

COM/CITEL RES. 1 (II-94)

AMENDMENTS TO CITEL REGULATIONS

The Second Meeting of the Permanent Executive Committee of CITEL (COM/CITEL),

HAVING SEEN:

The report prepared by the Executive Secretary of CITEL on the proposed amendments to CITEL Regulations presented in 1994,

CONSIDERING:

That Article 97 of the Regulations provides for the provisional application of an amendment considered as urgent according to CITEL criteria, until the consideration of such amendment by the next CITEL Assembly.

RESOLVES:

To apply the following modified Articles of the Regulations on a provisional basis:

Article 17

Unless otherwise specified by COM/CITEL, any state or entity referred to in Article 16 that wishes to participate in a meeting of the CITEL Assembly as an observer, shall apply to attend, in writing, to the Chairman of COM/CITEL, at least 120 days before the anticipated opening of that meeting. The Chairman of COM/CITEL shall consult such applications with the Members of COM/CITEL, and if they approve, the corresponding invitations shall be extended in accordance with Article 9.

Article 30

Reports and proposals shall normally be presented to the Executive Secretary four months in advance of the date set for the opening of the CITEL Assembly, in order to permit their distribution to the Member States in the working languages, together with the report of COM/CITEL and the Secretariat. The Executive Secretary shall distribute these documents to the Member States by the most effective means of communication so that they are received not later than two months before the start of a meeting.

At the beginning of a meeting, the Assembly may establish a period of time in which additional proposals may be submitted to it for consideration.

Article 36

All decisions taken by the CITEL Assembly in a private plenary session shall be announced at the next public plenary session.

Article 76

Rules governing COM/CITEL meetings, quorum, voting and travel expenses are as contained in Articles 18 to 21 of the Statute.

If for any reason a Regular Meeting of COM/CITEL 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/CITEL may agree to hold the meeting in that country.

The General Secretary of the Organization, or by delegation, the CITEL Executive Secretary, shall transmit the notice of convocation of the Meeting and the invitations to the participants as soon as the country offering to host the meeting confirms to CITEL Secretariat the exact date, city and specific location for the meeting. 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.

Article 82

1. Associate Membership on a PCC 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, (hereinafter "entity") provided that the entity's Associate Membership is approved by the corresponding Member State of CITEL.

2. The expression "corresponding Member State of CITEL" means the country where the "entity" was incorporated or has its principal office.

3. Applications from entities wishing to become Associate Members of a PCC 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.

4. Where appropriate, the Member State will notify the Executive Secretary of its approval of an application received from an entity, indicating the elected contributory unit and the pertinent information of the contact person to whom procedural information may be sent.

5. The Executive Secretary will notify the entity of the decision taken with respect to its application and the procedures which Associate Membership entails.

6. The Executive Secretary will notify the Chairman of COM/CITEL and the Chairman of the respective PCC about the admission of the entity referred to in 5 above.

7. A list of all entities granted Associate Membership in each PCC shall be compiled and maintained by the Executive Secretary. The Executive Secretary shall provide the Secretary General of the Organization, all Member States of CITEI and of the PCCs with a copy of that list.

8. An "entity" shall cease to be an Associate Member in the event that approval is withdrawn by the corresponding Member State.

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 CITEI Assembly, to the extent that those provisions may be applied.

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

A PCC may hold private sessions restricting participation solely to Members and Associate Members. 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 chosen by 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 the Chairman of COM/CITEI may agree to hold the meeting in that country.

The Secretary General of the Organization, or by delegation, the CITEI Executive Secretary, shall transmit the notice of convocation of the meeting and the invitations to the participants as soon as the country offering to host the meeting confirms to the CITEI Secretariat the exact date, city and specific location for the meeting. 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.

Article 89

The Executive Secretary of CITEI shall be a person highly versed in the subject matter. The post of Executive Secretary of CITEI is a position of trust, regulated by the General Standards to Govern the Operations of the General Secretariat of the Organization of American States.

In addition to the functions established in the CITEI Statute, the Executive Secretary shall have the following duties:

- a. To prepare the technical documents assigned to him by the organs of CITEI and the working documents for CITEI meetings;
- b. To serve as Technical Secretary of the meetings of the CITEI Assembly and of COM/CITEI;
- c. To see that the minutes, decisions, papers, and draft resolutions of all the organs of CITEI are in accordance with the provisions of the Charter of the Organization, the mandates of the General Assembly, the Statute of CITEI, and these Regulations;

- d. To receive official correspondence relating to CITEI, to deal with it appropriately, and to handle communications regarding the work of the Secretariat, informing the Secretary General of the Organization thereof. Copies of such correspondence shall be sent to the Chairman of COM/CITEI;
- e. To carry out the decisions and tasks that the different organs of CITEI may request;
- f. To cooperate with the Chairman of COM/CITEI in the preparation of the draft agenda for each CITEI Assembly Meeting, as well as in the preparation of the agenda for each COM/CITEI meeting;
- g. To prepare documents, studies, and reports necessary for each CITEI Assembly and COM/CITEI meetings, taking into account the guidelines established in this regard by COM/CITEI;
- h. Once COM/CITEI has decided upon the date and place for the regular and special meetings of the Assembly, to so inform the Member States immediately in writing;
- i. To prepare notices of convocation for the meetings of all CITEI organs;
- j. To cooperate with COM/CITEI in the preparation of the annual report of CITEI to be presented through the Secretary General to the Permanent Council of the Organization for its consideration;
- k. To keep CITEI Member States permanently informed of technical activities in the field of telecommunications, in accordance with the instructions received from the Chairman of COM/CITEI and taking into account the information received by COM/CITEI;
- l. To provide information on the resolutions and decisions of the CITEI Assembly on telecommunications matters to world or regional governmental or nongovernmental agencies specializing in telecommunications, for which purpose a periodic newsletter may be utilized;
- m. To provide a periodic information service, with widespread coverage on the progress of telecommunications and their development in the American States;
- n. To maintain custody of the files containing the official documentation of all the meetings of the CITEI organs;
- o. To represent the Chairman of COM/CITEI at public or private functions and at meetings of international organizations, when the Chairman so decides;
- p. After consultation with the Chairmen of the Permanent Consultative Committees, to prepare and submit to COM/CITEI a biennial preliminary draft budget for the following two years taking into account the directions given by the previous CITEI Assembly Meeting. Also, to prepare for submission to COM/CITEI any adjustments to the second half of the biennial budget as may be required;
- q. To supervise the staff of the CITEI Secretariat assuring the most effective use of personnel;
- r. To prepare and distribute to Member States and Associate Members a publication containing the resolutions, recommendations, and declarations of the Assembly, COM/CITEI and the PCCs;
- s. To prepare annually, for submission to and approval by COM/CITEI, a schedule of meetings covering the following two year period. In preparing the schedule of meetings, the Secretariat should take into consideration the schedule of pertinent OAS, ITU and Regional Organizations meetings, and should also coordinate beforehand with the chairpersons of the various committees.

Article 93

13. Both the Assembly of CITEI and COM/CITEI may apply the above processes or any

part thereof when establishing their working or ad hoc groups.