

DECISION COM/CITEL 3/94

BASIC SUPPORT INFRASTRUCTURE FOR CITEL MEETINGS

A. OAS/CITEL FINANCIAL CONTRIBUTION FOR MEETINGS

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

The OAS General Secretariat administers the funds allocated biennially by the OAS General Assembly to CITEL activities. Allocations are to cover part of the costs of: travel by OAS General Secretariat/CITEL staff, documents (before, during, and after meetings), translation (before, during, and after meetings), and interpreting.

B. OAS STAFF

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

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 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 CITEL 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. 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, Secretariat participants and the Secretariat.

4. Two persons for document distribution, who will place the documents into pigeonholes for the participants and the Secretariat. These persons 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. An office or staff to make reservations or confirm travel arrangements for participants and the Secretariat, as well as to provide general information. Such staff could also coordinate transportation for participants and the Secretariat, especially for sites where such services are

essential.

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

D. DOCUMENT SERVICES

One pool supervisor per shift

Five (5) typists/transcribers/proofreaders per shift, to type, transcribe, and proofread documents in English and Spanish.

E. LANGUAGE SERVICES

Translation

One pool supervisor per shift.

Four translators/reviewers (two Spanish/two English) per shift. The actual number should be tailored to the anticipated work load.

Interpretation¹

Simultaneous interpretation throughout the sessions.

- Two (2) into English
- Two (2) into Spanish

F. MEETING ROOM

One room for 100 people with 100 earphones and at least fifteen microphones.

Two additional rooms that can hold twenty people each.

One Hundred and ten (110) pigeonholes.

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
- Name plates with the names of the Member countries, Associate Members, observers, international organizations, OAS and guest institutions.
- Office for the meeting chair, the Executive Secretary of CITEC and the General Coordinator from headquarters.
- Fifteen (15) computers with adequate software such as for example: WordPerfect 5.1 and other usual software such as Windows or MS-DOS.
- . One for registration of participants.

- . Five (5) for typists.
- . Four (4) for translators/reviewers.
- . Two (2) for the drafting group of the Final Report.
- . One (1) for the document coordinator.
- . One (1) for the general coordinator of the meeting
- . One (1) for the Executive Secretary

An adequate number of (Laser) printers

H. OFFICE MATERIALS AND SUPPLIES

- Letterheads paper (quantity will depend on the estimated number of documents).
- 150,000 sheets of letter-size photocopy paper (amount may vary depending on the estimated number of documents).
- Office supplies (paper, staplers, scissors, pencils, pens, rulers, erasers, envelopes, etc.).
- Telephone and facsimile equipment with automatic international dialing, for use by the meeting chair and the Executive Secretary.

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

DECISION COM/CITEL 4/94

INVITATION TO THE CHAIRMAN AND VICE-CHAIRMAN OF THE AD-HOC GROUP ON REGIONAL TELECOMMUNICATIONS DEVELOPMENT TO THE MEETINGS OF THE STEERING COMMITTEE

Pursuant to Resolution CITEL-8/94, the Steering Committee is formed by the Chairman and Vice-Chairman of COM/CITEL and the Chairpersons of each PCC. However, the Plenary decided to invite the Chairman and Vice-Chairman of the Working Group on Regional Telecommunications Development to participate in the meetings of the Steering Committee.

DECISION COM/CITEL 5/94

FURTHERANCE OF PARTICIPATION BY ASSOCIATE MEMBERS

The Executive Secretary will forward the attached information to the Member States for the purposes of its being disseminated among any parties wishing to participate in CITEL work as Associate Members, (as, for instance, University graduates associations, chambers of industries and trades, Universities, etc.).

ANNEX TO DECISION COM/CITEL 5/94

WHAT IS CITEL?

The Inter-American Telecommunications Commission (CITEL) is an entity of the Organization of American States. Its purpose is to facilitate and promote, by all means available to it the continuing development of telecommunications in the Americas, along with the existence of appropriate telecommunications for the process of regional development.

WHAT ARE THE PERMANENT CONSULTATIVE COMMITTEES? WHAT IS THEIR PURPOSE?

The Permanent Consultative Committees (PCCs) are Working Committees responsible for furthering CITEL's ends. There are three PCCs, respectively responsible for: Public Telecommunication Services (PCC.I), Broadcasting (PCC.II), and Radiocommunications (PCC.III).

The purpose of the PCCs is to provide advice to all regional telecommunications entities in matters relevant to their respective areas of competence.

WHO PARTICIPATES IN THE PCCs?

CITEL Member States (which are all OAS Member States) and American States which, although not OAS Members, have been accepted in accordance with the pertinent statutes. Associate Members also participate.

WHO MAY BE ASSOCIATE MEMBERS?

Associate Membership on a Permanent Consultative Committee (PCC) of the Inter-American Telecommunications Commission (CITEL) is open to any recognized operating agency, scientific or industrial organization, or financial or development institution related to the telecommunications industry, that has a legal personality, provided such Membership is approved by the corresponding CITEL Member State (i.e., the country where the entity was incorporated or has its principal office).

WHAT ARE THE BENEFITS OF ASSOCIATE MEMBERSHIP?

Access to abundant first-hand strategic information on such matters as the state of telecommunications in the countries, development and investment needs, and project initiatives (not yet announced) of interest to associate members.

Opportunity to increase their presence in the countries of the Americas by associating with CITEL, which enjoys a solid reputation for impartiality and the confidence of decision makers at the national level.

A forum that makes possible full participation in, and contribution to, the development of programs and projects in the Americas.

An unparalleled opportunity to joint participation with those who make decision and those who participate in the decision-making processes for national telecommunications policies.

The opportunity to establish a close relationship with key players in telecommunications in the Americas.

HOW DO ASSOCIATE MEMBERS PARTICIPATE?

Associate Members of a PCC may participate fully in all the activities of that PCC, with voice

but without vote. They may present technical papers and receive the documents of that PCC (i.e. they may contribute proposals and participate in the formulation of the PCC's decisions and plans of action).

Furthermore, when authorized in writing by a duly designated governmental representative of a Member State which is a Member of a PCC an Associate Member may, in that PCC and on behalf of and in representation of that state: (1) vote, (2) submit papers, and (3) propose to include topics on the PCC's agenda.

DOES IT COST TO BE AN ASSOCIATE MEMBER?

Associate Members share in the cost of operation of the PCC in which they participate, voluntarily choosing a contributory level. The contributory level is based on an "unit" scale. the smallest share is "one" unit. The monetary value of the unit is one thousand United States dollars (US\$ 1,000.00) and covers membership prorated for one calendar year. Associate Members choose the units of their contribution as they see fit.

HOW DOES ONE APPLY TO BECOME AN ASSOCIATE MEMBER?

Applications must be forwarded to the Member State belonging to the respective PCC, 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 case the application is approved the Member State will notify the Executive Secretary its approval of the application, indicating the elected contributory unit and the pertinent information of the contact person to whom procedural information may be sent.

WHO NOTIFIES THE APPLICANT OF ITS ACCEPTANCE?

The Executive Secretary will notify the entity of the decision taken with respect to its application and the procedures which Associate Membership entails. Also, will notify the Chairman of COM/CITEL and the Chairman of the respective PCC about the admission of the entity.

AND IF AN ASSOCIATE MEMBER WISHES TO RENOUNCE?

Any Associate Member may renounce membership in any PCC by written notification of such intent to the Executive Secretary. Such renunciation will become effective 90 days following the date of notification. In such a case Membership fees will be prorated on a yearly basis.

WHICH ARE THE PCCs MANDATES?

Permanent Consultative Committee I: Public Telecommunication Services

Mandate

To promote and watch over the integration and strengthening of Networks and Public Telecommunication Services operating in the countries of the Americas, taking into account the need for modernization of Networks and promotion of universal telephone basic services, as well as for increasing the public availability of specialized services, and the promotion of the

use of international ITU Standards and Radio Regulations.

Permanent Consultative Committee II: Broadcasting

Mandate

To stimulate and encourage the regional presence of Broadcasting Stations, promoting the use of modern technologies and improving the public availability of such communication media, including audio and video systems, and the promotion of the use of international ITU Standards and Radio Regulations.

Permanent Consultative Committee III: Radiocommunications

Mandate

To promote the harmonization of Radiocommunication Services bearing especially in mind the need for a reduction to the minimum of those factors that may cause harmful interferences in the performance and operation of networks and services. To promote the use of modern technologies and the application of the ITU Radiocommunication Regulations and Standards.

APPLICATION FORM FOR
ASSOCIATE MEMBERSHIP ON PCCs - CITEL

To become an Associate Member of one or more Permanent Consultative Committees, the applicant must complete this form and send it to the Member State belonging to the respective PCC.

International and Regional Organizations should send this form directly to the Executive Secretary.

Executive Secretary
Inter-American Telecommunications Commission
1889 F. Street, N.W. Room 100-A
Washington, D.C. 20006
United States of America
Tel.: (202) 458-3004
Fax.: (202) 458-6854

APPLICATION FORM FOR ASSOCIATE MEMBERSHIP ON PCCs OF CITEL

CITEL Member State: _____

Date: _____

Name of company/organization/entity applying for Associate Membership:

Permanent Consultative Committee on which Associate Membership is sought:

Number of contributory units chosen for each Permanent Consultative Committee on which Membership is sought:

Person authorized to submit application on behalf of company/organization/entity:

Name: _____

Position: _____

Address: _____

Telephone: _____ Fax: _____

Signature: _____

Authority responsible for the telecommunications administration approving the applicant's participation as an Associate Member:

Name: _____

Position: _____

Signature: _____