

**DECIDES:**

<b>PCC.I/DEC. 20 (V-04)</b> <sup>1</sup>	<ol style="list-style-type: none"><li>1. To mandate the Chairs of the Working Groups, Sub-groups and Rapporteurs to include in its Final Report a Draft Agenda of the issues to be discussed at the following meeting of PCC.I, with available details including descriptions of subjects, tasks and expected results to be discussed.</li><li>2. To instruct the CITEL Secretariat to distribute the Draft Agenda to all PCC.I Members and Associate Members no later than 5 days after the conclusion of the PCC.I meeting.</li><li>3. To include in the circular of the Draft Agenda an invitation to send contributions on each of its topics, either by email to <a href="mailto:citel@oas.org">citel@oas.org</a> or through the discussion forums created within the CITEL Electronic Forum.</li><li>4. To instruct the Chairs of the Working Groups to coordinate, prior to the meeting of their respective Working Groups, with those CITEL Members who are unable to participate in said meeting for whatever reason and who so request it, the due presentation and consideration of their contributions when these contain action points to be considered by the Working Group. In the case of information documents, these may be presented by the Chair or Vice Chair of the Working Group.</li><li>5. The deadline for the submittal of documents will expire one week before the date on which the meeting is to begin, excluding the first day. Any document received after this deadline shall be held over for the following PCC.I meeting.</li><li>6. For translation purposes, Administrations should submit their contributions up to two weeks before the date of the beginning of the meeting. Documents submitted after that date might not be translated.</li></ol>
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