

CITEL/RES. 34 (III-02)

AMENDMENTS TO THE STATUTE AND TO THE REGULATIONS OF CITEL

The Third Regular Meeting of the Assembly of the Inter-American Telecommunication Commission, CITEL,

HAVING SEEN:

- a) Document CITEL/doc.230/02, which contains the Statute of CITEL, as amended by COM/CITEL, through resolutions COM/CITEL RES. 61 (VII-98) and COM/CITEL RES. 75 (VIII-99);
- b) Document CITEL/doc.264/02, which contains the Regulations of CITEL, as amended by COM/CITEL, through resolutions COM/CITEL RES. 76 (VIII-99), COM/CITEL RES. 92 (VIII-99), and COM/CITEL RES. 102 (IX-00);
- c) The proposed amendments to the Statute and the Regulations of CITEL presented by the Ad Hoc Group for the Review of CITEL and contained in documents CITEL/doc.254/02 and the report of said Ad Hoc Group, CITEL/doc.270/02;
- d) The proposed amendments to the Statute and to the Regulations of CITEL presented by the following delegations: Argentina (document CITEL/doc.253/02), Venezuela (document CITEL/doc.262/02), and Ecuador (document CITEL/doc.263/02 and CITEL/doc.263/02 corr.1);
- e) Document CITEL/doc.283/02 rev. 2 on a review of the mandates of the Permanent Consultative Committees (PCCs) and document CITEL/doc.286/02 on the establishment of the PCCs.

CONSIDERING:

- a) That all amendments to the Statute and to the Regulations of CITEL contained in the aforementioned documents were duly examined by Committee 3 of the Third Assembly of CITEL;
- b) That, under Article 34 of the Statute of CITEL, only the General Assembly of the Organization of American States may amend the Statute of CITEL, on its own initiative or at CITEL's request; and
- c) That, under Article 97 of the Regulations of CITEL, the CITEL Assembly is authorized to adopt amendments to the Regulations of CITEL,

RESOLVES:

1. To approve the amendments to the Statute of CITEL, whose texts, as amended, are contained in Appendix I to this resolution and to present them to the General Assembly of the Organization for final adoption.
2. To adopt the amendments to the Regulations of CITEL, whose texts, as amended, are contained in Appendix II of this resolution.
3. To request the Executive Secretary to collate and number the new, approved articles of the Regulations and to make available to the Member states and the associate members an updated version of the Regulations of CITEL and a version of the Statute that incorporates the amendments

approved, indicating that the amendments to the Statute are pending final adoption by the OAS General Assembly at its next regular session to be held in June 2003.

**APPENDIX I
AMENDMENTS TO THE STATUTE OF CITEL**

**Article 7
Participation in the CITEL Assembly**

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f. International and national organizations that are parties to agreements or arrangements establishing relations of cooperation with the Organization, with its organs, organizations or agencies, when such agreements or arrangements provide for participation of observers.

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h. The Associate Members of the Permanent Consultative Committees.

**Article 17
Functions of COM/CITEL**

~~The correction was made it in Spanish version only.~~

The functions of COM/CITEL are the following:

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m. To review and approve a work program and an annual proposed budget for CITEL in pursuance of the provisions of Article 112.c of the Charter of the Organization; ensuring the strictest possible economy but mindful of the obligation upon CITEL to achieve satisfactory results from the work programs undertaken.

**Article 23
Structure of the Permanent Consultative Committees**

Organization

The CITEL Assembly shall organize the Permanent Consultative Committees it considers necessary to attain the objectives defined in Article 3 and shall elect the host countries of the Permanent Consultative Committees, observing to the extent possible, an equitable geographic distribution.

**Article 24
Participation in the Permanent Consultative Committees:
Members, Associate Members, and Observers**

Member States and Associate Members of CITEL, whose rights and obligations are defined in this Statute, collaborate with a view to attaining the objectives of CITEL.

Associate Members

1. Any agency, organization or institution related to the telecommunications industry, which has legal personality, with the approval of the corresponding Member State of CITELE, may become an associate member of a Permanent Consultative Committee. The Member State shall notify the Chairman of COM/CITEL in writing of the names of the agencies, organizations, and institutions it has approved. An agency, organization, or institution shall cease to be an Associate Member in the event that approval is withdrawn by the Member State.

2. An international or regional inter-governmental organization with multiple memberships of States of the Americas that is related to telecommunications and has legal personality may become an Associate Member of a Permanent Consultative Committee with the approval of COM/CITEL. This international or regional organization shall cease to be an Associate Member in the event that approval is withdrawn by the COM/CITEL.

3. Associate Members of a Permanent Consultative Committee may fully participate in all the activities of that Permanent Consultative Committee, with voice but without vote. They may present technical papers and receive the documents of the Committee to which they pertain.

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APPENDIX II AMENDMENTS TO THE REGULATIONS OF CITELE

Organization

Article 2

CITEL fulfills its objectives through the following organs: the CITEL Assembly, the Permanent Executive Committee (COM/CITEL), the Permanent Consultative Committees, and the Secretariat. The first three organs shall include such committees, sub-committees, working groups and ad hoc groups, joint working groups and rapporteurs as may be established in accordance with these Regulations.

Other Observers

Article 16

1. International and national organizations that are parties to agreements or arrangements establishing relations of cooperation with the Organization, its organs, organizations or agencies may also attend the CITEL Assembly meetings when such agreements or arrangements provide for the participation of observers.

2. Subject to COM/CITEL's approval, the following may send observers to the CITEL Assembly:

a. American States that are not Members or Permanent Observers of the Organization who have asked to participate in the meeting.

b. Non-American States that are Members of the United Nations or its specialized agencies who have asked to participate in the meeting.

c. International, regional, subregional, and national agencies and organizations that are involved in telecommunications activities in the region who have asked to participate in the meeting.

3. The observers referred to in this Article may speak at the plenary session of the CITEL Assembly or at the sessions of its principal committees, only when invited to do so by the corresponding presiding officer, because of special interest or expertise in a specific topic of discussion. Alternatively, such observers may provide written statements on such topics when expressly authorized or requested to do so by the presiding officer.

4. The participation of the observers referred to in this Article, before the CITEL Assembly, is without prejudice to the status that they may have, as Associate Members of the PCCs, in accordance with Article 82 of the Regulations.

Article 16 bis

Active associate members may attend the public sessions of the CITEL Assembly as observers. The observers referred to in this Article may speak at the plenary sessions of the CITEL Assembly or at the sessions of its principal committees only when invited to do so by the corresponding presiding officer because of special interest or expertise in a specific topic of discussion. Alternatively, such observers may provide written statements on such topics when expressly authorized or requested to do so by the presiding officer.

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 sixty 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 of these Regulations.

Article 20

Individuals or entities wishing to participate as guests to a meeting of the CITEL Assembly, under Article 19, should apply in writing to the Chair of COM/CITEL no later than 45 days prior to the scheduled start of the CITEL Assembly meeting. The Chair of COM/CITEL will consult with COM/CITEL members and, with their consent, extend the corresponding invitations pursuant to Article 9 of these Regulations, unless the Government of the host country objects.

Reports and Proposals

Article 29

Generally, the CITEL Assembly shall consider two kinds of papers: reports and proposals. Reports shall be informative in nature, while proposals shall be submitted to the Assembly for its consideration. During an Assembly meeting, other forms of work or technical contributions may be solicited. The documents thus submitted shall not include any information of a promotional or commercial nature.

Article 30

Reports and proposals shall normally be presented to the Executive Secretary fifteen days in advance of the date set for the opening of the CITEL Assembly, in order to permit their distribution to the Member States in CITEL working languages, together with the report of COM/CITEL and that of the Secretariat. Documents that do not meet the deadlines set in this article will be presented at the meeting of heads of delegation to determine whether they are to be considered as information or working documents during said

meeting. The Executive Secretary shall make such documents available to the Member States as they are received, by the most suitable means, 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.

Public and Private Sessions

Article 35

Plenary sessions at the Assembly and of the working committees shall be public. However, if the chairman so provides or any representative Member State so requests, the session shall be private, and shall so continue unless the members participating in the session decide otherwise.

Private Sessions may only be attended by the heads of delegations of the Member States, the members of the delegations designated by those heads and such Secretariat personnel as the Chairman of the respective body may expressly authorize in each case. ~~Permanent Observers under Article 13 may attend private sessions when invited by the corresponding presiding officer.~~

Proposals and Amendments

Article 45

Proposals

1. Proposals must be presented in writing to the Secretariat no later than the day before the session at which they are to be discussed or submitted to a vote, in order to be distributed in the CITEL working languages to participating Member States before deliberation of them begins. However, if no Member State objects, the Chairman of the body that is required to deal with the matter may authorize discussion of a proposal that was not distributed in time.

The delegation that presents a proposal shall indicate the working committee that should study it, unless the proposal is one that is required to be submitted to a plenary session for discussion. In case of doubt, the Chairman of the Assembly shall decide.

AMENDMENTS

2. Motions to amend a proposal may be made during the deliberations on the proposal.

A motion is considered an amendment to a proposal if it merely adds to, deletes from, or revises part of a proposal. A motion that would totally replace the original proposal, or that is not directly related to it, shall not be considered as an amendment.

Closing Discussion

Article 50

Any representative may make a motion that debate be closed when he/she considers that a topic has been discussed sufficiently. This motion may be opposed by two representatives, after which it shall be declared approved if it receives the vote of two-thirds of the delegations present at the session. The Chairman may limit the time allowed to speakers under this Article.

The Chairman may close the debate if he/she considers that it has become repetitive, or if it no longer addresses the issue at hand. In which case, the Chairman shall take into consideration the issues which have up to then obtained consensus and establish the way in which the meeting shall proceed. Two delegations may speak briefly against such a decision, after which it shall be declared approved if it receives the vote of two-thirds of the delegations present at the session.

Move text below Article 58 “Voting on Amendments” to Article 45 “Proposals and Amendments” suppressing ~~eliminating~~ this Article.

Replacement of the Chair

Article 73

In the event of temporary impediment of the Chair of COM/CITEL to serve, the Vice-Chair shall replace him/her. In the event of impediment of both, the eldest of the Chairs of the Permanent Consultative Committees shall exercise the duties of the Chair while the impediment lasts.

Article 76 bis

The COM/CITEL shall adopt its decisions in the form of resolutions, recommendations, or decisions at its plenary sessions.

In order to ensure their due deliberation, all draft resolutions, recommendations or decisions presented must be distributed in writing in the CITEL working languages to participating delegations, before the start of the session in which they are to be debated or submitted to a vote. However, if there is not objection on the part of any COM/CITEL Member State present at the meeting, a proposal written in only one of the working languages of CITEL may be discussed and decided upon.

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 the convocation of the Meeting and the invitations to the participants as soon as the country offering to host a meeting confirms to the CITEL Secretariat the exact date, city and specific location for the meeting, and that it has available sufficient funds for that purpose. The country offering to host the meeting shall provide this information to the Executive Secretary no later than 60 days before the proposed date of the meeting.

Observers in the categories stipulated in Articles 13, 14, 15, ~~and 16~~ and 16 bis may attend COM/CITEL meetings as observers on the same conditions as those established in the Regulations for their participation in the CITEL Assembly meetings.

Article 76 ter

When, in view of their urgency, matters to be resolved cannot be left until its next meeting, COM/CITEL may approve resolutions, recommendations, or decisions by correspondence. Such resolutions, recommendations, or decisions shall be approved in keeping with such procedures as may be adopted by COM/CITEL for that purpose. The CITEL Secretariat shall keep a written record of the consultation made and its results, and shall inform the Chair and the other members COM/CITEL thereof.

Article 76 quater

COM/CITEL may invite representatives of Associate Members to participate in its Working Groups because of a special interest or expertise in a specific on a topic pertaining to the mandate of the working group.

Article 77

The CITEL Assembly shall establish the Permanent Consultative Committees (PCCs) that it considers necessary to attain the objectives defined in Article 3 of the Statute together with specific terms of reference for each PCC. For the selection of countries to host meetings of the PCCs, an equitable geographic distribution shall be observed to the extent possible. A PCC shall continue in force until such time as the CITEL Assembly itself, or COM/CITEL, deems its functions and purpose to be concluded. The names of the PCCs are listed in Annex 1 of these Regulations.

Each PCC shall be presided over by a Chairman who shall be the representative appointed by the government of the host country for the PCC. The PCC may establish one or two Vice Chairman positions to assist the Chairman in the performance of his duties. The Chairman of each PCC shall recommend to the PCC the number of Vice Chairmen he deems appropriate, taking into account insofar as possible an equitable geographical distribution. The country from which a Vice Chairman is appointed, may host an additional meeting of the PCC in a given year, and in such case, will be responsible for providing meeting sites, personnel, and administrative support for the meeting.

Duties of a Chairman of a PCC

Article 78

The Chairman of a PCC shall:

- a.
- b.
- c.
- d.
- e. Ensure that the Working Groups, Ad Hoc Groups, and Rapporteurs established as well as the coordination tasks assigned operate in accordance with the working procedures that govern PCC activities, as provided in Article 93.
- f. Seek to ensure that all decisions taken by the PCC Plenary are consensus decisions.
- g. Confirm that the quorum provided for in the regulations is present at the meeting.

Associate Members

Article 82

1. Associate Membership on a PCC is open to:
 - a. Any recognized operating agency, scientific or industrial organization, or financial or development institution related to the telecommunications industry, that has legal personality (hereinafter "entity"), provided that the entity's Associate Membership is approved by the corresponding Member State of CITEL. The expression "corresponding Member State of CITEL" means the country where the "entity" was constituted or has its principal office.

- b. An international or regional inter-governmental organization with multiple membership of States of the Americas that is related to telecommunications and has legal personality (hereinafter “the organization”), with the approval of COM/CITEL.
2. Applications from entities wishing to become Associate Members of a PCC must be forwarded to the corresponding Member State, 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.
3. In the case of an organization, the application procedures for acquiring the status of Associate Member of a PCC will be made to COM/CITEL
4. Where appropriate, the corresponding Member State or COM/CITEL will notify the Executive Secretary of its approval of an application received from an entity or organization, indicating the elected contributory unit and the pertinent information of the contact person appointed by the entity or the organization to whom procedural information may be sent.
5. The Executive Secretary will notify the requesting entity or organization 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 number 5 of this Article. In the case of the admission of an organization, the notification shall be sent only to the Chairperson of the respective PCC.
7. A list of all entities and organizations 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 CITEL and the Chairs 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. An organization shall cease to be an Associate Member in the event that approval **is** withdrawn by COM/CITEL.

Participation of Associate Members

Article 83

Each Associate Member has the right to participate in any of the meetings of the PCCs to which the Associate Member is affiliated by sending one or more representatives. To that end, Associate Members shall provide in writing to the Executive Secretary the names of their representatives before the opening of each PCC meeting.

Associate Members of a PCC may fully participate in all the activities of that PCC with voice but without vote. They may present technical papers and receive the documents of that PCC. An Associate Member of any PCC shall also be entitled to participate in the work of any joint working group to which its PCC belongs, without being requested the payment of additional fees.

In order for an Associate Member to speak on behalf of and in representation of the corresponding Member State, he shall:

1. Have been previously accredited as part of that Member State delegation, and

1. Be presented by his/her delegation, before speaking, indicating that his/her verbal statements are as a representative of that member State.

Associate Member Fees

Article 84

1. Associate Members shall share in the costs of operation of the PCC in which they participate by voluntarily choosing a contributory level. The minimum contribution shall be "one" unit, which may be increased in levels of half a unit, as a minimum.

2. The monetary value of the unit, stated in U.S.A. dollars, shall be established by the CITEL Assembly, and shall cover membership payment for one calendar year or, as the case may be, for the prorated corresponding part.

3. Associate Members shall have until October of each year to notify the Executive Secretary of CITEL of any change in the level of their contributions, which must comply with the provisions of this article. Any such change shall take effect as of the year immediately following. Associate Members that do not indicate any change shall continue to be considered as being at the previously selected contributory level.

4. Funds derived from Associate Membership fees shall be allocated to the budget of the corresponding PCC and used as directed by the respective PCC Chairman to defray expenses of PCC meetings, their groups, and relevant activities of the corresponding PCC.

5. **Associate Members shall pay their annual contribution in advance.** The due date for the payment of the annual membership fee is January 1 of the corresponding year; however, for a new Associate Member, the due date during the first year of membership is thirty days after that Member receives notice of its acceptance as an Associate Member. Associate Members who pay their membership fees within 60 days after the due shall be deemed active Associate Members. Those who do not pay within this time without informing the Executive Secretary on the reasons for such delay shall be deemed passive Associate Members, and shall have their membership privileges suspended by the Executive Secretary until such time as their accounts are paid up to date. If the Executive Secretary is satisfied with the justification of the delayed payment of fees by a Member, he may extend the deadline for payment up until June 30 of the corresponding year.

6. Any Associate Member may renounce membership in any PCC by written notification of such intention to the Executive Secretary. Such renunciation will become effective 90 days from the date of notification. In such a case, membership fees will be prorated on a yearly basis.

7. In case of resignation, Associate Members shall be liable for their fees up until the effective date of renunciation, and likewise, those who are up to date in their fees shall be considered active Associate Members up until that same effective date.

Observers and Guests

Article 85

Observers

Observers in the categories set out in Articles 13, 14, 15, and 16, paragraph 1 may participate as observers to the PCCs on the same terms as prescribed in Regulations for their participation in the meetings

of the CITELE Assembly, by appointing their representatives in a written notice addressed to the Executive Secretary, who will inform the Chairman of the corresponding PCC.

Observers in the categories referred to in Article 16, paragraph 2 may participate as observers of the PCCs, subject to the approval of their request to participate by the Chair of the corresponding PCC. The request to participate shall be presented in writing to the Executive Secretary of CITELE fortyfive days in advance of the corresponding meeting.

Observers referred to in Article 16, paragraphs 1 and 2 may speak at the PCC meetings only when invited to do so by the corresponding presiding officer, because of a special interest or expertise in a specific topic of discussion. Alternatively, such observers may provide written statements on such topics when expressly authorized or requested to do so by the presiding officer.

Guests

An entity involved in telecommunications or a person with a specific interest in telecommunications may attend as a guest the meetings of PCCs, its Working Groups, and Ad Hoc Groups under the following conditions:

- a. The person or entity must request the Executive Secretary in writing their interest to participate in a meeting at least 45 days before the meeting.
- b. The Executive Secretary shall inform the corresponding Chairman and the Member States that participate in the group.
- c. If there is no objection and on the instructions of the respective Chairman, the Executive Secretary will extend the corresponding invitation.

The guests, with the authorization from the Chair, and if there is no objection from a Member State attending the meeting, may receive copy of the documents of the meeting and make verbal or written presentations at the meeting.

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 corresponding to the CITELE Assembly, to the extent that such provisions are applicable.

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

A PCC may hold private sessions restricting participation solely to Members and Associate Members. The Chairman of a PCC, a Working Group, or an Ad Hoc Group may convene private sessions during a meeting at his discretion or at the request of a Member State. However, on the basis of reciprocity, observer organizations may be invited by the Chairman to attend these private sessions, if there is no objection from a Member State.

If for any reason a Regular Meeting of a Permanent Consultative Committees cannot be held in the country chosen by the Chairperson, it shall be held at the seat of 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/CITEL may agree to hold the meeting in that country.

5. The Secretary General 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 the 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.

Decisions

Article 87

In the absence of consensus in the deliberations of the PCCs, draft resolutions shall be adopted in accordance with the Regulations on voting established in Article 94 of these Regulations. In order to approve a resolution, decision or recommendation by vote or consensus, the PCC meeting must have a quorum of one third of the Member States of CITEL.

The approval of any PCC resolution will require the affirmative vote of at least one third of all CITEL Member States.

In addition, PCCs may adopt resolutions, decisions, or recommendations by correspondence provided there are no negative responses from the CITEL Member States and applying such procedures as may be established by COM/CITEL.

The Executive Secretary of CITEL

Article 89

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- r. To prepare and make available to the Member States and Associate Members by electronic means the resolutions, recommendations, decisions, and declarations of the organs of CITEL.

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- t. Regularly to prepare and distribute to the Chairman of COM/CITEL and the Chairpersons of PCCs a report on the expenditures paid with CITEL financial resources, including Associate Membership fees.

Conduct of Meetings and Administrative Support

Article 92

1. The Secretariat shall provide administrative support to prepare for, conduct, and follow up on all the meetings of the CITEL Assembly, COM/CITEL and each of the PCCs in accordance with the budget, and taking into account the level of support provided by the host country to the meetings.

2. The Chairman's reports and the technical contributions or proposals to be considered at each PCC Plenary meeting should be made available to all members as they are received, by the most suitable means, prior to the meeting. Additional technical contributions may be submitted up to the date of the meeting at the discretion of the Chairman.

3. The Chairman may limit the time for the presentation and discussion of documents, taking into account whether they are information documents or proposals. Information documents shall not be submitted for discussion, but rather comments will be requested thereon which will also be subject to a time limit. The Chairman will have to respect at all times the right to speak of the Member States and the Associate Members.
4. All documents for meetings of the CITELE Assembly and COM/CITELE are to be translated and distributed by the Secretariat to members in final reproducible form, if possible in English and Spanish, as soon as they are available.
5. Members are encouraged to use modern means of communication to conduct business to the extent possible. This should be the normal way for working groups and ad hoc groups to work to minimize the number of meetings.
6. Seminars, ad hoc groups and working groups meetings of each PCC should be scheduled in as much as possible, in conjunction with a relevant PCC Plenary meeting.
7. Member States or Associate Members who host seminars, ad hoc groups or working groups that meet independently of a regular PCC meeting shall bear the costs of such meetings, if there are not resources approved for that purpose in the CITELE program-budget.

Working Procedures governing the activities of the PCCs

Article 93

1. The process that determines areas of priority interest among the participants involves holding seminars on topics of interests, and forming ad hoc groups to explore areas that may be subject of permanent working groups. This process should be used at the PCC level.
2. Seminars and discussions on topics of interest should be held in conjunction with PCC meetings, with the meetings of Working Groups or Ad Hoc groups, or whenever necessary as agreed with the PCC.
3. For a Working Group to be created, at least six Member States should undertake to actively participate in its work. The establishment of the Working Group shall be approved by a PCC resolution indicating its scope of interest and mandate.
4. For an ad hoc group to be created, at least three Member States shall undertake to actively participate in its work. The establishment of an ad hoc group shall be approved by a resolution indicating its specific tasks, its mandate, its duration, and its working schedule. The same resolution shall include the proviso that the findings of the group shall be reflected in a technical report attaching a draft resolution, decision, or recommendation.
5. Ad hoc groups shall work up to two consecutive years, their term may be exceptionally extended by the corresponding Committee or by the Assembly when applicable, for a limited period to allow for the completion of tasks. Eventually, the PCC may transform the ad hoc group into a Working Group, pursuant to the procedure described in paragraph 3 above.
6. Every Working Group and ad hoc group shall have a Chairman and one or more Vice-Chairmen appointed by the Chairman of the PCC. The Chair and Vice-Chair may be held by either a Member State or an Associate Member. In the selection of a Chair or Vice-chair, equitable geographic distribution should be taken into account in as far as possible.

7. All PCC members may attend the meetings of the Working Groups and the ad hoc groups. However, only those that specifically register as members of the Working Group or ad hoc group may be assured of getting working documents and would be expected to participate actively in the work of the group. The discussions on the working documents and the reports arising there-from shall take place within the meetings held by the Group and shall at all times observe the provisions of the mandate.

8. The Chairpersons of the Working Groups and Ad Hoc Groups must provide reports in writing and/or verbally at each PCC meeting. The final report presented by any Group shall reflect its results and must be distributed by the Executive Secretariat to the PCC members. The final report cannot be amended by the PCC. Nevertheless, any proposal for action that might arise as a result of the report must be dealt with by the PCC.

9. Any actions proposed to the PCC in the form of resolutions, recommendations, or decisions from a Working Group or Ad Hoc group must be clearly identified and supported in the Working Group report. The report shall state whether the action being proposed has received approval from all the participating members of the Working Group.

10. With a view to ensuring their due consideration by the Member States, all draft resolutions, recommendations, or decisions presented to the PCC Plenary meeting by a Working Group or Ad Hoc group shall be distributed, in the working languages of CITELE, to the Member States present at the PCC meeting before the start of the meeting, where they shall be discussed or submitted to a vote.

11. The plenary of the PCC shall adopt the resolutions or recommendations of the Working Groups by consensus and with the presence of one third of the Members; those measures can be adopted also by correspondence provided that there are not negative answers.

12. PCCs are allowed to change and adapt their work methods to most efficiently meet the needs of their members, provided they do not contravene the provisions of the CITELE Statute and Regulations.

13. COM/CITELE shall routinely review the work programs of PCCs and provide advice to the PCC chairmen regarding areas where there is overlap or redundancy and where more coordination among the PCCs is required. In this regard, the chairmen of the PCCs should routinely coordinate to avoid duplication and to identify areas where formal cooperation between of among PCCs would be useful. Likewise, efforts should be made to ensure that new Working Groups or Ad Hoc groups do not duplicate the work that is being performed by already existing groups. This may be achieved by reviewing the mandates of the existing groups and taking such actions as may be necessary to effectively coordinate the work of the corresponding Working Groups, Ad Hoc groups, or PCCs.

14. PCCs shall regularly evaluate the need to retain their Working Groups and *Ad Hoc* groups depending on their activities and on the effectiveness of their work, in particular those having failed to submit their report at two consecutive meetings of the PCC.

This evaluation may result in a draft resolution whereby:

- a. The group is required to continue its tasks;
- b. The group's work is terminated;
- c. The group's scope of activities, mandate or duration is changed;
- d. A new Chairman and/or Vice-Chairman are/is appointed for the group;
- e. Any other action is taken to contribute to achieving the goals sought.

15. Work shall be performed, insofar as possible, with the use of electronic documents transmission systems.

16. Both the CITELE Assembly and COM/CITELE may apply the above procedures or any part thereof in establishing their Working **Groups or Ad Hoc Groups**.

ANNEX TO THE REGULATIONS
NAMES OF THE PERMANENT CONSULTATIVE COMMITTEES

With reference to the article 77 of the Regulations, CITEC has the following Permanent Consultative Committees:

Permanent Consultative Committee I (CCP.I-TEL):	Telecommunication Standardization
Permanent Consultative Committee II (CCP.II-RADIO):	Radiocommunications including Broadcasting