

## **COM/CITEL/RES.138 (XII-02)<sup>1</sup>**

### **IMPLEMENTATION OF PAPERLESS MEETINGS**

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

#### **CONSIDERING:**

- a) That since 2000, CITEL has been doing trials of paperless meetings of the Permanent Consultative Committees and since June 2002 the Permanent Consultative Committee meetings have been conducted using wireless LAN technology;
- b) That on May 2002 CITEL has received the wireless LAN equipment as requested by resolution COM/CITEL/RES.130 (X-01) "Implementation of paperless meetings in CITEL";
- c) That CYBERCAFES have been established for the delegates to access and if needed print the documents of the meeting, and,
- d) That the minimum requirements for the CYBERCAFES depend on the meeting but that participants are requested to use the minimum possible of those facilities so as to ensure the phased implementation of paperless meetings,

#### **RECOGNIZING:**

- a) That it has proven to be easy to take and configure the new wireless LAN equipment;
- b) That there has been an important reduction in cost of copies due to the implementation of paperless meetings, and,
- c) That the Ad Hoc Group for the Improvement in the Working Methods in CITEL has completed its assigned tasks,

#### **RESOLVES:**

1. To include in the Letter of Understanding subscribed by CITEL Secretariat and host country an Annex with the requirements to operate the wireless network.
2. To include in the web page of CITEL and to send with the corresponding invitation to a paperless meeting the steps to follow so as to configure the equipment to access the wireless network of CITEL.
3. To include in each invitation to a paperless meeting a request to participants to bring paper copies of the documents available at the discussion forum of the meeting before 0.00 am the Friday previous to the meeting.
4. To conclude the work of the COM/CITEL Ad Hoc Group for the Improvement in the Working Methods in CITEL.

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<sup>1</sup> Document COM/CITEL/doc.698/02

5. To instruct the Executive Secretary to send, on behalf of COM/CITEL, a letter to the Administration of United States indicating CITEL 's appreciation of the work of Mr. Gains Gardner as Chairman of this Group.
6. To request all CITEL meeting chairs to encourage the use of "paperless" procedures.