STRUCTURE AND TERMS OF REFERENCE OF THE WORKING GROUPS OF PCC.I

The X Meeting of the Permanent Consultative Committee I: Telecommunications,

CONSIDERING:

a)   The new mandate received from the IV Assembly, approved by Resolution CITEL RES. 55 (IV-06);

b)   The new structure of PCC.I and the mandates and terms of reference of the Working Groups approved by Resolution CCP.I/RES. 91 (VIII-06),

RESOLVES:

1.   To approve the structure, mandate and Terms of Reference for the Working Groups of PCC.I as indicated below.

2.   To derogate Resolution PCC.I/RES.104 (IX-06).

ANNEX TO RESOLUTION PCC.I/RES.114 (X-07)

1.   WORKING GROUP ON TECHNOLOGY [2]

1.1   Rapporteur Group on Standards Coordination

Mandate:

To focus on the study of standards that are necessary for the smooth transition to Next Generation Networks (NGN). To address issues relating to the convergence of existing networks in a way that maintains interoperability across the Region. To make specific recommendations (Standards Coordination Documents, Technical Notebooks, etc.) that best serve the current and future needs of the users of these networks throughout the Region.

Terms of Reference:

a)   Identify and evaluate technical issues related to the service, architecture and protocol standards required for the interconnectivity and interoperability of existing and future communications networks (wireline and wireless) across the Region that will ultimately result in the emergence of a single, seamless network.

b)   Draw primarily on the work of existing standards-setting bodies, including the ITU-T, IETF, and other fora as appropriate.

c)   Recommend endorsement of standards that deal with, but are not limited to, the following topics:

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[1] CCP.I-TEL/doc. 1073/07

[2] CCP.I-TEL/doc. 938/06 rev.1

- Multimedia service definition and architectures;
- Signalling requirements and protocols (converged networks);
- IP-based services (Voice over IP, Video over IP, etc.);
- Emergency services;
- Network aspects of IMT-2000 and beyond (wireless Internet, harmonization and convergence, network control, mobility, roaming, etc.);
- Interworking between traditional telecommunication networks and evolving networks;
- Metropolitan and Long haul optical transport networks;
- Access network transport (LANs, xDSL, Ethernet, cable modem, fiber, Wireless LANs, etc.);
- Terminals (PC, TV, PDA, phone, codecs, etc.);
- Management of communications services, networks and equipment;
- Communications system security (lawful intercept, privacy, fraud prevention, cyber crime, sabotage, etc.);
- Numbering, Naming and Addressing (ENUM);
- Performance and QoS;

d)   Develop Technical Notebooks that best serve the current and future needs of the users of telecommunications networks throughout the Region;

e)   Identify, on a timely and ongoing basis, obstacles that could prevent full interoperability of networks throughout the Americas and to report on these to the Working Group on Technology;

f)   Establish liaisons with other standards bodies and industry fora as necessary to progress the work.

1.2   Rapporteur Group on Network Infrastructure

Mandate:

To focus on the study of network infrastructure required to support secure, high-performance, network based delivery of personalized services (voice, data and multimedia) to end users – regardless of time and place. To address issues relating to the convergence of existing networks in a way that maintains interoperability across the Region. To make specific recommendations (Technical Notebooks, etc.) that best serve the current and future needs of the users of these networks throughout the Region.

Terms of Reference:

a)   Develop frameworks, architectures and scenarios to foster the enhanced understanding of new networks and related technologies in the region of the Americas - how they interrelate, and how they contribute to network and service convergence and evolution.

b)   Investigate, report on, and raise awareness of new network technologies, such as Next Generation Networks, Wide Area Ethernet, Broadband Access, and their application among the Member States of the region.

c)   Develop Technical Notebooks and related guidelines that best serve the current and future needs of the users of telecommunications networks throughout the Region.

d)   Identify, on a timely and ongoing basis, obstacles that could prevent full interoperability of networks throughout the Americas and to report on these to the Working Group on Technology.

e)   Establish liaisons with other industry fora as necessary to progress the work.

1.3   Rapporteur Group on Advanced Services

Mandate:

To focus on the study of the development of next generation services, especially supported by IP and their impact in the Americas Region; as well as providing information on these services to the countries of the Region. To promote projects geared towards facilitating the delivery of personalized services (voice, data and multimedia) to end users – regardless of time and place. To make specific recommendations (Technical Notebooks, etc.) that best serve the current and future needs of the users of these networks throughout the Region.

Terms of Reference:

a)   Develop studies on the development of next generation services in the region of the Americas.

b)   Investigate the impact on the implementation of new telecommunication services, particularly those supported by IP, such as IP Telephony, IPTV, Location, Push/Pull, Presence, Multimedia, and Emergency Communications Services - as well as providing information about these services to the countries of the Region.

c)   Develop Technical Notebooks and related guidelines that best serve the current and future needs of the users of telecommunications services throughout the Region.

d)   Identify, on a timely and ongoing basis, obstacles that could prevent full interoperability of services throughout the Americas and to report on these to the Working Group on Technology.

e)   Establish liaisons with other industry fora as necessary to progress the work.

2.   WORKING GROUP ON POLICY AND REGULATORY CONSIDERATIONS [3]

2.1   Rapporteur Group on issues relative to Internet resources

Mandate:

To focus on the analysis of government policies and experiences in management of ccTLD and IP address blocks, including a comparative analysis of these experiences in order to identify "Best Practices" in the countries of the region.

Terms of reference:

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[3] CCP.I-TEL/doc. 896/06 rev.2

a)   Continue working with Member States and Associate States in collection of information on Internet resources, namely: ccTLD and IP address block management, including the activities of other competent organizations.

b)   Analyze regional policies on IP address block management.

c)   Follow up ICANN activities, especially the organization's reform process.

d)   Follow up the tasks of the UN General Secretary Group for Internet Governance, in coordination with the Rapporteur Group on Telecommunications Economic Aspects.

2.2   Rapporteur Group on Telecommunications Economic Aspects

Mandate:

To develop studies on the economic aspects and tariff principles of the telecommunications systems, and to examine the need for new or adapted charging and accounting mechanisms for the provision of such services in the Region.

Terms of reference:

a)   Identify, analyze and evaluate cost models for the different telecommunication services, prioritizing the experience in the region and the needs of member countries, with an ongoing evaluation of the impact of new technologies.

b)   Identify, analyze and evaluate the economic aspects relative to new generation network-based services in the countries of the region, considering their impact on the sector growth, their costs and potential savings.

c)   Study the economic aspects relative to tariffs such as rates, access charges, etc., considering the impact on new generation networks.

d)   Identify, analyze and evaluate the different factors relative to the activities in telecommunications, their impact on economic growth and income distribution.

e)   Study economic aspects associated with Internet in the Americas (International Internet Connectivity and Traffic Flow Methodologies).

f)   Study competitiveness in the telecommunications market, including the effects of anti competition practices and regulatory measures to prevent them.

g)   Take into account the activities of ITU-T Study Group 3, so that contributions from the Region of the Americas can be submitted.

h)   Update the information included in the document called "CITEL Guidelines and Practices for Interconnection Regulation"

2.3   Rapporteur Group on Cybersecurity & Critical Infrastructure

Mandate:

To study the security aspects related to communication network development, its role in supporting other critical infrastructures, the role of the private sector in securing the communication network, and domestic and regional approaches required in the Americas Region on this matter. Assessing the current work undertaken in the OAS, ITU, and other fora on issues pertaining to the security and critical infrastructure of communication networks across the region. This issue should cover, but not be limited to:

a)   Developing domestic and regional approaches to network security, deployment strategies, information exchange, and outreach to the public and the private sector.

b)   Reviewing the various frameworks and guidelines on network and cyber security and their applicability within the Americas region.

c)   Fostering dialogue regarding the work of the ITU (i.e. Study Group 17) and other relevant fora on network and cyber security.

Terms of Reference:

a)   Develop domestic and regional approaches to network security, deployment strategies, information exchange, and outreach to the public and the private sector:
   - Collect regional best practices for network communication and infrastructure protection, taking into account ongoing activity in the ITU-D sector (question 22/1).
   - Review the various frameworks and guidelines on network and cyber security and their applicability within the Americas region.

b)   Foster cooperation among Member States on aspects related to network security:
   - Help Administrations to encourage network and service providers to implement technical standards for secure networks.

c)   Identify and evaluate implementation and policy issues relating to standards required for security of existing and future communications networks (wireline and wireless) across the region. This task will draw primarily on the work of ITU-T (especially the security Study Questions of SG 17. Other existing standards-setting bodies, including the IETF, and Regional SDOs will also be considered, as appropriate.

d)   Identify, on a timely and ongoing basis, obstacles to implementation of security measures in the networks of the region.

e)   Establish liaisons with other standards bodies and industry fora as necessary to advance work on the OAS mandates.

2.4   Rapporteur Group on Mutual Recognition Agreements and Conformity Assessment Procedures

Mandate:

To encourage the implementation of the Inter-American MRA and to study the conformity assessment requirements of telecommunication equipment in the different Member States.

Terms of Reference:

a)   Work towards the implementation of the Inter-American MRA.

b)   Hold a workshop on a yearly basis to provide information and training to members which are planning to implement the MRA and to hold forums and seminars on conformity assessment (i.e. certification processes) to promote information and capacity building of human resources in the Region.

c)   Cooperate with other regional groups especially the APEC TEL group in the implementation of the MRA.

d)   Complete the Yellow Book on Telecommunication Equipment Conformity Assessment Processes in the Americas.

e)   Study the requirements of the Conformity Assessment processes for telecommunication equipment in the different Member States.

2.5   Rapporteur Group on Convergence

Mandate*:*

To exchange information and experiences on convergence from the viewpoint of regulatory and telecommunication policies, aiming to issue reports, proposals and guidelines that facilitate adjustment of regulatory frameworks and the establishment of new policies in accordance with convergence tendencies.

Terms of reference:

a)   Collect regulatory, policies and market information on service provision and networks within a framework of convergence in CITEL member countries.

b)   Study and analyze international best practices relative to convergence from a regulatory and policy viewpoint, as well as from the perspective of its impact on the consumer and the industry.

c)   Identify potential domestic barriers to the implementation and development of convergence and interconnection.

d)   Provide proposals and guidelines regarding the adequacy of regulatory frameworks and the establishment of policies that foster the development of convergence and user protection.

2.6   Rapporteur Group for the Preparation of WTSA and WCIT

Mandate*:*

To coordinate the regional preparations for the World Telecommunication Standardization Assembly (WTSA) and the World Conference on International Communications (WCIT) by the ITU.

Terms of reference:

a)   Identify issues that are relevant to the region in connection with the activities in the Telecommunication Standardization sector of the ITU (ITU-T); discuss possible solutions and elaborate proposals to address those issues.

b)   Coordinate common Inter-American proposals for submittal before the WTSA by CITEL.

c)   Define regional actions, based on the results on International Telecommunications Regulations of the Plenipotentiary Conference of 2006.

3.   WORKING GROUP ON NETWORK OPERATION AND SERVICE PROVISIONING (GNOSP) [4]

3.1   Rapporteur Group on the Impact of New Services

Mandate:

To study and recommend strategies and best practices for the appropriate deployment and provisioning of telecommunication services in a convergent environment.

Terms of reference:

a)   Study different service provisioning modalities in a convergent environment and their impact on the sector players.

b)   Study the feasibility of implementing convergent services in the region.

c)   Identify strategies and experiences to be a reference for the appropriate implementation of service provisioning in a convergence environment.

d)   Promote the exchange of experiences related to the provisioning of new ICT based services.

Activities:

a)   Review CITEL information in connection with new services and convergent environments.

b)   Submit a study of service provisioning practices in convergent environments, based on data collected from a questionnaire answered by member administrations and associate members.

c)   Create a Technical Notebook on strategies and experiences related to the introduction of new services and services into a convergence environment.

d)   Compile information documents regarding this issue and initiatives proposed by other bodies related to the sector (ITU, APEC, OECD, others).

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[4] CCP.I-TEL/doc. 933/06 rev.1

3.2   Rapporteur Group on Interconnection and Interoperability of Networks

Mandate:

To study interconnection and interoperability issues to be faced by operators in the region as a result of the evolution towards convergent networks.

Terms of reference:

a)   Recommend transparent interconnection and interoperability framework agreements among operators with a view to convergent networks.

b)   Recommend regional dimensioning models for convergent networks which provide levels of service compliant with ITU´s international standards.

c)   Foster network development initiatives that would guarantee the quality of services provided at Inter-American level, such as deployment of redundant networks, supervision of compliance with standards related to packet loss rate, delays, etc.

Activities:

a)   Accomplish transparent interconnection and interoperability among different operators with a view to convergent networks.

- Interoperability among VoIP operators:
  - Confidentiality of information shared among operators
  - Exchange of information. Type of information, formats, contents, etc.
  - Quality of service
  - ENUM
  - Emergency Services
  - Emergency response
- Exchange of information among Legacy Networks and Convergent Networks.

b)   Recommend regional dimensioning models for convergent networks which provide levels of service compliant with ITU´s international standards.

- Convergent networks dimensioning models:
  - Level of Service
  - Dimensioning algorithms

c)   Foster network development initiatives that would guarantee the quality of services provided at Inter-American level, such as deployment of redundant networks, supervision of compliance with standards related to packet loss rate, delays, etc.

- Transport redundancy to ensure the reliability of the services provided:
  - Bandwidth projection for the countries in the region.

3.3   Rapporteur Group on Fraud Control in Telecommunication Services

Mandate: Study and recommend strategies and best practices to detect and reduce fraud in the area of telecommunications.

Terms of reference:

a)   Study the different methods of perpetrating fraud and unauthorized accesses to the networks used in the provision of telecommunication services.

b)   Define strategies and best practices to increase network security in order to minimize the impact of fraud and unauthorized accesses.

c)   Promote dialogue and regional exchange of information on fraud in telecommunications and unauthorized accesses.

Activities:

Review and carry out the outstanding tasks necessary to fulfill the mandate related to the following issues:

a)   Review the tasks performed by the previous Rapporteur Group, identify issues that need to be followed up and changes to be introduced to fully comply with the requirements of the new PCC.I authorities.

b)   Continue with the work done by the previous Rapporteur, in terms of continuing with the current action plan, particularly the questionnaire, which must be sent before September 29.

c)   Review CITEL's background information regarding fraud and unauthorized access to telecommunication networks.

d)   Study and identify the different methods of perpetrating fraud and unauthorized access to telecommunication services in Member States.

e)   Bring together international best practices to minimize the impact of fraud and unauthorized access to telecommunication networks and services.

f)   Foster cooperation between Member States on aspects related to fraud control and access security to telecommunication networks.

g)   Invite Member States to develop joint strategies for the fight against fraud and unauthorized access to telecommunications.

h)   Establish liaisons with organizations specializing in preventing fraud and network security in telecommunications.

i)   Create a Technical Notebook on strategies and best practices for Fraud Control and access security to telecommunication networks.

j)   Identify tasks to be performed with the other groups, define the methodology for participation and work scope with those groups.

k)   Identify Study Groups dealing with the issue at the ITU, study the scope thereof, the resolutions passed by them, establish methodologies to exchange information, and set scenarios for mutual cooperation aimed at attracting the best practices and knowledge developed by this global organization to the Americas.

3.4   Rapporteur Group on Numbering and Addressing

Mandate:

To identify and evaluate technical issues related to Numbering Plans for the network evolution and new services, and to meet the demand of numbering resources to support convergent networks, as well as creation of specific recommendations and Technical Notebooks.

Terms of Reference:

a)   Identify and evaluate technical issues related to Numbering Plans for the network evolution and new services.

b)   Identify Recommendations of the ITU and other bodies and fora as appropriate.

c)   Establish liaisons with other standard bodies and industry fora as necessary to advance the work.

d)   Develop studies on the impact of new services on convergent networks.

e)   Study topics related to services, numbering systems and addressing.

f)   Elaborate best practices guidelines of Numbering Plans.

g)   Study and evaluate technical issues related to portability.

h)   Study   and evaluate technical issues related to ENUM.

4.   WORKING GROUP ON DEVELOPMENT [5]

4.   Strategic objectives for the 2006-2010 period

a)   To facilitate, promote, and encourage telecommunication development and universalization in the countries of the region, supporting their growth and taking into consideration possible deployment of modern technologies in developing countries.

b)   To take into account the Quito Action Plan mainly regarding "the Agenda of Connectivity for the Americas", coordinating efforts with the corresponding COM/CITEL group, towards achieving real connectivity of the countries in our region, both in physical networks as well as in services and platforms.

c)   To review and consider the decisions made by the countries at the Summit on the Information Society in Tunis, especially the issues referring to access to Information Society. Also consider the topics

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[5] CCP.I-TEL/doc. 902/06 rev.3

worked upon and studied in other international and regional forums regarding the use of ICT in order to join efforts and provide more efficient solutions.

d) To achieve a genuine technology and knowledge transfer among the countries of our region, especially between the most developed and the ones with the best telecommunication technology research development capacity and developing countries, mainly in areas concerning Human Resources and cooperation on research and development projects.

e) To spread and encourage the mass use of Information and Communication Technologies by promoting their knowledge and development, thus narrowing the Digital Gap. To foster the Information and Knowledge Society, fight Digital Exclusion and achieve the development of national, regional and world proprietary services in our countries so that each of them can participate with their own identity in the Regional and World Information Society.

f) To raise awareness among the Member States and make the necessary efforts to integrate each country of our region, vulnerable groups, those with different capacities and cultures and the indigenous communities in order to contribute to the development of those groups by means of the ICT, as an overall part of the Telecommunication development in our countries.

g) To put forward studies, recommendations and initiatives to make Broadband access a reality in our countries, together with objective e).

h) To develop strategies to diminish the vulnerability of telecommunication infrastructures to natural disasters and encourage the use of all kinds of communication means that may improve access to communication in case of disaster, taking into account that telecommunication infrastructure provides the necessary means and links to prevent and mitigate the impact of catastrophes as well as enhance aid operations. They are even more necessary for people who live in extreme poverty conditions and/or have no access to basic communication facilities where they could be warned about imminent catastrophes.

i) To recognize the importance of the gender perspective and the need to improve women's equal access to ICT benefits and to ensure these can become a fundamental tool to empower women and to promote gender equality. The policies, programs and projects must ensure that the differences and inequalities in ICT access and use are identified and dealt with in a comprehensive way.

Should there be any subjects of interest, work can be done together with ITU so as not to duplicate efforts.

4.2   Specific objectives for the 2006-2010 period

a) To identify and develop Human Resources training actions, in coordination with the Coordination Center for the Development on Human Resources of COM/CITEL based on the needs of the Member States, taking into account the different training methodologies so as to fit the realities of the different countries and achieve greater training efficiency. Foster exchange of experiences.

b) To identify and propose studies and projects, frameworks and joint ventures both among Administrations and among Associate Members, aiming to collaborate with the Working Group on Connectivity of COM/CITEL.

c) To study and disseminate the most efficient alternatives (technological, regulatory, etc.) to bring telecommunication services to remote or out-of-reach places, to populations or regions with almost no

access to telecommunication. To direct efforts to achieve a real penetration of telecommunication services, especially in countries with lower penetration.

4.3   Main activities to be developed by WGD in the 2006-2010 period.

a)   Working together with the Coordination Center for the Development on Human Resources of COM/CITEL, to identify the telecommunication training needs of the human resources of the Member States, and based on this, establish action plans for training divided into three big blocks: Operation, Middle Management and Managerial levels, each level receiving technical, economic, regulatory and general administrative training.

b)   To study, jointly with the corresponding COM/CITEL group, the different realities in the region regarding connectivity, identifying the service and network connectivity status in the convergent reality, mainly reporting the issues concerning data network connectivity, especially those based on Internet Protocol. To make suggestions to enhance connectivity throughout the region.

c)   In order to identify the most efficient technologies to provide telecommunication services, consider solutions via satellite, IP services, wireless solutions, etc. Furthermore, new indicators should be identified or the ones regarding penetration of telecommunication services should be enhanced, since many times they do not properly reflect reality.

d)   Identify and recommend the adoption of regulatory actions and policies for efficient deployment of universal access, access by people with disabilities, access in rural areas, etc., in member countries.

e)   Identify and recommend the adoption of technologies, regulatory actions and policies aiming to enable a better and more efficient access to Broadband, both for wired and wireless services, pursuant to the objectives of the WSIS.

f)   Analyze and recommend actions aiming to propose solutions to the gender equality issue and to include diversity realities and cultural identity, as well as language diversity and local content of the different countries in the region.

4.4   Structure

4.4.1   Rapporteur Group for developing ICT in areas and groups with unattended needs or with specific issues, which will deal with the following study questions:
> i.   **Indigenous peoples and communities.**
> ii.   **People with disabilities.**
> iii. **Access to ICT in areas or towns with unattended needs.**

Mandate:

To compile, study and disseminate information on best practices and experiences of the region as regards attention to indigenous peoples and communities, people with disabilities and areas and groups with unattended needs, with the object of establishing priorities for the actions in the scope of the activities of the Working Group on Development.

Terms of reference:

a)   Identification of the reference parameters for the successful development of ICT on each of the study questions of the Rapporteur, according to the research, recommendations and compromises made in the subject.

b)   Know the status of the implementation of said parameters through the administrations of the region.

c)   Establish recommendations and activities in the framework of the mandate of the Working Group on Development based on the priorities that result from the status.

d)   Identify activities and recommendations for the private sector in the subject, contributing to the joint work for bridging the digital divide for these sectors.

4.4.2   Rapporteur Group on scientific and technological research and technology transfer

Mandate:

To promote issues related to technology transfer, innovation and knowledge, especially in the developing countries of the Americas, and foster cooperation in telecommunication scientific and technological research, in order to improve competitiveness of domestic economies in the global market of the telecommunications industry.

Terms of Reference:

a)   Encourage the development of strategies for scientific research, innovation, technology and knowledge transfer, within the telecommunication environment, as well as cooperation mechanisms and networks belonging to the main institutions of higher education and research in the Americas Region.

b)   Promote scientific research programs and technology and knowledge transfer in the telecommunication environment that enable socio-economic development and ICT access for the citizens in the Region in order to overcome the Digital Divide.

c)   Promote national, sub-regional and regional networks for interaction and cooperation among research and technology institutions, involving them in local production systems and encouraging the creation of technology clusters or groups devoted to the telecommunication industry in the countries within the region that develop innovation activities for the production of high added value goods and services.

d)   Encourage the interrelation and participation of the scientific and academic community, the public and private sectors and research centers and networks, for the promotion, communication, development and application of ICT, as well as education and training of professionals using, among others, CITEL Regional Training Centers and the ITU Center of Excellence for the Americas Region.

e)   Cooperate, within the telecommunication environment, with the efforts facilitating a better integration between research and innovation, on issues regarding the environment, for example, issues related to non-ionizing electromagnetic radiation, waste and recycled telecommunication equipment, battery disposal, etc. and promote the creation of Science and Technology forums for Sustainable Development (STFSD) and its active inclusion in the agenda of the governments of the Region.

4.4.3   Question: General updated information on projects and initiatives related to ICT

Prepare a Technical Notebook or Reference Document formatted as a table identifying and describing existing projects and initiatives related to ICT, the countries and sub-regions where those projects are been implemented and their progress status for the development of Latin America and the Caribbean.