

**COM/CITEL RES. 237 (XXV-11)<sup>1</sup>**

**STANDARDIZED TEMPLATES FOR NEW WORK ITEMS AND LIAISON STATEMENTS**

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

**TAKING INTO ACCOUNT:**

That one activity at COM/CITEL meetings is the generation of liaisons from within Working Groups regarding the work carried out and the results thereof, with a view to their subsequent presentation for approval at plenary meetings,

**WHEREAS:**

- a) At the XVII Meeting of PCC.I reporting guidelines were approved for Working Groups and Rapporteurships, which standardized the structure and content of their reports and allowed a clearer evaluation of activities carried out, objectives attained, and future prospects;
- b) At the XIX Meeting of PCC.I a template for Liaison Statements was approved to streamline communications with different organizations in a clear, concise and objective fashion,

**RECOGNIZING:**

That implementation of standard templates for liaison statements for use in all COM/CITEL meetings would allow standardization of the structure of information to be provided, help ensure necessary information is provided and facilitate the approval process,

**RESOLVES:**

- 1. To approve the creation of processes that uses a standardized template for Liaison Statements.
- 2. To approve the Annex which contains the template for liaison statements.

**ANNEX TO RESOLUTION COM/CITEL RES. 237 (XXV-11)**

**Template for Liaison Statements**

<b>Committee/</b>	< COM/CITEL	<## COM/CITEL >, <Meeting location>, <Date>
<b>Working Group/</b>	<Name of WG>	
<b>Rapporteurship</b>	<Name of Rapporteurship>	

**Title:**

**LIAISON STATEMENT**

**For action to:**

**For comment to:**

**For information to:**

**Approval:**

**Deadline:**

<b>Contact:</b>	Name	Tel:
	Organization	Fax:
	Country	Email:
<b>Contact:</b>	Name	Tel:
	Organization	Fax:
	Country	Email:

It is suggested to be used as follows:

- List the name of the Committee, Working Group or Rapporteurship originating the liaison statement.
- List the COM/CITEL meeting number, location and date during which the liaison statement was prepared.
- Include a concise title appropriate to the subject matter. If this is in reply to a liaison statement, make this clear, e.g. "Reply to liaison statement from (*source and date*) concerning ...".
- Identify the Working Group(s) and Rapporteurship(s) (*if known*) or other standards organizations to which it has been sent. (*A liaison statement can be sent to more than one organization.*)
- Indicate if the liaison statement is sent for action *or* comment *or* information. (*If sent to more than one organization, indicate this for each one.*)
- Indicate the level of approval, e.g. Committee, or Working Group, or Rapporteurship, or state that the liaison statement has been agreed at a Rapporteurship meeting.
- If action is requested, indicate the date by which a reply is required.
- Include the name, address and international telephone number of the contact person(s).
- The text of the liaison statement should be concise and clear, using a minimum of jargon.
- Liaison statements should be forwarded to the appropriate destinations as soon after the meeting as possible. Copies of all liaison statements should also be sent to the chairmen of the Working Group(s) and Rapporteurship(s) involved for information.