

PCC.III/RES. 109 (XVI-00)

**WORKING METHODS AND STRUCTURE TO BE USED BY THE WORKING
GROUP RELATIVE TO CITEL'S PREPARATION FOR REGIONAL AND
WORLD RADIOCOMMUNICATION CONFERENCES IN PREPARATION OF
WRC-2003**

The XVI meeting of the Permanent Consultative Committee III: Radiocommunications,

HAVING EXAMINED:

The structure and working methods used during the preparation of WRC-2000 as well as all of this meeting's contributions on this matter,

CONSIDERING:

That there is a need to build on the experience gained during the preparation of past WRCs,

RESOLVES:

1. That Mr. Marc Girouard from Canada and Ms. Paula Cordoba from Argentina shall be the Chair and Vice-Chair of the Working Group relative to CITEL's preparation for regional and World Radiocommunication Conferences.
2. That the previously mentioned working group shall follow the working methods contained in Annex 1.
3. That the previously mentioned working group shall use the structure contained in Annex 2.

Annex 1

Working Group to prepare WRC-2003 Working Methods

Introduction

The CITEL PCC.III Working Group to prepare WRC-2003 is leading CITEL's preparation efforts for the 2003 World Radiocommunications Conference (WRC-2003). Recognising the difference in the organisation needed for the preparation of Inter-American Proposals (IAPs) and the promotion of each of these IAPs before and during the WRC-2003 itself, the WRC-2003 working group will do its preparation in two phases.

Phase I

Phase I is the length of time during which CITEL members will attend PCC meetings to discuss WRC-2003 Agenda Items with a view to developing common IAPs according to the procedures for submitting joint proposals/documents to the ITU-R, in force, for the WRC-2003 Conference Preparatory Meeting (CPM) and for the WRC-2003 itself.

These IAPs will need to be submitted in time for the ITU secretariat's CPM and Conference deadlines. Therefore, CITEL Administrations are hereby urged to schedule national preparatory efforts in a way to support the timely evaluation of Draft IAPs, taking into account that the work on these Draft IAPs will need to be concluded at the last PCC.III meeting that allows sufficient time for their circulation prior to the ITU submission deadline.

The different discussion topics will be separated in 7 Chapters, following the ITU-R CPM structure. The Working Group to prepare WRC-2003 will submit to each meeting's PCC.III plenary, an oral report describing the activities of the working group, as well as the working group's output documents for each chapter. These are as follows:

1. Chapter Working Document
This document contains material dealing with agenda items for which the working group work has not concluded.
2. Chapter Draft IAPs Document
This document contains material for which the working group has concluded its work and that is ready to be circulated to Administrations for the removal of square brackets around their names.
3. IAPs Document
This document contains the IAPs that have received the necessary support to be sent to the ITU.

For each Chapter, a Coordinator will be identified. Each Chapter is assigned a number of Agenda Items. As not every Agenda Item will require a Rapporteur, a Rapporteur will be identified for each group of Agenda Items. An alternate will be identified for each Coordinator and each Rapporteur. Each of these identified positions will have the following responsibilities:

- Chapter Coordinator:
 - Will chair the meetings of the Chapter sub working group.
 - Will coordinate the work of the Chapter sub working group.
 - Will be present at every CITEL PCC.III meeting before WRC-2003.
 - Will deliver a brief summary to the WRC-2003 working group on the Chapter activities at each PCC.III meeting.
 - Will deliver the Chapter Working Document, Chapter Draft IAPs Document and Chapter IAPs Document as previously described.
 - Will consult with the Chapter Coordinator Alternate.
- Chapter Coordinator Alternate:
 - Will stay in contact with the Chapter Coordinator
 - Will keep abreast of new Chapter developments
 - Will assume the Chapter Coordinator's responsibilities should it be required.
- Rapporteur:
 - Will chair the meetings of the Item drafting group
 - Will coordinate the work of the Item drafting group
 - Will be present at every CITEL PCC.III meeting before WRC-2003
 - Will provide sub working group outputs and activities summary to the Chapter Coordinator.
 - Will consult with the Rapporteur Alternate
- Rapporteur Alternate:
 - Will stay in contact with the Rapporteur
 - Will keep abreast of new Item drafting group developments
 - Will assume the Rapporteur's responsibilities should it be required.

Phase II

Phase II is the length of time during which CITEL prepares its logistics for the Conference itself. During this phase CITEL will first identify primary and alternate spokespersons for each Conference Agenda Items. This will be done at the last meeting of PCC.III before the conference. An information document containing this data shall be sent to the other regional organisations.

At the Conference, the primary Spokesperson shall have the following responsibilities:

- to be present and follow the Conference Agenda Item from beginning to end;
- to do the CITEL IAP document presentation;
- to coordinate CITEL's efforts for this IAP;
- to keep the CITEL Administrations present at the Conference updated of the discussions about the IAP through informal means or formal meetings;
- to seek approval concerning any possible changes or agreements in the manner established in the procedures for submitting joint proposals/documents to the ITU-R, in force.

The last meeting will also be used to finalise any last minute IAPs. It is recognised however that these should be few, as every effort should be made to approve IAPs at the last PCC.III meeting before the ITU deadline.

Annex 2

Working Group to prepare WRC-2003 Structure

Chapter 1	Coordinator VENEZUELA	
Agenda Items 1.4, 1.17, 1.28	Rapporteur MEXICO	
Agenda Items 1.15, 1.24	Rapporteur ARGENTINA	
Chapter 2	Coordinator ARGENTINA	
Agenda Item 1.3	Rapporteur MEXICO	Rapporteur Alt. BRAZIL
Agenda Items 1.5, 1.6, 1.31, 8.3	Rapporteur CANADA	
Agenda Item 1.11	Rapporteur VENEZUELA	
Agenda Items 1.12	Rapporteur MEXICO	
Agenda Items 1.16, 1.20	Rapporteur ECUADOR	
Agenda Item 1.33	Rapporteur BRAZIL	
Chapter 3	Coordinator USA	
Agenda Items 1.19, 1.29, 8.2, 8.4	Rapporteur BRAZIL	
Agenda Items 1.27, 1.34, 1.35 and PCC-II	Rapporteur ARGENTINA	
Agenda Item 1.30	Rapporteur URUGUAY	Rapporteur Alt. BRAZIL
Chapter 4	Coordinator MEXICO	
Agenda Item 1.13	Rapporteur ARGENTINA	
Agenda Item 1.18	Rapporteur ARGENTINA	
Agenda Items 1.25, 1.32	Rapporteur BRAZIL	
Agenda Item 1.26	Rapporteur BRAZIL	
Chapter 5	Coordinator	

	USA	
Agenda Items 1.2, 1.9, 1.10, 1.14, 8.1	Rapporteur MEXICO	
Agenda Items 1.7, 1.23	Rapporteur URUGUAY	
Chapter 6	Coordinator VENEZUELA	
Agenda Item 1.8	Rapporteur EL SALVADOR	
Agenda Items 2, 4, 7.1	Rapporteur USA	Rapporteur Alt. MEXICO
Chapter 7	Coordinator BRAZIL	Coordinator Alt. MEXICO
Agenda Items 1.21, 1.22	Rapporteur BRAZIL	
Agenda Items 7.2	Rapporteur Argentina	

