

COM/CITEL DEC. 91 (XXXI-15)¹

**DESIGNATION AND NUMBERING OF WORK FILES AND TITLES OF MEETINGS OF
CITEL**

The 31 Meeting of the Permanent Executive Committee of CITEL, COM/CITEL,

DECIDES:

1. To instruct the Secretariat of CITEL to implement, from this point forward and for all documents and meetings of CITEL, and to disseminate it to all members

ANNEX TO DECISION COM/CITEL/DEC. 91 (XXXI-15)

**NEW DESIGNATION AND NUMBERING OF WORK FILES AND TITLES OF MEETINGS OF
CITEL**

FILE DESIGNATION:

The new file designation and numbering will include the name of the committee, meeting number, document number, and language, as shown below:

AAAAA-AÑO-NN-XXX-L

Where

AAAAA = Committee or Working Group [preference to the acronym in the Spanish language, e.g., CCPI instead of PCCI]

YEAR-NN = year and number of the meeting [in cardinal numbers instead of Roman numerals]

XXX = number of the document within that meeting [will be reset after every meeting]

L = language of the document [e or i]

Following are some examples of designations of files for the upcoming CITEL meetings:

- COM-2015-30-001-e
- COM-2015-30-001-i
- CCPI-2016-28-001-e
- CCPI-2016-28-001-i
- CCPH-2016-27-001-e

¹ COM/CITEL/doc. 015/15 rev. 1

- CCPII-2016-27-001-i

DESIGNATION OF MEETING TITLES:

The new designation of meeting titles will be performed with Arabic numbers, discontinuing the use of Roman numerals in the identification of the meeting number.

Following are some examples of designations of meetings for the upcoming CITELE meetings:

Examples:

COM/CITEL

From:

XXXI Meeting of the Permanent Executive Committee (COM/CITEL).

To:

31 Meeting of the Permanent Executive Committee (COM/CITEL).

PCC.I

From:

XXVIII Meeting of Permanent Consultative Committee I (PCC.I): Telecommunications/ICTs.

To:

28 Meeting of Permanent Consultative Committee I (PCC.I): Telecommunications/ICTs.

PCC.II

From:

XXVII Meeting of Permanent Consultative Committee II (PCC.II): Radiocommunications.

To:

27 Meeting of Permanent Consultative Committee II (PCC.II): Radiocommunications.