

COM/CITEL RES. 117 (IX-00)

GUIDELINES FOR THE ADOPTION OF INTER-AMERICAN PROPOSALS

The Ninth Meeting of the Permanent Executive Committee, COM/CITEL,

CONSIDERING:

- a) That there is a need for a procedure to submit CITEL Inter-American Proposals to the ITU for Conferences and Assemblies;
- b) That the Seventh Meeting of the Steering Committee of CITEL held in August 2000, decided to analyze in depth the way in which CITEL proposals should be adopted, within a specific PCC or at the COM/CITEL working group level;
- c) The existing PCC working methods relating to the adoption of CITEL Inter-American Proposals;
- d) The importance of establishing guidelines for all of CITEL's Inter-American Proposals to be submitted to Conferences and Assemblies of the ITU;
- e) That within a work cycle, the beginning of such cycles is the preferred period to adopt changes to CITEL's rules and procedures concerning the adoption of Inter-American Proposals;
- f) The need for a periodical review of established guidelines, and
- g) That CITEL Member Administrations have identified the benefits of submitting Inter-American Proposals (IAP's) to the ITU in a manner that strengthens and unifies CITEL's voice in international forums,

RESOLVES:

- 1. To adopt the guidelines for the approval and submission of Inter-American Proposals contained in the Annex to this resolution.
- 2. That these guidelines shall be used by COM/CITEL Working Groups and the PCC's in developing their own procedures.
- 3. That when developing their own procedures, the items contained in Annex 2 to this resolution should be taken into consideration.

ANNEX

GUIDELINES FOR APPROVING AND SUBMITTING INTER-AMERICAN PROPOSALS BY COM/CITEL WORKING GROUPS AND PCC'S

1. Any documents developed, using any CITEL resources, with a view to send a CITEL document, proposal, view or any other type of expression of ideas, to a Conference or Assembly of the International Telecommunication Union (ITU), and that has received the necessary support, shall be called an Inter-American Proposal (IAP).
2. Any document presented for approval as an IAP that has not been opposed by more than a specific number of administrations, to be determined by each Working Group of COM/CITEL or PCC, shall be called a draft IAP.
3. The front heading of draft IAP's shall show the names of Member States that support it. Below them shall be the names of all the other CITEL Member States in square brackets, except the names of those Member States that have opposed it. The fact that a Member State name appears in square brackets on the draft IAP does not indicate its support or opposition to that draft IAP.
4. The Electronic Forum of CITEL shall have a specific area where all draft IAP's must be entered, and the Executive Secretary shall present to each meeting of CITEL an update information identifying those Working Groups of COM/CITEL or PCC's that are developing draft IAP's and also including the document numbers where the draft IAP's may be found.
5. A draft IAP shall become an IAP only after it has satisfied the criteria to be established by the working group of COM/CITEL or PCC, including consultation with other affected groups by the respective chairs, as appropriate. The criteria should include a minimum number of administrations supporting the draft IAP and a maximum number of administrations not opposing it.
6. Member States may add their support to a draft IAP at any time by informing, in writing, the Executive Secretariat or directly voicing their support during the latest Working Group of COM/CITEL or PCC meeting where this draft IAP is considered.
7. The responsible group shall decide when the draft IAP's and the IAP's shall be circulated to Member States, and prescribe the time for informing the Executive Secretary of their support or opposition.
8. The authorization process to be used by a Member State for the approval of an draft IAP or a IAP is a matter to be determined by the administration itself.
9. Only the names of the Member States that have given their support to an IAP shall appear on the front heading of that IAP.
10. Documents containing one or more IAP's shall use the ITU proposal format.
11. The CITEL Executive Secretary will forward all IAP's to the ITU Secretariat in a timely fashion and in accordance with the ITU's rules and procedures.

ANNEX 2

GUIDELINES FOR CITEL SPOKESPERSONS FOR INTER-AMERICAN PROPOSALS IN INTERNATIONAL FORUMS.

The relevant group shall:

- a) Appoint a spokesperson/Coordinator ahead of the event with responsibility to submit to the relevant Working Group of COM/CITEL or PCC a schedule and deliverables as a working guide for preparations.
- b) Establish terms of reference for the Coordinator and instructions and guidelines on convening meetings, preparing reports, organizing interpretation at coordination meetings, intervening at conferences and Assemblies, if appropriate, production of minutes and coordination with other regional bodies, such as APT, CEPT, ETNO, etc.