COM/CITEL/RES. 231 (XXIV-10) [1]

REPORTING GUIDELINES FOR WORKING GROUPS AND RAPPORTEURSHIPS

The XXIV Meeting of the Permanent Executive Committee of CITEL (COM/CITEL),

TAKING INTO ACCOUNT:

a)   That one of the activities at CITEL (PCC.I, PCC.II, and COM/CITEL) meetings is the presentation of reports prepared by Working Groups on the work carried out in the framework of each Group and the results thereof, with a view to their subsequent presentation at plenary meetings,

b)   That, by the same token, each Rapporteurship prepares reports on the work done in the framework of their Rapporteur Group, which are presented at meetings of the Working Groups during meetings of the Committees.

WHEREAS:

a)   At the Fifth Regular Assembly of CITEL amendments were made to the mandates and terms of reference of the Permanent Consultative Committees in order to make their work more efficient and dynamic.

b)   At the XVI Meeting of PCC.I an Ad Hoc Group on Work Methods of PCC.I was created in order to improve the work of the Committee for the benefit of Member States and Associate Members.

c)   At the XVII Meeting of PCC.I reporting guidelines were approved for Working Groups and Rapporteurships, which will standardize the structure and content of their reports and allow a clearer evaluation of activities carried out, objectives attained, and future prospects.

RECOGNIZING:

That implementation of the above guidelines for reporting by the Working Groups and Rapporteurships of PCC.II and COM/CITEL would standardize the structure and content of their reports and allow a clearer evaluation of activities carried out, objectives attained, and future prospects.
RESOLVES:

1.   To approve the creation of reporting guidelines for Working Groups and Rapporteurships in order to ensure a clearer assessment of activities carried out, objectives attained, and future prospects.

2.   To approve Annexes I and II which contain the aspects to be developed and presented in the reports, together with a description of the contents of each.

3.   To request the Secretariat of CITEL:

---

[1] COM/CITEL/doc.1403/10 rev.1

a) to distribute this resolution to the Chairs and Vice Chairs of the Permanent Consultative Committees so that they may include their use at meetings henceforth.

b) in coordination with the Chairs, to follow up on the activities stipulated and scheduled in reports.

ANNEX I TO RESOLUTION COM/CITEL RES. 231 (XXIV-10)

REPORTS OF WORKING GROUP CHAIRS

a)   About the Reports of Working Group Chairs:

The purpose of this report is to explain at plenary meetings the activities carried out in the Working Groups and to summarize in an orderly manner the results they have achieved, the objectives proposed, and the estimated time frames for attaining them.

It is designed to assist work and decision-making at plenary meetings, as well as to present its contents in an easily understood manner for approval by those present.

Furthermore the reports of Working Groups will assist in the work of follow-up and monitoring of activities, as well as that of the Committee Chairs.

b)   What follows is a description of the contents of this report.

1. -   Introduction

This should include a condensed summary of the work done in the framework of this Group.

2. -   Documents for Adoption

Refers to those documents submitted by the Rapporteurs to the Chair of the Working Group for presentation at the plenary meeting. This section should mention the document title, its number, and the rapporteurship from which it comes.

3. -   Executive Summary

This section should summarize the activities carried out, their results, and any other information considered relevant.

4. -   Future Expectations

This section should include information on proposed future measures, as well as their expected outcomes and implications.

5. -   Liaisons

This section should be completed in the event of any linkage with another agency or working group. Where appropriate, provide the name of the organization and/or working group, the person responsible, and the subject matter.

6. -		Work Plan and Deliverables Agenda

In this section information should be provided on each activity; the priority assigned to it (1, 2 or 3); its current status; deliverables; the estimated completion date, and the person responsible.

Activity	Priority	Current Status	Deliverables	Completion date	Person responsible

7. -		Conclusion

This section should include the conclusions of the work done at the meeting.

ANNEX II TO RESOLUTION COM/CITEL RES. 231 (XXIV-10)

REPORTS OF THE RAPPORTEURSHIPS

a)		About the Reports of Rapporteurships:

The purpose of this report is to present the results of the activities carried out by the Rapporteurship to the Chair of the Working Group concerned.

It is designed to assist in the description of activities carried out, their results, and future work and goals.

b)		What follows is a description of the proposed contents of this report.

1. -		Background
This section should include an overview of prior activities connected with the work done during the meeting in progress.

2. -		Objectives
This section should include the objectives set by the rapporteurship for the topic addressed.

3. -		Input documents
This section should include the documents dealt with at each meeting, stating their title and number. These include contributions and documents received in the framework of the Rapporteurship.

4. -		Executive Summary
This section should mention the most salient aspects of the work done and any other information considered relevant.

5. -		Documents produced by the Rapporteurship
This section covers the documents produced by the Rapporteurship for presentation to the Chair of the Working Group, which could include, inter alia, update documents and draft resolutions or decisions. The title and number of each document should be provided.

6. -		Conclusions

This section should include the findings of the work done by the Rapporteurship.

7. -   Work Plan
In this section information should be provided on each activity; the priority assigned to it (1, 2 or 3); the current status of the activity; deliverables; resources (indicating the resources earmarked, whether human or financial), and estimated completion date of the activity.

Activity	Priority	Current Status	Deliverables	Completion date	Person responsible