

COM/CITEL DEC. 13 (V-97)

**PARTLY CONSENSUS CHANGES TO CITEL REGULATIONS DEVELOPED
BY COM/CITEL**

The Fifth Meeting of the Permanent Executive Committee of CITEL decided to instruct the Executive Secretary to distribute to the Member States the partly consensus proposals contained in Annex to this Decision, to be considered for preparing the Second CITEL Assembly in March 1998.

ANNEX

Edits are annotated as follows:

~~Strikeout text~~ = delete text

Underlined text = new text

CHAPTER TWO CITEL ASSEMBLY

B. PARTICIPANTS

Delegations

Article 10

~~Each head of delegation may delegate his duties to the alternate head, or if there is none, to any other member of his delegation. Each Member State shall designate its delegation representatives, including the head of the delegation and alternate head.~~ Each Member State shall endeavor to designate to its ~~delegations~~ delegation representatives who are versed in telecommunications. Delegations shall have the right to participate with voice and vote, in all public and private meetings of the Assembly, including its committees, subcommittees, working groups and ad hoc groups, in accordance with these Regulations and any special Rules of Procedure adopted for such meetings.

Other Observers

Article 16

1 . International and national organizations that are parties to agreements or arrangements establishing relations of cooperation with the Organization, its organs, organizations or agencies may also attend ~~the~~ CITEL Assembly meetings when such agreements or arrangements provide for the participation of observers, or in special cases, when COM/CITEL so decides. With the permission of the presiding officer and if no Member State objects, these representatives may speak at the meeting or address the meeting in writing.

2. Subject to COM/CITEL's approval, the following entities may send observers to the CITEL Assembly or any CITEL meeting:

- a. American States that are not Members or Permanent Observers of the Organization who have asked to participate in the meeting.
- b. Non-American States that are Members of the United Nations or its specialized agencies who have asked to participate in the meeting.
- c. International, regional, subregional and national agencies and organizations that are involved in telecommunications activities in the region who have asked to participate in the meeting.

~~The~~ Observers referred to in ~~this~~ Article 16-2, must follow the procedures established in Article 85 in

order to attend the plenary sessions of the CITELE Assembly, of its principal committees or other CITELE meetings. The observers referred to in Article 16-2 may speak or provide written statements at the plenary sessions of the CITELE Assembly, or at the sessions of its principal committees, or other CITELE meetings, only when invited to do so by the corresponding presiding officer and only when there is no objection from any Member State present, because of his special interest or expertise in a specific topic of discussion. Alternatively, such observers may also provide written statements on such topics when expressly authorized or requested to do so by the presiding officer.

E. SESSIONS

Adoption of Decisions

Article 33

The CITELE Assembly shall adopt its decisions in the form of resolutions, recommendations and declarations, at its plenary sessions. In order to ensure adequate consideration by Member States, any draft resolution, recommendation or declaration presented to the CITELE Assembly must be distributed in writing in the CITELE working languages to delegations before the opening of the session at which they are to be discussed or submitted to a vote. This timing requirement can be waived only if there are no objections from any Member State present at the Assembly Meeting. The Secretariat shall distribute those decisions immediately after their adoption.

Public and Private Sessions

Article 35

Plenary sessions and meetings of the working committees shall be public sessions. However, if the chairman so provides or any ~~representative~~ Member State so requests, the meeting shall be private, and shall so continue unless the members participating in the meeting decide otherwise.

Private sessions may only be attended by the heads of delegations of the Member States, the members of the delegations designated by those heads and such Secretariat personnel as the Chairman of the respective body may expressly authorize in each case. Permanent Observers under Article 13 may attend private sessions when invited by the corresponding presiding officer.

H. DEBATES AND PROCEDURES

Proposals and Amendments

Article 45

Proposals and amendments must be ~~presented in writing to the Secretariat~~ distributed in the CITELE working languages to participating Member States not later than the day before the session at which they are to be discussed or submitted to a vote, ~~so that they may be distributed to the delegations.~~ However, ~~if the body that is required to deal with the matter does not object,~~ if no Member State objects, the its Chairman may authorize discussion of a proposal or amendment that was not distributed in time.

The delegation that presents a proposal shall indicate the working committee that should study a proposal or amendment, unless the proposal is one that is required to be submitted to a plenary session for discussion. In case of doubt, the Chairman of the Assembly shall decide.

CHAPTER IV
PERMANENT CONSULTATIVE COMMITTEES (PCCs)

A. ORGANIZATION AND OFFICERS

Article 77

The CITELE Assembly shall establish the Permanent Consultative Committees (PCCs) that it considers necessary to attain the objectives defined in Article 3 of the Statute together with specific terms of reference for each PCC. A PCC shall continue in force until such time as the CITELE Assembly itself, or COM/CITELE deems its functions and purpose to be concluded. The names of the PCCs are listed in Annex 1 of these Regulations.

Each PCC shall be presided over by a Chairman who shall be the representative appointed by the government of the host country for the PCC. The PCC may establish ~~a position of Vice-Chairman~~ one or more Vice-Chairmen to assist the Chairman in the performance of his duties. The Chairman of each PCC will recommend to the PCC the number of Vice-Chairmen that is desirable. Each Vice-Chairman must be elected by the PCC. The country or countries from which a Vice-Chairman is elected ~~appointed~~, may host an additional meeting of the PCC in a given year, and in such case, will be responsible for providing meeting sites, personnel, and administrative support for the meeting.

Duties of the Chairman of a PCC

Article 78

The Chairman of a PCC shall:

- e. Ensure that Working Groups and Ad Hoc Groups created by the PCC are established and operate in accordance with the Working Procedures governing the activities of PCCs contained in Article 93.
- f. Work in order to have all decisions taken by the PCC Plenary are consensus decisions. Votes should only be taken when consensus can not be obtained.
- g. Confirm that quorum requirements have been met.
- h. Recommend to the PCC the number of Vice-Chairmen that is desirable to help perform his duties.

B. PARTICIPATION IN THE PCC

Participation of Associate Members

Article 83

Each Associate Member has the right to participate in any the PCCs to which they are affiliated by sending one or more representatives. To that effect, Associate members shall provide the Executive Secretary with the names of their representatives before the opening of each PCC meeting.

Associate Members of a PCC may fully participate in all the activities of that PCC with voice but without vote. They may present technical papers and receive the documents of that PCC. An Associate Member of any PCC shall also be qualified to participate in the work of any joint working group to which its PCC belongs, without being requested the payment of additional fees.

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 Agenda. The authorization should be communicated in writing to the Executive Secretary before the opening of the meeting.

Observers and Guests

Article 85

Observers in the categories set out in Articles 13, 14, ~~and~~ 15 and 16-1 may participate as observers to the PCCs under the same conditions which these Regulations prescribe for their participation in the meetings of the CITEL Assembly, by appointing their representatives in a written notice addressed to the Chairman of the corresponding PCC.

Observers in the categories set out in Article 16-2 (i.e. other observers) and guests may participate as observers to the activities of PCCs by complying with the following procedures:

- a. They must send a written notice to the Executive Secretary and to all Member States at least 60 days before the relevant meeting. The notice must provide background information on the observer and or guests, including information on the organization or entity which he will represent at the meeting
- b. If a Member State objects to the participation of a specific observer or guest, it must inform the PCC Chairman and the Executive Secretary at least 30 days before the relevant meeting. If a Member State objects, the PCC Chairman or the Executive Secretary shall promptly inform the relevant observers and/or guests that they will not be allowed to participate in a meeting.
- c. Those people or organizations attending CITEL seminars or colloquia associated with a PCC meeting may observe a PCC meeting if there is no objection from a Member State. These people or organizations, as well as observers or guests that are unable to follow steps 85-a and 85-b due to unforeseen circumstances may participate in a meeting associated with a PCC only if they are verbally invited to do so by the PCC Chairman and host country at the beginning of the first plenary meeting and no Member State objects.
- d. Observers and guests covered by Article 85-c shall not make verbal or written presentations during proceedings or receive copies of contributions, papers or reports of the proceedings, unless the PCC Chair and all Member States attending the corresponding CITEL meeting approve.

~~Subject to the approval of the Chairman of the corresponding PCC and upon consultation with the country hosting the meeting, any person or entity not covered by the paragraph above or by Article 16 of the Regulations of CITEL, whether a recognized authority or other person or entity having particular~~

~~interest in telecommunications, may attend the meetings of the PCCs, their working groups, and their ad hoc groups as a guest.~~

C. MEETINGS

Article 86

Each PCC shall meet at least once a year at a time and place determined by its respective Chairman. The meetings of a PCC shall be conducted in accordance with the provisions of these Regulations in relation to the CITELE Assembly, to the extent that those provisions may be applied.

Papers, studies, decisions, and draft resolutions of a PCC which require consideration of the CITELE Assembly shall be submitted to COM/CITELE at least four months before a meeting of the CITELE Assembly is held.

A PCC may hold private sessions restricting participation solely to Members and Associate Members. ~~The Chairman of a PCC Working group or Ad Hoc Group can convene private sessions during the meeting at their discretion or at the request of a Member State. However, on the basis of reciprocity, observer organizations may be invited by the Chairman of the PCC concerned to attend these private sessions.~~

If for any reason a Regular Meeting of the Permanent Consultative Committees cannot be held in the country of the Chairperson it shall be held at the General Secretariat of the Organization, unless one of the Member States, with sufficient advance notice offers to host the meeting, in which case COM/CITELE may agree to hold the meeting in that country.

The Secretary General of the Organization, or by delegation, the CITELE Executive Secretary, shall transmit the notice of convocation of the meeting and the invitations of the participants as soon as the country offering to host the meeting confirms to the CITELE Secretariat the exact date, city and specific location for the meeting, and that it has available sufficient funds for that purpose. The country offering to host a meeting shall provide this information to the Executive Secretary, no later than 60 days before the proposed date of the meeting.

Decisions

Article 87

In the absence of consensus in the deliberations of the PCCs, draft resolutions shall be adopted in accordance with the last paragraph of Article 23 of the CITELE Statutes and by applying the voting rules set out in Article 94 of these Regulations. In order to approve a resolution by vote or consensus, the PCC meeting must have a quorum at the time of the adoption of the resolution. In addition, PCCs may adopt recommendations or resolutions by correspondence provided there are no negative responses from the CITELE Member States. (EDITORIAL NOTE: THE PROVISION REGARDING CORRESPONDENCE COMES FROM THE EXISTING ARTICLE 93.9).

~~The approval of any PCC resolution will require the affirmative vote of at least one third of all CITELE Member States.~~

CHAPTER V THE SECRETARIAT

The Executive Secretariat of CITEL Article 89

(EDITORIAL NOTE: This is an additional item under Article 89 listing the duties of the Executive Secretary of CITEL)

- t. Periodically distribute to the Chairman of COM/CITEL and the PCC Chairmen a report on how the CITEL financial resources were expended and how Associate Member fees were expended.

CHAPTER VI GENERAL PROVISIONS

B. WORKING METHODS OF CITEL

Working Procedures governing the activities of the PCCs Article 93

1. The process that determines areas of priority interest among the participants involves holding seminars on topics of interests, and forming ad hoc groups to explore areas that may be subjects of permanent working groups. This process should be used at the PCC level.

2. Seminar and discussions on topics of interest should be held in conjunction with PCC, Working Group or Ad-Hoc Group meetings or when necessary at any other time agreed upon by the PCC. (preceding the PCC Plenary meeting), at the establishment of any ad hoc groups or, if appropriate, any Working Groups on particular subjects.

3. ESTABLISHMENT OF WORKING GROUPS: 5. A formal Working group of a PCC will have a Chairman and one or more Vice Chairmen who shall be appointed by the PCC Chairman with at least 5 additional Administrations as members. Before any Working Group is created, the scope of interest and terms of reference for such a group must be proposed. In order to establish a Working Group, the scope of interest and terms of reference shall be approved by a PCC resolution. At least six Member States, including the Member State that will chair the Group, shall commit to actively participate in the Working Group. Once a PCC adopts the resolution to establish a Working Group, a Chairman and one or more Vice-Chairmen must be appointed, by the Chairman of the corresponding PCC.

4. DURATION OF WORKING GROUPS: 6. A formal Working Group shall also have specific terms of reference with particular issues to be studied or questions to be addressed during a specific period of time (normally 2 to 4 years). There is no limit to the duration of Working Groups that are active and effective. The PCC has discretion at any time to review the output and effectiveness of the Working Group and determine whether to invoke procedures under Article 93-11.

5. ESTABLISHMENT OF AD HOC GROUPS: 3. Before any ad hoc is created the scope of interest a specific task, terms of reference and duration for such a group must be defined proposed . A member of

~~the PCC must be appointed to serve as Chairman, and at least two other members must commit to actively pursuing the mandate of such ad hoc group. Also, a Vice Chairman could be appointed. The duration of Ad Hoc Groups shall be two years or less. In order to establish an Ad Hoc Group, the specific task, terms of reference and duration shall be approved by a PCC resolution. At least three Member States shall commit to actively participating in the Working Group. Once a PCC adopts the resolution to establish the Ad Hoc Group, the PCC Chairman shall appoint the Chairman of the Ad Hoc Group and may also appoint one or more Vice-Chairmen.~~

6. DURATION OF AD HOC GROUPS: Ad hoc groups normally work for ~~one or~~ up to two years and make periodic reports to the Chairman of the PCC. Exceptionally, a PCC may extend the duration of an Ad-Hoc Group for a limited period to finish its task. A PCC may also transform the Ad Hoc Group (and subject matter) into a Working Group of the PCC in accordance with Article 93-3. Upon recommendation of the ad hoc Group, the PCC may consider making the Group (and subject matter) a Working Group of the PCC.

7. ATTENDANCE AND DOCUMENT DISTRIBUTION: ~~5. A formal Working Group of a PCC will have a Chairman and one or more Vice Chairmen who shall be appointed by the PCC Chairman with at least 5 additional Administrations as members.. All PCC members would be welcome to attend any meetings of Working Groups and Ad Hoc Groups. However, only those that specifically register as members of the Working Group or Ad Hoc Group may be assured of getting working documents and they would be expected to be active in the work of the group.~~

~~6. ——— A formal Working Group shall also have specific terms of reference with particular issues to be studied or questions to be addressed during a specific period of time (normally 2 to 4 years).~~

8.7. REPORTS OF WORKING GROUPS AND AD-HOC GROUPS: ~~The Working Group Chairmen of Working Groups and Ad Hoc Groups shall provide-written reports on the progress of the work to the Chairman of the PCC at each PCC Meeting. Brief oral reports may also be given at the PCC meeting by Working Group or Ad Hoc Group Chairmen. Working Groups or consecutive PCC meetings may be subject to procedures contained in 93-11 at least 2 months prior to the PCC Plenary meeting each year. These reports are to be distributed to all members of the PCC by the Executive Secretary. Oral reports should may be given at the PCC meetings by the Working Group or Ad Hoc Chairmen.~~

9. 8. Any proposed actions in the form of draft resolutions or draft recommendations from a Working Group or Ad Hoc Group to the PCC Plenary should be clearly identified and supported explained in the Working Group report. The report should state whether the action being proposed has received approval from all the registered members of the Working Group who were active in the work. In order to ensure adequate consideration by Member States, any draft resolution or draft recommendation presented by a Working Group or Ad Hoc Group to a PCC Plenary must be distributed in the CITEL working languages to Member States present at the PCC meeting before the session at which they are to be discussed or submitted to a vote begins.. The Secretariat shall distribute those decisions immediately after their adoption.

~~9. The PCC Plenary shall adopt the Working Group recommendations or resolutions by consensus with at least one third of the members present; such actions may also be taken by correspondence provided that there are no negative responses. (EDITORIAL NOTE: THE PROVISION REGARDING APPROVAL BY CORRESPONDENCE WAS MOVED TO ARTICLE 87).~~

9.10 The Statute and Regulations of CITEL allow each of the PCCs to adopt, change and adapt its work methods to most efficiently meet the needs of its members, within the authorized ambit. provided that these work methods be consistent with CITEL Statute and Regulations.

10.14 DUPLICATION OF EFFORTS: COM/CITEL shall routinely review the work programs of the PCCs and provide advice to the PCC chairmen regarding areas where there is overlap or redundancy and where more coordination among the PCCs is required. In this regard, the chairmen of the PCCs should routinely coordinate to avoid duplication and to identify areas where formal cooperation between and among PCCs would be useful. Efforts should also be made to ensure that new Working Groups or Ad Hoc Groups do not duplicate the work of existing Working Groups or Ad Hoc Groups in any PCC. This may be done by examining the terms of reference of existing groups, and when necessary, by taking steps to effectively coordinate work with the relevant Working Groups, Ad Hoc Groups or PCCs.

~~12. Additional study topics can also be addressed, but work is to be conducted by correspondence only. If a coordinator is appointed for a topic area that person should assist in the distribution of working papers to the full PCC membership.~~

~~13. Both the CITEL Assembly and COM/CITEL may apply the above processes or any part thereof when establishing their working groups or ad hoc groups. (EDITORIAL NOTE: THIS ARTICLE WAS MOVED - SEE NEW 94)~~

~~14. For purposes of Article 93, the term "working group" shall be taken to include a "joint working group". (EDITORIAL NOTE: THIS ARTICLE WAS MOVED - SEE NEW 94)~~

11. Working Groups and Ad Hoc Groups that fail to file written reports with the Chairman of the PCC for two consecutive meetings of the PCC or that have not been active will be subject to having their existence, terms of reference and activities reviewed by the PCC. The review, initiated at the discretion of the Chairman of a PCC during a PCC meeting, can result in a PCC draft resolution that: (a) calls for: the Working Group or Ad-Hoc Group to continue its work without change; (b) terminate the Working Group or Ad Hoc Group; (c) revises the scope and/or terms of reference of the group; (d) appointments a new Chairman and/or Vice-Chairmen; and/or (e) takes any other measure deemed appropriate to improve the functioning of the PCC.

NEW ARTICLE 94 (renumber remaining Articles)

Establishment of Working Groups by the CITEL Assembly
Article 94.

Both the CITEL Assembly and COM/CITEL may apply Working Procedures governing the activities of the PCCs contained in Article 93 ~~the above processes or any part thereof~~ when establishing their working groups, joint working group or ad hoc groups.