

COM/CITEL RES. 213 (XIX-07) ¹

ACTIVITY INDICATORS

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

CONSIDERING:

- a) That Decision COM/CITEL DEC. 55 (XVIII-06) instructed that within the framework of the Working Group on the Strategic Plan of CITEL to conduct “a study aimed at using Key Performance Indicators (KPI) to assess the relationship between objectives, mandates, goals, and outcomes of CITEL actions” and that in this study the Administrations of Argentina, Canada, Costa Rica, Ecuador, the United States, and Mexico, as well as PCC.I and PCC.II would participate;
- b) That in the meeting of the aforementioned Working Group at the current meeting of COM/CITEL, a list of indicators were prepared in order to develop a systematic approach to some of the results of the work of CITEL;
- c) That said list will help to identify Key Performance Indicators (KPI),

RESOLVES:

- 1. To approve the List of Activity Indicators contained in the Annex of this document.
- 2. To instruct the Permanent Consultative Committee I (PCC.I), Permanent Consultative Committee II (PCC.II), and the Conference Preparation Working Group to address Regional Preparations for World Conferences and Meetings (CPWG) to submit the information required in the List of Performance Indicators at the regular meetings of COM/CITEL including its comments/suggestions regarding the use of the information, as necessary.
- 3. To ask Member States and associate members to contribute to the efforts of PCC.I, PCC.II, and the Conference Preparation Working Group to address Regional Preparations for World Conferences and Meetings by providing the relevant data.

INSTRUCTS THE SECRETARIAT OF CITEL:

- 1. To prepare tables and examples in order to collect information and send it to the Chairs of the Permanent Consultative Committees and Conference Preparation Working Group to address Regional Preparations for World Conferences and Meetings (CPWG) for comment within a period of one month, from January 14, 2008.
- 2. To make a retroactive compilation of the information in the Annex, using the tables as approved, in accordance with possibilities and available resources.
- 3. To present this compilation of information to each of the meetings of the Committees and the Conference Preparation Working Group to address Regional Preparations for World Conferences and Meetings.

¹ COM/CITEL/doc.1179/07 rev.2

4. To present the results of this evaluation of the performance of CITEL to the XX COM/CITEL Meeting.
5. To request the Member States and associate members to inform the Secretariat of CITEL regarding implementation of the resolutions, recommendations and decisions of CITEL (point 1.3.4 of the Annex)

ANNEX TO RESOLUTION COM/CITEL RES. 213 (XIX-07)

LIST OF ACTIVITY INDICATORS

(Information to be collected yearly)

1. PCC meetings
 - 1.1. Number of participants:
 - 1.1.1. Member States (number of delegates per state).
 - 1.1.2. Associate members (number of delegates per associate member).
 - 1.1.3. Permanent Observers (number of delegates per Permanent Observer).
 - 1.1.4. Organizations (number of delegates per Organization).
 - 1.1.5. Guests (number of delegates per visiting entity).
 - 1.2. Number of Documents Submitted (per Working Group):
 - 1.2.1. Number of documents submitted by Member States.
 - 1.2.2. Number of documents submitted by associate members.
 - 1.2.3. Number of documents submitted within each Working Group.
 - 1.3. Results:
 - 1.3.1.. Number of Resolutions approved per PCC meeting.
 - 1.3.2. Number of Recommendations approved per PCC meeting.
 - 1.3.3. Number of Decisions approved per PCC meeting.
 - 1.3.3.1 Protocol.
 - 1.3.3.2 Operational.
 - 1.3.4. Assessment of the implementation of CITEL results (by Member States and associate members).
2. Preparation of Assemblies/Conferences of the ITU:
 - 2.1. Number of proposals submitted.
 - 2.2. Number of Member States submitting proposals.
 - 2.3. Number of draft inter-american proposals (DIAP) and inter-american proposals (IAP) obtained per PCC or the CPWG.
3. Seminars and workshops:
 - 3.1. Number of attendees enrolled per seminar/ workshop:
 - 3.1.1. By Member State.
 - 3.1.2. By associate member.
 - 3.1.3. Others.
 - 3.2. Number of Member States submitting topics per seminar/workshop.
 - 3.3. Number of associate members submitting topics per seminar/workshop.
 - 3.4. Number of Organizations submitting topics per seminar/workshop.
 - 3.5. Number of guests submitting topics per seminar/workshop.
4. Creation and maintenance of Technical Notebooks (does not apply to PCC.II):
 - 4.1. Number of documents included in each Technical Notebook.
 - 4.2. Number of Member States contributing to each Technical Notebook.
 - 4.3. Number of associate members contributing to each Technical Notebook.
 - 4.4. Regularity of reviews and date of last update of each Technical Notebook.

5. Creation and maintenance of discussion groups in the CITELElectronic Forum:
 - 5.1. Number of documents added per discussion group.
 - 5.2. Number of Member States providing inputs per discussion group.
 - 5.3. Number of associate members providing inputs per discussion group.
6. Status of fulfillment of objectives established in the Strategic Plan by PCC.
7. Number of studies carried out within the framework of the activities of each PCC.
8. Number of databases established and updated by each PCC.