they may be attendance-based or online.

Any Member State which is not a member of COM/CITEL may participate in the meetings of COM/CITEL and of its working groups, with voice but without vote. In the case of CITEL's preparatory processes for the ITU Plenipotentiary Conferences, they shall have both voice and vote.

In consultation with COM/CITEL members, the Chair may invite representatives of specialized agencies or experts in matters to be considered at the meetings to advise as required.

The Member State elected to preside over COM/CITEL shall organize, at its expense, and under the exclusive responsibility of the Chair, an office in accordance with the Regulations.

Article 19

Quorum

More than half of the members of COM/CITEL shall constitute quorum for a COM/CITEL meeting.

Article 20

Voting

In the deliberations of COM/CITEL, each Member State shall have one vote, and in the absence of consensus, the decisions of COM/CITEL shall be adopted by the vote of an absolute majority of the quorum. However, on questions of procedure, decisions shall be taken by a simple majority of those present and voting. In the latter case, abstentions shall not be counted as votes cast.

Article 21
Travel Expenses

Travel expenses of the Chair of COM/CITEL or some other member acting on his behalf, to attend a meeting of an international agency as the representative of CITEL, shall be defrayed by the Organization as provided in the Organization's Program-Budget.

Travel expenses incurred by the members of COM/CITEL to attend its meetings or those of the CITEL Assembly shall be defrayed by the respective Member States they represent.

CHAPTER FOUR
PERMANENT CONSULTATIVE COMMITTEES (PCCs)

Article 22
Purpose

The purpose of Permanent Consultative Committees is to provide advice to all those entities that constitute the regional telecommunications/ICT sector, in matters relating to their respective areas of competence.

Article 23
Structure of the Permanent Consultative Committees

Organization

The CITEL Assembly shall organize the Permanent Consultative Committees it considers necessary to attain the objectives defined in Article 3 of this Statute and shall elect the host countries of the Permanent Consultative Committees, observing to the extent possible, the principles of rotation and an equitable geographic distribution.

Officers

The representative appointed by the host country of the Permanent Consultative Committee shall be the Chair of the Committee and shall have the duties set forth in the Regulations. Each Permanent Consultative Committee may establish up to three vice chairmanships.

The Member State that presides over the Permanent Consultative Committee shall organize, at its expense, and under the exclusive responsibility of the Chair, an office in accordance with the Regulations.

Meetings

The Permanent Consultative Committees shall meet at least once a year preferably in the country holding the Chair, and those Committees shall decide on the date and place of the meeting. The Vice-

Chairs shall be responsible for assisting the Chair in his duties, and may offer to host an additional meeting of the Consultative Committee if deemed necessary.

Each Consultative Committee may set up working groups which shall submit reports concerning their activities to the Consultative Committee.

Papers, studies, decisions, and draft resolutions of the Permanent Consultative Committees that are to be considered by the CITEL Assembly shall be submitted to COM/CITEL at least four months before a meeting of the CITEL Assembly takes place.

In the absence of consensus in the deliberations of the Permanent Consultative Committees, draft resolutions shall be adopted in accordance with the voting procedures set forth in the Regulations. The approval will always require the favorable vote of at least one-third of the Member States.

Article 24

Participation in the Permanent Consultative Committees: Members, Associate Members and Observers

The Member States and associate members of CITEL, whose rights and obligations are defined in this Statute, collaborate with a view to attaining the objectives of CITEL. /

Members

Each CITEL Member State may appoint a representative to each Permanent Consultative Committee. The representative shall be a specialist in telecommunications/ICTs, who may be removed or replaced by the Member State simply by notifying the Executive Secretary of CITEL of its decision to do so.

Associate Members

1. Any academic entity, organization, institution, or industry related to telecommunications/ICTs which has legal personality in one of the Member States and with the approval of any such State, or which has legal personality in a non-Member State and with the approval of three Member States of CITEL, may become an associate member of a Permanent Consultative Committee. The Member States shall notify the Chair of COM/CITEL in writing of the names of the entities, organizations, or institutions they have approved. Any entity, organization, or institution shall cease to be an associate member in the event that any of the Member States withdraws its approval.
2. An international or regional inter-governmental organization with multiple memberships of States of the Americas that is related to telecommunications/ICTs 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 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, contributions to CITEL Working Groups, including draft

Resolutions, Recommendations and Decisions, with exception to non-informative documents to the CITEI Working Groups on the Preparations of CITEI for ITU Conferences and Assemblies, and receive the documents of the Committee to which they pertain.

Observers

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

CHAPTER FIVE THE SECRETARIAT

Article 25 Purposes and Functions

The Secretariat is the central and permanent administrative organ of CITEI. It shall coordinate the administrative services required for implementing the decisions of the CITEI Assembly, COM/CITEI, and the Permanent Consultative Committees, and it shall perform such other functions as are assigned by those organs.

Article 26 The Executive Secretary of CITEI

COM/CITEI shall propose to the Secretary General a short list of three candidates for the position of Executive Secretary of CITEI, whose functions shall include:

- a) Performance of technical and administrative duties entrusted to the Secretariat, and coordination of the administrative services provided by the Secretariat.
- b) Preparation and submission to COM/CITEI and to the Secretary General of the Organization of the proposed Program-Budget of income and expenditure of CITEI.
- c) Representation of the Secretary General of the Organization, when so authorized, with voice but without vote, in the meetings of the CITEI Assembly, COM/CITEI, and the Permanent Consultative Committees.
- d) Assistance in the coordination and implementation of the work plans of the Permanent Consultative Committees and the working groups of COM/CITEI.
- e) Preparations for holding the Regular and Special Meetings of the CITEI Assembly.

The Executive Secretary of CITEI shall perform those functions in accordance with the General Standards Governing the Operation of the General Secretariat of the Organization ("General Standards") and such other rules and regulations that apply to the General Secretariat and its personnel.

Article 27
Secretariat Services

The General Secretariat of the Organization shall provide secretariat services to CITEI in accordance with the allocation of funds in the Program-Budget of the Organization and the Secretary General shall appoint the technical and administrative personnel provide those services in accordance with the General Standards and such other rules and regulations governing the operations of the General Secretariat of the Organization.

CHAPTER SIX
EXPENSES AND FUNDS OF CITEI

Article 28
CITEI Funding Sources

The resources of CITEI operations will come from:

- a. The Regular Fund of the Organization; and
- b. Specific Funds.

Each Member State of CITEI shall bear the expenses of its representatives.

Article 29
Specific Funds

The General Secretariat shall establish the following Specific Funds, pursuant to Article 74 of the General Standards for the Operations of the General Secretariat of the Organization.

- a. A Supplementary Fund for the Activities of the Permanent Consultative Committees to be funded by voluntary contributions from CITEI Members and by fees from associate members, as determined by the CITEI Regulations.
- b. A Supplementary Fund for Development Activities within CITEI's work program, to be funded by specific gifts, donations, and contributions.
- c. A Supplementary Fund for Support of General Operations, to be funded by voluntary contributions of CITEI Member States.

Accounting for these Specific Funds shall be carried out in accordance with the General Standards and Financial Rules and Regulations of the Organization.

CHAPTER SEVEN OFFICIAL AND WORKING LANGUAGES

Article 30 Official Languages

English, French, Portuguese, and Spanish are the official languages of the CITEL.

Article 31 Working Languages

Spanish and English shall be the working languages. For the Regular and Special Meetings of the CITEL Assembly, the Executive Secretary shall inquire of the CITEL Members concerned if simultaneous interpretation into French and Portuguese will be necessary. The working documents of CITEL shall be made available in Spanish and English. Delegations may present their proposals to the CITEL Assembly in any of the official languages of CITEL.

Article 32 Documents

The draft resolutions, recommendations and decisions, and any amendments thereto, as well as the decisions of the CITEL Assembly, shall be published in the official languages. The CITEL annual report and the reports of the CITEL Assembly meetings shall be published in the official languages. Other documents emanating from CITEL shall be published in the working languages.

CHAPTER EIGHT GENERAL PROVISIONS REGARDING THE STATUTE AND RULES OF PROCEDURES

Article 33 Governing Norms

CITEL shall be governed by the present Statute, by its Regulations, and by the resolutions of the General Assembly of the Organization.

Article 34 Amendments

The present Statute, approved by the General Assembly of the Organization, may be amended only by the General Assembly, at its own initiative or upon CITEL's request as provided under CITEL's Regulations.

Article 35
CITEL Regulations

CITEL shall adopt its Regulations in accordance with this Statute and shall submit them to the General Assembly of the Organization with its first annual report.

Article 36
Entry into force

The present Statute shall enter into force on the date of its approval by the General Assembly.