



**ORGANIZACION DE LOS ESTADOS AMERICANOS
ORGANIZATION OF AMERICAN STATES**

**Comisión Interamericana de Telecomunicaciones
Inter-American Telecommunication Commission**

**33 MEETING OF THE PERMANENT
EXECUTIVE COMMITTEE OF CITEL (COM/CITEL)
December 11 to 13, 2017
Santo Domingo, Dominican Republic**

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FINAL REPORT

(Item on the Agenda: 17)

(Document submitted by the Secretariat of CITEL)

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FINAL REPORT

33 MEETING OF THE PERMANENT EXECUTIVE COMMITTEE OF CITEL (COM/CITEL)

The 33 Meeting of the Permanent Executive Committee of CITEL (COM/CITEL) was held in Santo Domingo, Dominican Republic, from December 11 to 13, 2017.

I. AGENDA¹

1. Adoption of agenda and schedule.
2. Establishment of meeting committees:
 - 2.1 Committee for Drafting the Final Report.
 - 2.2 Committee for Preparing the Operations Plan.
3. Report by the Chair of COM/CITEL.
4. Reports from the Chairs of the Permanent Consultative Committees.
5. Reports from the COM/CITEL Working Groups:
 - 5.1 Coordination Center for the Development of Human Resources
 - 5.2 Working Group on the Strategic Plan of CITEL
 - 5.3. Working Group to Prepare for the Meetings of the ITU Council
 - 5.4 Conference Preparatory Working Group to Address Regional Preparations for World Conferences and Meetings.
 - 5.5 Working Group to review and propose updates to the Statute and Regulations in accordance with subparagraphs (e) and (g) of Article 17, “Functions of COM/CITEL,” of the Statute regarding the financial, legal, and operational issues arising from remote participation and increased participation in decision-making meetings of CITEL.
 - 5.6 Ad Hoc Group for the development of new procedures for elaboration, discussion, adoption and presentation of Inter-American proposals.
 - 5.7 Ad Hoc Group to identify CITEL associate member opportunities to improve their attendance.
6. Preparations for the VII Regular Meeting of the CITEL Assembly
7. Approval of the annual report on the activities of CITEL.
8. 2017 CITEL financial report.
9. Report of the activities of the Secretariat of CITEL, particularly regarding the support of projects for the development of telecommunications/ICT in the Americas.
10. Approval of the 2018 Operations Plan (activities, budget, and meeting scheduling for 2018).
11. Joint CITEL/ITU activities in the region.

¹ COM/CITEL/doc. 097/17

12. Proposed amendments of the CITEL Statute and Regulations.
13. Study of OAS General Assembly resolutions affecting CITEL.
14. Report on the situation of CITEL's cooperation agreements.
15. Date, agenda, and venue of the next meeting.
16. Other business.
17. Adoption of the minutes and Final Report of the meeting.

II. AUTHORITIES OF THE MEETING

Chair of COM/CITEL:	Mr. José Del Castillo Saviñón (Dominican Republic)
Alternate Chair of COM/CITEL:	Mrs. Katrina Naut (Dominican Republic)
Alternate Vice-Chair of COM/CITEL:	Mr. Edgardo Guillermo Clemente (Argentina)
Executive Secretary of CITEL	Mr. Oscar León (CITEL/OEA)

Final Report Drafting Commission:

Dominican Republic: Ms. Lizania Pérez
United States of America: Mr. Jonathan V. Siverling
Uruguay: Dr. Adriana Bauzá

Participants:

A. Member States of COM/CITEL:

Argentina, Brazil, Canada, Costa Rica, Dominican Republic, El Salvador, Mexico, Peru, United States of America, Uruguay.

B. Member States of CITEL:

Haiti

C. Associate Members of CITEL:

- **United States of America:** Worldvu Development, LLC., Internet Society (ISOC)
- **Uruguay:** Latin American and Caribbean Internet Address Registry (LACNIC)

D. International and Regional Organizations

- International Telecommunication Union (ITU)

III. RESOLUTIONS

COM/CITEL/RES. 290 (XXXIII-17)²

CITEL COURSE PROGRAM COURSES FOR 2018

The 33 Meeting of the Permanent Executive Committee of CITEL, COM/CITEL,

CONSIDERING:

- a. The Manual of Procedures of Scholarships and Training Programs of the Organization of American States;
- b. That the Regional Training Centers of CITEL have submitted, within the context of the 2018 Professional Development Program, the proposal of courses contained in the **Annex** to this resolution; and
- c. That the results of the OAS Professional Development Program Competition are still not available, and neither is information on the available scholarship budget for 2018 (**see Annex**).

RECOGNIZING:

That, through the CITEL Regional Training Centers and the Center of Excellence of the International Telecommunication Union (ITU), effective training in telecommunications/ICTs is provided,

RESOLVES:

1. To enable the Coordination Center for the Development of Human Resources of CITEL, in coordination with the Secretariat of CITEL: (a) To select, based on the available scholarship budget, the courses that have the greatest training priority for the Member States; (b) to schedule the course dates to comply with the rules of the Department of Human Development, Education and Employment of the General Secretariat of the OAS; (c) and to increase or reallocate the amounts of offered scholarships.
2. To establish that, in the event the Department of Human Development, Education and Employment of the General Secretariat of the OAS we to issue invitations to participate in the Competition for the 2018 Professional Development Scholarships Program, the CITEL Coordination Center would participate in those cases where the Institutes are interested in sharing scholarship costs under the conditions of the OAS.
3. To establish virtual sessions on current topics related to telecommunication/information and communication technologies (ICTs).
4. To urge the Administrations to submit candidates for the scholarships to be offered for the 2018 course program, so as to not miss the opportunity being offered.

² COM/CITEL doc. 143/17

5. To thank the Department of Human Development, Education and Employment of the General Secretariat of the OAS for the ongoing and excellent support provided in disseminating the course offerings of CITEL, requesting that utmost priority be given to the scholarships offered in coordination with the Secretariat of CITEL, taking into account the recognized contribution of telecommunications/information and communication technologies (ICTs) to the integrated, sustainable development of the Americas under the principles of universality, equity and affordability.

6. Instructs the executive secretary of CITEL:

a. To support the Coordination Center for the Development of Human Resources of CITEL in anything they need.

b. To perform the broadest dissemination possible about these courses.

c. To develop, with the Regional Training Centers of CITEL, training activities in telecommunications/ICTs in accordance with the priorities of the Permanent Consultative Committees of CITEL that address the needs of the region, being able to count with the resources of the Seed Fund of CITEL. He is especially instructed to find synergies and course developments for 2018 that promote greater involvement of the countries of Central America and the Caribbean.

ANNEX TO RESOLUTION COM/CITEL/RES. 290 (XXXIII-17)

Course proposals submitted by the OAS/CITEL Regional Centers within the context of the 2018 Professional Development Program:

#	COURSE	Start Course Date	End Course Date	Course Modality	Spanish	English	Institution	Institution Country
1	M-HEALTH	2-Apr-18	27-Apr-18	On-Line	Yes	No	Administración Nacional de Telecomunicaciones (National Telecommunications Administration) ANTEL	Uruguay
2	INTRODUCTION TO THE INTERNET OF THINGS	3-Jan-18	31-Mar-18	On-Line	Yes	No	Centro de Capacitación en Alta Tecnología para Latinoamérica y el Caribe (Training Center in High Technology for Latin America and the Caribbean) CCAT LAT	Uruguay
3	ISO 27799-2016 SECURITY MANAGEMENT OF HEALTH INFORMATION	8-Jan-18	30-Jun-18	On-Line	Yes	No	Centro de Capacitación en Alta Tecnología para Latinoamérica y el Caribe (Training Center in High Technology for Latin America and the Caribbean) CCAT LAT	Uruguay
4	TELECOMMUNICATIONS SPECIALIST	2-Apr-18	29-Jul-18	On-Line	Yes	No	Centro de Capacitación en Alta Tecnología para Latinoamérica y el Caribe (Training Center in High Technology for Latin America and the Caribbean) CCAT LAT	Uruguay

5	INTERNET GOVERNANCE AND ITS ECOSYSTEM	22-Apr-18	19-May-18	On-Line	Yes	No	Centro de Capacitación en Alta Tecnología para Latinoamérica y el Caribe (Training Center in High Technology for Latin America and the Caribbean) CCAT LAT	Uruguay
6	ONLINE BUSINESS DEVELOPMENT AND MANAGEMENT // DIGITAL BUSINESS AND MARKETS // THEORETICAL AND PRACTICAL ASPECTS OF DIGITAL BUSINESS.	7-May-18	3-Jun-18	On-Line	Yes	No	Centro de Capacitación en Alta Tecnología para Latinoamérica y el Caribe (Training Center in High Technology for Latin America and the Caribbean) CCAT LAT	Uruguay
7	ECONOMICS APPLIED TO THE TELECOMMUNICATIONS INDUSTRY	6-Aug-18	2-Sep-18	On-Line	Yes	No	Centro de Capacitación en Alta Tecnología para Latinoamérica y el Caribe (Training Center in High Technology for Latin America and the Caribbean) CCAT LAT	Uruguay
8	FUNDAMENTALS OF PROJECT MANAGEMENT	2-Apr-18	30-Apr-18	On-Line	Yes	No	Instituto Nacional de Investigación y Capacitación de Telecomunicaciones (National Telecommunication Research and Training Institute) of the Universidad Nacional de Ingeniería (National University of Engineering) (INICTEL-UNI).	Peru
9	PROJECT MANAGEMENT TOOLS	7-May-18	3-Jun-18	On-Line	Yes	No	Instituto Nacional de Investigación y Capacitación de Telecomunicaciones (National Telecommunication Research and Training Institute) of the Universidad Nacional de Ingeniería (National University of Engineering) (INICTEL-UNI).	Peru
10	CYBERSECURITY MANAGEMENT - BASED ON ISO/IEC 27032	4-Jun-18	15-Jul-18	On-Line	Yes	No	Instituto Nacional de Investigación y Capacitación de Telecomunicaciones (National Telecommunication Research and Training Institute) of the Universidad Nacional de Ingeniería (National University of Engineering) (INICTEL-UNI).	Peru
11	TELECOMMUNICATIONS PROJECT MANAGEMENT	18-Jun-18	22-Jul-18	On-Line	Yes	No	Instituto Nacional de Investigación y Capacitación de Telecomunicaciones (National Telecommunication Research and Training Institute) of the	Peru

							Universidad Nacional de Ingeniería (National University of Engineering) (INICTEL-UNI).	
12	INFORMATION SECURITY AND ISO STANDARDS 27001 AND 27002	5-Jul-18	6-Oct-18	On-Line	Yes	No	Instituto Nacional de Investigación y Capacitación de Telecomunicaciones (National Telecommunication Research and Training Institute) of the Universidad Nacional de Ingeniería (National University of Engineering) (INICTEL-UNI).	Peru
13	REGULATORY AND PRIVATIZATION ISSUES IN TELECOMMUNICATIONS	23-Jul-17	27-Jul-17	On-Site	No	Yes	UNITED STATES TELECOMMUNICATIONS TRAINING INSTITUTE (USTTI)	United States of America
14	TECHNOLOGY INNOVATION AND MANAGEMENT	14-May-18	15-Jul-18	On-Line	Yes	No	Blas Pascal University, Cordoba	Argentina
16	ADVANCED ANDROID PROGRAMMING COURSE	14-May-18	19-Jul-18	On-Line	Yes	No	Blas Pascal University, Cordoba	Argentina
18	RADIOLOCATION TECHNIQUES FOR EMISSIONS WITH SOFTWARE RADIO DEVICES	23-Apr-18	11-May-18	On-Line	Yes	No	ICESI University of Colombia	Colombia

COM/CITEL RES. 291 (XXXIII-17)³

GUIDELINES FOR THE ADOPTION OF INTER-AMERICAN PROPOSALS AND FOR THE SELECTION OF SPOKESPERSONS OF CITEL

The 33 Meeting of the Permanent Executive Committee of CITEL, COM/CITEL,

CONSIDERING:

- a) That there is a need for a procedure for preparation, discussion, adoption, and submission of CITEL Inter-American Proposals for Conferences and Assemblies of the International Telecommunication Union (ITU) ;
- 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 Permanent Consultative Committee (PCC) or at the COM/CITEL working group level;
- c) The existing PCC working methods relating to the adoption of CITEL Inter-American Proposals;

³ COM/CITEL doc. 154/17

- 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 OAS/CITEL Member States have identified the benefits of submitting Inter-American Proposals (IAP) to the ITU in a manner that strengthens and unifies CITEL's proposals in international forums,

RESOLVES:

1. To adopt the guidelines for the approval and submission of Inter-American Proposals and for the selection of spokespersons of CITEL contained in Annexes 1 and 2 of this resolution.
2. To suppress Resolution COM/CITEL RES. 226 (XXI).
3. To suppress Decision COM/CITEL DEC. 92 (32).

INSTRUCTS THE SECRETARIAT OF CITEL:

To forward this resolution to the Chairs of PCC.I and PCC.II.

INSTRUCTS PCC.I:

To amend Resolution PCC.I/RES. 190 (XIX-11) to include CITEL's preparation to World Telecommunication Development Conferences (WTDC), under the resolves of Resolution CITEL RES. 76 (VI-14), and To, as appropriate and according to the specific characteristics of the Sector, examine the possibility of adopting the procedures established in this Resolution in the preparation for WTDC, World Telecommunication Standardization Assemblies (WTSA), and World Conferences on International Telecommunications (WCIT).

INSTRUCTS PCC.II:

To, as appropriate and according to the specific characteristics of the Sector, examine the possibility of adopting the procedures established in this Resolution for the preparation to the World Radiocommunication Conference and the ITU Radiocommunication Assembly.

ANNEX 1 TO RESOLUTION COM/CITEL RES. 291 (XXXIII-17)
GUIDELINES FOR THE ADOPTION OF INTER-AMERICAN PROPOSALS FOR ITU
PLENIPOTENTIARY CONFERENCES

1. OBJECTIVES

- a. To establish the procedure to be followed for any written proposal developed at COM/CITEL Conference Preparatory Working Group (CPWG) to be submitted to an ITU Plenipotentiary Conference (PP) as an Inter-American Proposal (IAP).
- b. To establish the procedure to be followed to modify an IAP during a PP.
- c. To establish a procedure to develop new IAPs with respect to items that were not addressed previously by the COM/CITEL CPWG during the regional preparatory process and are submitted for the considerations of the Administrations that are present at the PP.
- d. To establish the procedure to be followed, when necessary at a PP, to formulate a CITEL position in response to administrative issues of the PP that require a regional positioning.

In using these procedures, every effort should be made to reach consensus among the Administrations.

2. DEFINITIONS

For purposes of this procedure, the following definitions are provided:

- a. CPWG: COM/CITEL Conference Preparatory Working Group to address regional preparations for Plenipotentiary Conferences.
- b. PP: International Telecommunication Union Plenipotentiary Conference.
- c. PROPOSAL: input that one or more CITEL Administrations present to the CPWG, for the purpose of becoming an INTER-AMERICAN PROPOSAL and which does not have the support of another Member State.
- d. DRAFT INTER-AMERICAN PROPOSAL (DIAP): A PROPOSAL that has been supported by more than one CITEL Administration.
- e. INTER-AMERICAN PROPOSAL (IAP): PROPOSAL or DIAP for which the CPWG has ended its consideration and discussion, and has met the criteria defined in STEP 4 of the development procedure of an IAP.
- f. MODIFIED INTER-AMERICAN PROPOSAL (IAP-MOD): INTER-AMERICAN PROPOSAL that has already been submitted to the PP, that has been adapted to current circumstances and adopted by CITEL during the PP in accordance with the provisions of this Resolution.
- g. TOP MEETING: Meeting of the CPWG before the PP, which will take place at least eight months prior to the start of the PP to define the IAPs associated with the proposals to modify the Constitution and/or the ITU Agreement (meeting the deadlines in 224 and 225 of the Constitution and 519 and 520 of the Union Convention).
- h. FINAL MEETING: last meeting of the CPWG before the PP, which shall be held at least one month prior to the start of the PP.

A. DEVELOPMENT OF INTER-AMERICAN PROPOSALS BEFORE THE PP

A1. STEPS

The following steps comprise the procedure for the consolidation and adoption of an IAP.

Step 1. Presentation, discussion and consolidation of a PROPOSAL within the CPWG.

The Administrations will submit their PROPOSALS to COM/CITEL. The Administrations will introduce and discuss their proposals in the CPWG meetings with the purpose of consolidating their PROPOSALS or DIAPs that relate to the same issue and eventually develop the texts.

Before the closing of the FINAL MEETING, the CPWG will evaluate at meetings, in-person or by mail, the support for and opposition to the PROPOSALS after the CPWG Chair determines that the preparation of their texts has been completed.

The proposals related to modifications to the Constitution and the ITU Agreement must be submitted as soon as possible, meeting the deadlines established by the Union. In this respect, the CPWG must define the IAPs on these modifications during the TOP MEETING.

Step 2. Evaluation of the support and opposition of the DIAPs or IAPs within the CPWG.

The CPWG Chair will evaluate the potential support of the Administrations to each of the PROPOSALS with a view to creating a DIAP or IAP, in accordance with the procedures set out in Steps 3 to 6 below.

If a PROPOSAL meets the corresponding criteria set out in the DEFINITIONS, then it is converted into a DIAP or IAP at that time.

Step 3. Circulation of PROPOSALS and DIAP for one or more rounds of consultation

1) Work at in-person meetings:

The CITEL Secretariat will distribute the PROPOSALS and the DIAPs to all Administrations for their consideration within a maximum of two (2) weeks following the closing of the corresponding CPWG meetings in which the PROPOSALS and the DIAPs were considered as such, until the FINAL MEETING or the TOP MEETING, as appropriate.

2) Work by mail:

The CPWG Chair will be responsible for: a) analyzing the PROPOSALS or DIAPs received and forwarding them, via the CITEL Secretariat, to the Administrations and associate members for their consideration; b) establishing a maximum deadline of two (2) weeks after the distribution of proposals by the CITEL Secretariat to receive comments prior to the FINAL MEETING or the TOP MEETING, as appropriate.

The CPWG Chair shall incorporate the possible modifications and circulate the new version. If, during any of the consultation rounds, any amendments to the document of a purely editorial nature are received, the CPWG Chair may make the corresponding corrections without circulating the proposal again.

Step 4. Adoption of the IAPs.

The PROPOSALS or DIAPs that have been previously circulated will be considered at the in-person meeting. During the meeting, the support and opposition to each of the PROPOSALS or DIAPs will be evaluated.

If a DIAP has been supported by at least six (6) CITELE Administrations and is not opposed by more than 50% of the number of supports obtained, it will be converted to an IAP.

The PROPOSALS or DIAPs that do not become IAPs remain as DIAPs until the closing of the FINAL MEETING or the TOP MEETING, as appropriate.

The DIAPs that, at the closing of the FINAL MEETING, or the TOP MEETING have not been adopted as an IAP, will cease to exist, but may be presented to the PP by the interested Administrations without having to include any references to CITELE.

During the FINAL MEETING, the CPWG will issue a Resolution to determine the following:

- a. The adopted IAPs to be submitted to the ITU, and a list of supports and oppositions of each country to each IAP;
- b. A table with a list of spokesperson and alternate spokesperson for each IAP;
- c. The date the IAPs are to be sent to the ITU, observing the deadlines established by the ITU.

Similarly, concerning the IAPs for modifications to the Constitution or the ITU Agreement, during the FINAL MEETING the CPWG will issue a Resolution to determine the following:

- a. The adopted IAPs on modifications to the Constitution or the Agreement (the others will continue to be considered by the CPWG until the FINAL MEETING);
- b. A table with a list of spokesperson and alternate spokesperson for each IAP;
- c. The date the IAPs are to be sent to the ITU, observing the deadlines established by the ITU.

Step 5. Circulation of the adopted IAPs

The Secretariat will distribute IAPs to all the CITELE Administrations within a maximum period of two (2) weeks following the closing of the FINAL MEETING or the TOP MEETING, as appropriate.

The Administrations wishing to provide their support to a specific IAP adopted by Resolution will do so by sending a written communication (letter, fax or e-mail) to the CITELE Secretariat.

Step 6. Sending adopted IAPs to the ITU.

The CITELE Secretariat will send the adopted IAPs to the ITU within the period established by the CPWG, according to the ITU rules and procedures.

The Secretariat will send along with the IAPs the list of spokespeople and alternate spokespersons and their contact information for each IAP.

The Secretariat will not send the list of supports and oppositions of each country to each IAP.

A2. SUPPORT

The Administrations wishing to support a PROPOSAL or DIAP being considered within the framework of the CPWG shall do so, either verbally or in writing, during a CPWG meeting or by sending a written communication (letter, fax or e-mail) to the CITEL Secretariat during the period between meetings. The DIAPs which, at the closing of the FINAL MEETING or the TOP MEETING did not become IAPs will cease to exist.

The Administrations wishing to support an IAP being considered by the CPWG prior to the PP shall do so verbally or in writing:

- a. During a CPWG meeting;
- b. by written communication (letter, fax or e-mail) to the CITEL Secretariat during the period between meetings

The CITEL Secretariat will inform the ITU the names to be added in the form of a “corrigendum” to the IAP document.

A3. OPPOSITION

The administrations wishing to oppose a DIAP or IAP shall indicate clearly their oppositions and the reasons for their oppositions during a CPWG meeting, verbally or in writing. Once the FINAL MEETING or the TOP MEETING is finished, no more oppositions to the IAPs will be received. Those Administrations that have demonstrated their opposition before these deadlines maintain their sovereign rights to express their positions in the PP.

A4. GENERAL PROVISIONS

A4.1. Obtaining support

The Administration(s) that originally submitted a PROPOSAL are to undertake the task of coordinating and promoting its support so that it may become a DIAP and later an IAP.

A4.2 Coordination of IAPs

The Chair of the CPWG shall make her/his best efforts to coordinate all DIAPs and IAPs to prevent the generation of conflicting IAPs on the same subject.

The chair will endeavor to ensure that there are no multi-country proposals conflicting with IAPs.

A4.3. Administration’s domestic activity

Administrations are encouraged to plan their domestic preparatory activity in such a way as to be prepared to indicate their support for or opposition to PROPOSALS, DIAPs, and IAP as early as possible, or by the close of the FINAL MEETING or the TOP MEETING, as appropriate.

Administrations are encouraged to express their opposition to PROPOSALS, DIAP or IAP within the scope of CITELE, and to avoid submitting multi-country proposals contradictory to the IAPs directly to the PP.

A4.4 Designation of DIAPs and IAPs

Files containing DIAPs shall be labeled as follows: [COMCITEL_PPXX-DIAPYY-e] for documents in Spanish or [COMCITEL_PPXX-DIAPYY-i] for documents in English.

Files containing IAPs shall be labeled as follows: [COMCITEL_PPXX-IAPYY-e] for documents in Spanish or [COMCITEL_PPXX-IAPYY-i] for documents in English.

The revised versions of these documents shall be named with the suffix “rXX” (XX = revision number).

A4.5 Collaborative Space (or Virtual Community)

The specific area of the Collaborative Space (or Virtual Community) in the CITELE website established for each PP shall include:

- a. A file containing all DIAPs under consideration, indicating in a single document the supports and oppositions received, with all DIAPs annexed thereto.
- b. A file with all IAPs developed, indicating in a single document the supports and oppositions received, with all original IAPs annexed thereto.
- c. A specific file for each IAP adopted.

The specific Collaborative Space (or Virtual Community) area for each PP shall be used by the spokespersons of the IAPs to publish working/provisional documents prepared at the Conference in the specific folder or folders and under their own responsibility.

The working documents and the PROPOSALS will be published exclusively in the Collaborative Space (or Virtual Community) area for each CPWG meeting.

A4.6 Contact points

The administrations shall inform the CPWG Chair and the CITELE Secretariat the spokespersons and contact points through whom all communications will be channeled, in accordance with Article 24 of the Statute and Article 84 of the Regulations of CITELE

A.4.7 Communication during the PP

The CPWG Chair shall, with support from the Secretariat, establish a dynamic, free and real-time mechanism, tool, or electronic communication service that includes the CPWG Chair, the CITELE Secretariat, all spokespersons and alternate spokespersons for IAPs, and the heads of delegation of all CITELE administrations present at the PP.

A4.8 Positions of Administrations during the PP

If an Administration chooses to oppose a specific IAP or a position of CITELE at the PP, that Administration shall make every effort to inform its intention to the CPWG Chair before formally expressing its opposition at any session of the PP.

A4.9. Conflict

In those cases where discussions during the FINAL MEETING or the TOP MEETING, as appropriate, result in a conflicting DIAP or IAP, the support for one proposal will be considered as opposition to the other and the resulting proposals will be evaluated using procedures established in Step 4.

An Administration supporting, at the same time, both of the DIAP or IAP in this case will not be counted in the adoption of an IAP.

B. MODIFICATION OF AN INTER-AMERICAN PROPOSAL DURING THE PP

During a PP, if considering modifications to an IAP becomes necessary, the Administrations present and which originally supported the IAP shall review the matter to decide whether a proposed modification is applicable. If any of those Administrations does not support the proposal for modification, the IAP will remain unchanged.

If those Administrations agree to propose said modification, it shall be submitted to the consideration of the CPWG, and if none of the Administrations present at the meeting of that group expresses its opposition, then it is approved and shall be forwarded to the PP by the CITELE Secretariat. However, in case there is opposition, then it will be deemed as adopted (IAP-MOD) and sent to the PP by the CITELE Secretariat. However, if an Administration that has not originally supported the IAP during the CPWG meeting expresses its opposition, then the IAP-MOD will only be approved if more than 25% of Administrations present at that meeting is not opposed.

Any of CITELE Member States that wishes to add its name to the IAP-MOD will express its desire at the CPWG meeting.

An IAP-MOD cancels, replaces, and eliminates the original IAP.

C. NEW IAPs DURING THE PP

No new PROPOSALS for IAPs shall be considered during a PP, with the exception of issues that were not previously addressed by the COM/CITELE CPWG during the regional preparatory process and placed for consideration of the PP.

This possibility is not to be used as alternative to the established procedures previously set for developing an IAP and no specific proposals that were previously considered and not approved shall be presented until the closing of the FINAL MEETING or the TOP MEETING.

Once identified the need to develop a new PROPOSAL for IAP (including the establishment of a CITELE position), the CPWG Chair shall distribute the proposed text to the Administrations through the CITELE Secretariat and shall submit the issue for discussion at the CPWG meeting.

If the new PROPOSAL is supported by at least six (6) CITELE Administrations and is not opposed by more than 50% of the number of supports obtained, it will be converted into a new IAP.

D. APPLICATION OF THIS PROCEDURE

All issues that not included in these procedures shall be resolved by COM/CITELE.

ANNEX 2 TO RESOLUTION COM/CITELE RES. 291 (XXXIII-17)

SELECTION OF CITELE SPOKESPERSONS, AND THEIR ROLES AND RESPONSIBILITIES DURING ITU PLENIPOTENTIARY CONFERENCES

1. OBJECTIVES

- a. To establish a procedure to select spokespersons and alternate spokespersons.
- b. To establish role and responsibility guidelines for spokespersons.
- c. To ensure effective presentation of Inter-American proposals and representation of common positions at the meetings of the Plenipotentiary Conferences.

2. DEFINITIONS

The terms used in this Resolution are defined in Annex I hereto.

3. SELECTION OF CITELE SPOKESPERSONS BEFORE THE START OF A PP

3.1 SELECTION CRITERIA

CITELE Spokespersons shall be selected only for IAPs adopted by the close of the FINAL MEETING

It should be kept in mind that, because of the work done at the regular meetings of the CPWG, the Administration that originally proposed the IAP is, in general, that most familiar with that IAP's main points, and with the history of how it was developed..

Whenever possible, as a first option, the Administration that originally proposed a PROPOSAL that has obtained supports for its adoption as an IAP shall submit the name of the CITEL spokesperson for that IAP. In selecting the spokesperson, priority shall be accorded to those delegates expected to intend to attend the PP and to remain throughout the Conference.

The Administrations may propose spokespersons other than those indicated by the Administration that originally proposed the IAP. In this case, if there are various candidates for the position of Spokesperson (lead or alternate), the affected Administrations are urged to hold informal conversations for the purpose of agreeing on a single candidate to be put forward for selection.

The alternate spokespersons shall be from the Administrations supporting the IAP.

3.2 PREREQUISITES FOR BEING A SPOKESPERSON

Prerequisites for being identified as a candidate CITEL spokesperson or alternate spokesperson at the PP are as follows:

- Clear intention to attend the PP for its entire duration.
- The candidate's Administration must not oppose the IAP for which he/she will be a spokesperson.

3.3 CONFIRMATION OF SPOKESPERSONS

The Chair of the CPWG shall be responsible for defining the names of the spokespersons or alternate spokespersons for each one of the IAP until the conclusion of the TOP MEETING or the FINAL MEETING of CPWG.

During the FINAL MEETING of CPWG or at the first meeting held by CITEL during the PP, the Chair of CPWG shall inform the attending Administrations about the establishment of the roster of spokespersons or alternate spokespersons for each one of the IAP.

There is no constraint with respect to having the same spokesperson or alternate spokesperson being able to represent and confirming responsibility for representing various IAP during the PP.

After confirmation, if either the spokesperson or the alternate spokesperson is unable to perform their duties because of personal circumstances or any change of guidelines by their Administration regarding support of the IAP, the spokesperson or his/her Administration shall immediately notify the Chair of the CPWG.

3.4 ROLES AND RESPONSIBILITIES OF SPOKESPERSONS

CITEL spokespersons are responsible for:

- Introducing their respective IAPs when called upon to do so at the PP.
- Whenever necessary, representing CITEL's Position during the meetings of the PP.
- Monitoring the development of the issue throughout the Conference, participating in all those meetings where it is dealt with. The lead spokesperson and alternate spokesperson shall attend all of the relevant meetings. However, recognizing that the lead spokesperson may not be able to fully meet this obligation, the lead spokesperson shall coordinate with the alternate spokesperson

to ensure that at least one of them attends all relevant meetings so that CITELE is represented at all meetings related to their assigned agenda item.

- Publishing in the specific folder or folders of the Collaborative Space (or Virtual Community) area for each PP all working/provisional documents relevant to each IAP that are prepared at the Conference.
- Reporting to the CITELE Administrations attending the PP and the meetings convened by CITELE on the progress of the discussions with respect to the IAPs.
- Notifying the Chair of the CPWG in cases where they are unable to attend a relevant meeting.

All Administrations supporting the IAP are urged to attend all relevant meetings.

3.5 LIMITS OF AUTHORITY

Spokespersons do not have the authority to make agreements that are contrary to the applicable IAP, or position unless consensus is reached among the Administrations that supported the IAP and are present at the Conference.

The spokesperson will evaluate the proposed substantive changes to the IAP and consult all countries that supported the IAP and are present at the Conference on their positions on those changes.

The spokesperson should seek the most efficient and dynamic way of consulting the countries that supported the IAP. A country that supported the IAP can request a discussion on the issue at a formal CPWG meeting.

3.6 CITELE SPOKESPERSON REPRESENTATION OF A POSITION ADDRESSING ISSUES THAT ARISE DURING THE PP.

Since the PP is a dynamic process, issues requiring a regional position which could not be anticipated prior to the PP may arise. CITELE will be called upon to provide its views as a Region in these cases.

When this situation arises, the CPWG shall elect any spokespersons required to represent the position of CITELE during the meetings of the PP. Spokespersons may only represent the positions that have been adopted in accordance with the procedures established in this resolution.

Discussions with non-CITELE Administrations involving a possible alteration of the CITELE position shall take place with the direct participation of the lead spokesperson and the Administrations that supported the matter. However, their presence shall not be required during discussions between Heads of Delegation or at Regional Group meetings with limited attendance.

4. SELECTION OF CITELE SPOKESPERSONS DURING THE PP.

If for force majeure reasons the spokesperson and/or alternate spokesperson selected for a given PP shall terminate their duties during the PP, this shall be reported immediately to the Chair of CPWG, who after informing the CITELE Administrations attending the PP shall request them to provide candidates to replace them.

Once the names of the candidates have been obtained, the same selection criteria used prior to the PP to define the substitute spokespersons and/or alternate spokespersons shall be applied, as appropriate.

The new selected spokespersons shall have the same duties, responsibilities, and constraints as those set forth in sections 3.4, 3.5 and 3.6 of this procedure.

COM/CITEL RES. 292 (XXXIII-17)⁴

FACILITATING ACCESS TO AND INFORMATION ON CITEL'S DOCUMENTS, RESOLUTION, DECISIONS AND RECOMMENDATIONS

The 33 Meeting of the Permanent Executive Committee of CITEL, COM/CITEL,

RESOLVES:

1. To update and make functional the search mechanism for CITEL's documents, Resolutions, Decisions and Recommendations on the CITEL website.
2. To maintain updated webpages on the Assembly, COM/CITEL, PCC.I and PCC.II websites with the following information on all Resolutions, Decisions and Recommendations:
 - committee (i.e., Assembly, COM/CITEL, PCC.I, PCC.II);
 - date of approval;
 - meeting of approval;
 - type of document (RES/DEC/REC);
 - title;
 - status (in force/suppressed).
 - instrument that suppressed that RES/DEC/REC;
3. To establish a COM/CITEL Ad-hoc group on "Resolutions, Decisions and Recommendations of the CITEL Assembly and COM/CITEL" with the mandate to elaborate in 2018 a list of all Resolutions, Decisions and Recommendations of the CITEL Assembly and COM/CITEL, including all the information described in RESOLVES 2;
4. To appoint Mr. Mario Canazza (marioca@anatel.gov.br) from the Administration of Brazil as Chair of this group, with support from the Chair of PCC.I and the Chair of PCC.II.
5. To entrust COM/CITEL ad-hoc group the "Resolutions, Decisions and Recommendations of the Assembly and COM/CITEL":
 1. To carry out and conclude their work in 2018 and inform the 35 Meeting of COM/CITEL;
 2. To coordinate with PCC.I and PCC II the implementation of this Resolution.
6. To entrust the Secretariat of CITEL:
 1. To update the search mechanisms on the CITEL website;

⁴ COM/CITEL doc. 122/17 rev. 2

2. To update the Assembly, COM/CITEL, PCC.I and PCC.II webpages after every meeting with information on the approved/suppressed Resolutions, Decisions and Recommendations;

7. Instruct PCC.I:

1. To establish at its 32 meeting an Ad-hoc group on “Resolutions, Decisions and Recommendations of PCC.I” with the following mandate:

- to elaborate a list of all PCC.I Resolutions, Decisions and Recommendation, including all the information described in RESOLVES 2;
- to report to the 33 meeting of PCC.I on the conclusion of its work;

2. To submit a report to the 35 meeting of COM/CITEL on the conclusion of the work on this issue, containing the table of PCC.I Resolutions, Decisions and Recommendations;

8. Instruct PCC.II:

1. To establish at its 31 meeting an Ad-hoc group on “Resolutions, Decisions and Recommendations of PCC.II” with the following mandate:

- to elaborate a list of all PCC.II Resolutions, Decisions and Recommendation, including all the information described in RESOLVES 2;
- to report to the 32 meeting of PCC.II on the conclusion of its work;

2. To submit a report to the 35 meeting of COM/CITEL on the conclusion of the work on this issue, containing the table of PCC.II Resolutions, Decisions and Recommendations.

COM/CITEL/RES. 293 (XXXIII-17)⁵

ADOPTION OF THE OPERATIONS PLAN FOR 2018

The 33 Meeting of the Permanent Executive Committee of CITEL, COM/CITEL,

CONSIDERING:

- a) The program-budget and draft calendar of meetings considered at the sessions of the Meeting of COM/CITEL; and
- b) The information on the situation of Associate Members presented by the Secretariat of CITEL,
- c) The negative impact on CITEL budget and operations resulting from the application of the current ICR policy ,

RESOLVES:

1. To adopt the calendar of meetings for 2018/2019 contained in Annex 1 hereto.

⁵ COM/CITEL doc. 155/17 rev. 3

2. To approve the draft program-budget for 2018 attached hereto as Annex 2.
3. To instruct the Executive Secretary of CITELE to inform the Member States of any change in the circumstances affecting the budget for 2018 approved.
4. To instruct the Executive Secretary of CITELE to forward the attached Annex 3 to the relevant dependencies within the General Secretariat of the OAS.

ANNEX 1 TO RESOLUTION COM/CITEL/RES. 293 (XXXIII-17)

DRAFT CALENDAR OF CITELE 2018

Meeting	Date	Venue
Virtual Meeting to discuss proposals related to amending basic ITU texts	14 February 2018	Online (WebEx)
High Level Forum on Digital Inclusion	12 March 2018	Buenos Aires, Argentina
VII Regular Meeting of the Assembly of CITELE	13 - 15 March 2018	Buenos Aires, Argentina
34 Meeting of COM/CITEL	15 March 2018	Buenos Aires, Argentina
Conference Preparatory Working Group to address Regional Preparations for World Conferences and Meetings (Preparation of CITELE for the PP-18)	15 March 2018	Buenos Aires, Argentina
Eighth Summit of the Americas	13 & 14 April 2018	Peru
Regional Development Forums (RDF)	21 May 2018 (Monday before the first day of the 32 Meeting of PCC.I)	Peru
32 Meeting of PCC.I	22 - 25 May 2018	Peru
Seminar on Control Systems of Mobile Devices with altered/duplicate identifiers.	During the session of the Working Group on Policy and Regulation – 32 Meeting PCC.I	Peru
Workshop on empowerment of women and girls through ICT	During the session of the Ad Hoc Group for the implementation of ICTs as tools for the empowerment of women – 32 Meeting PCC.I	Peru
Conference Preparatory Working Group to address Regional Preparations for World Conferences and Meetings (Preparation of CITELE for the PP-18)	During the session of the 32 Meeting of PCC.I	Peru
48 OAS General Assembly	June 2018	To be determined

Meeting	Date	Venue
31 Meeting of PCC.II	16 - 20 July 2018	Mexico
33 Meeting of PCC.I	20 – 24 August 2018	To be determined
Conference Preparatory Working Group to address Regional Preparations for World Conferences and Meetings (Preparation of CITELE for the PP-18)	During the session of the 33 Meeting of PCC.I	To be determined
Final Meeting of the 2018 Session of the Council	27 October 2018	Dubai, United Arab Emirates
Informal Meeting of Head of Delegation (PP-18)	28 October 2018	Dubai, United Arab Emirates
Conference Preparatory Working Group to address Regional Preparations for World Conferences and Meetings (Preparation of CITELE for the PP-18)	28 October to 16 November 2018	Dubai, United Arab Emirates
2018 ITU Plenipotentiary Conference (PP-18)	29 October to 16 November 2018	Dubai, United Arab Emirates
32 Meeting of PCC.II	3 -7 December 2018	To be determined
35 Meeting of COM/CITELE	17 - 19 December 2018	Argentina

PRELIMINARY CALENDAR OF CITELE 2019

Meeting	Date	Venue
33 Meeting of PCC.II (Limit Meeting)	8 – 12 April 2019	To be determined
34 Meeting of PCC.II (Final Meeting)	12 – 16 August 2019	Canada
Radiocommunication Assembly 2019 (RA-19)	21 -25 October 2019	To be determined
Meeting of the Working Group to Prepare for WRC	27 October to 22 November 2019	To be determined
World Radiocommunication Conferences (WRC-19)	28 October to 22 November 2019	To be determined

-  Meetings of CITELE
-  Meetings of ITU
-  Other Meetings

ANNEX 2 TO RESOLUTION COM/CITEL/RES. 293 (XXXIII-17)

ESTIMATED BUDGET FOR THE INTER-AMERICAN TELECOMMUNICATION COMMISSION (CITEL) YEAR 2018

(Amount in US\$)

	REGULAR FUND	REGULAR FUND	SPECIFIC FUNDS (ICR)		TOTAL
	RF OAS	CITEL-MEETINGS	SF PCC.I (13%)	SF PCC.II (13%)	
<u>INCOME</u>					
OAS Regular Fund (Personnel)					460,800
OAS Regular Fund (Non Personnel)	460,800				
Specific Funds Income of the PCC.I	70,500	54,400			124,900
Specific Funds Income of the PCC.II			165,735		165,735
				341,910	341,910
TOTAL INCOME	531,300	54,400	165,735	341,910	1,093,345
<u>EXPENDITURES</u>					
Secretariat of CITEL					
Salaries of 3 Staffs [Paid by the OAS Regular Fund]	460,800				460,800
50% Salaries 2 Staffs [Contribution Specific Funds of PCC.I (US\$)]			126,650		126,650
50% Salaries 2 Staffs [Contribution Specific Funds of PCC.II (US\$)]				126,650	126,650
Administrative Expenditures Regular Fund (See attached Table)	50,500				50,500
Total Secretariat's Expenditures:	511,300	0	126,650	126,650	764,600
<u>CITEL's Meeting and Activities</u>					
32 Meeting of PCC.I			19,543		19,543
33 Meeting of PCC.I			19,542		19,542
31 Meeting of PCC.II				60,000	60,000
32 Meeting of PCC.II				60,000	60,000
35 Meeting of COM/CITEL		13,400			13,400
VII Ordinary Meeting of the Assembly of CITEL		41,000			41,000
Basic activities of the Secretariat of CITEL				30,000	30,000
Additional Resources for the Strategic Plan (Resol. COM/CITEL/RES. 266 (XXXI-15))				65,260	65,260

	Total Meeting and Activities Expenditures	0	54,400	39,085	215,260	308,745
<u>Other Expenditures</u>						
Support from the Secretariat to Meetings and International Representations		20,000				20,000
	Total Other Expenditures	20,000	0	0	0	20,000
	TOTAL - EXPENDITURES	531,300	54,400	165,735	341,910	1,093,345
	TOTAL INCOME - TOTAL EXPENDITURES	0	0	0	0	0

PROJECTION OF ADMINISTRATIVE EXPENSES FOR 2018 (US\$)

SECRETARIAT REGULAR FUND

SECRETARIAT

Budget		50,500	
Expenses	Documents		-
	Equipment		1,477
	Supplies		1,200
	Postage		400
	Phone, Fax		800
	Server Maintenance		2,400
	LAN-Internet		4,300
	LAN-Printer		400
	Translation Costs (*)		25,700
	Courier/S&H charges		400
	AD&D Insurance		350
	Webex		1,023
	Software licneses (annual payment)		10,450
	VPN		1,600
	Other		-
	Total		50,500

(*)

Annual Report	3,500
Secretariat	22,200
	<hr/>
	25,700
	<hr/> <hr/>

PCC-I

PCC-I DRAFT BUDGET - 2018

(US\$)

	SPECIFIC FUNDS (ICR)		TOTAL
	SF PCC.I (13%)	Associate Personnel	
INCOME			
OAS Regular Fund (Non-Personnel)			
Balance PCC.I Specific Funds - 1 January 2018			
Income - Specific Funds of PCC.I	165,735		165,735
Voluntary Contributions			
TOTAL INCOME:	165,735		165,735
EXPENDITURES			
CITEL Secretariat			
Staff Salaries: US\$			
Staff Salaries (50% by 2)	[Contribution SF of PCC.I] 126,650		126,650
Total Secretariat Expenses:	126,650		126,650
CITEL's Meetings and Activities			
32 Meeting of PCC.I	19,543		19,543
33 Meeting of PCC.I	19,542		19,542
Basic activities of the Secretariat of CITEL			0
Additional Resources for the Strategic Plan (Resol. COM/CITEL/RES. 266 (XXXI-15))	-		0
Total CITEL's Meetings and Activities:	39,085		39,085

Other Expenditures

Total Other Expenditures:			0
TOTAL EXPENDITURES:	165,735		165,735
TOTAL INCOME - TOTAL EXPENDITURES:	0		0

PCC-II

PCC-II DRAFT BUDGET - 2018

(US\$)

	SPECIFIC FUNDS (ICR)		TOTAL
	SF PCC.II (13%)	Associate Personnel	
INCOME			
REGULAR FUND (Non-Personnel)			
Balance Specific Funds PCC.II - 1 January 2018			
Income - Specific Funds of PCC.II	341,910		341,910
Voluntary Contributions			
TOTAL INCOME:	341,910		341,910
EXPENDITURES			
CITEL's Secretariat			
Staff Salaries: US\$			
Staff Salaries (50% by 2) [Contribution SF of PCC.II (US\$)]	126,650		126,650
Total Secretariat Expenditures:	126,650		126,650
CITEL's Meetings and Activities			
31 Meeting of PCC.II	60,000		60,000
32 Meeting of PCC.II	60,000		60,000
Basic activities of the Secretariat of CITEL	30,000		30,000
Additional Resources for the Strategic Plan (Resol. COM/CITEL/RES. 266 (XXXI-15))	65,260		65,260
Total CITEL's Meetings and Activities:	215,260		215,260

Other Expenditures

Total Other Expenditures	0	0
TOTAL EXPENDITURES	341,910	341,910
TOTAL INCOME - TOTAL EXPENDITURES:	0	0

ANNEX 3 TO RESOLUTION COM/CITEL/RES. 293 (XXXIII-17)

EXECUTIVE ORDER 07-01 Rev. 3: Policy on Indirect Cost Recovery

The CITEL administrations attending the 33rd Meeting of COM/CITEL greatly appreciate the opportunity to provide some observations and questions in regard to the Executive Order No. 07-01 Rev. 3 “Policy on Indirect Cost Recovery” (ICR), particularly on the effects such measure may have on the financial sustainability of CITEL.

The CITEL administrations wish to clarify that the Specific Funds of CITEL to which the ICR would be applied, are the financial contributions from private sector companies, international organizations, academic entities and representatives of the Internet Technical community that actively participate and contribute to the work of CITEL.

These contributions are provided with the specific purpose of facilitating the functioning and financial viability of the CITEL Secretariat, including the salaries of two of the five CITEL Secretariat personnel, and the meetings of the Permanent Consultative Committees I & II. The Associate Members of CITEL do not contribute financially with any other purpose than to ensure the sustainability of the CITEL Secretariat. Without the Specific Funds CITEL would not be able to operate.

The value of the CITEL Specific Funds amounts to approximately \$624,000 annually. This amount corresponds to the membership fee of \$6,000 paid for by the Associate Members. CITEL administrations would kindly appreciate some clarity as to which are the specific indirect costs incurred by the OAS that would amount to \$81,120, or whether the application of a 13% ICR to CITEL would cross-subsidize any other indirect costs that the OAS needs to recover, which are not the result of any activities undertaken by CITEL.

OAS personnel salaries paid for from Specific Funds

Q: Is there any other Commission in the OAS where OAS staff salaries are paid for by private sector organizations?

Concept of “Projects” in the context of the ICR

The policy of the General Secretariat with regard to the recovery of direct and indirect costs refers to projects funded by Specific Funds and Trust Funds entrusted to the General Secretariat.

Q: What is the definition of a “project”, and why would CITEL qualify as such?

Role of the Project Evaluation Committee

Q: Has there been any evaluation of CITEL undertaken by the Project Evaluation Committee?

Products and services provided by a uniform indirect cost recovery policy

The Executive Order 07-01 Rev.3 states *that a uniform indirect cost recovery policy will provide, among others, the following products and services: planning, monitoring, review and evaluation of projects;*

resource mobilization services; financial management framework (e.g. financial manuals, handbooks, guidelines, and training); staff recruitment; overall administrative functions of the General Secretariat; legal and financial review of agreements; banking operations (e.g. receipt of funds, check emission, bank reconciliations); financial reporting; external audit coordination and representation; internal audits; setup and management of accounts; procurement of goods and services; recording and processing of transactions; facilities and utilities; and general use office equipment and supplies (e.g. networks), etc:

Q: Of the above mentioned products or services, which exactly are provided to CITEL, and how are they quantified in dollar terms?

Agreements

Q: Are there any agreements, as per the definition of the term agreement in the Executive Order that have been negotiated and/or signed between the Associate Members of CITEL and the General Secretariat of the OAS?

COM/CITEL RES. 294 (XXXIII-17)⁶

REQUEST TO EXEMPT THE CONTRIBUTIONS OF THE ASSOCIATE MEMBERS OF CITEL FROM INDIRECT COST RECOVERY (ICR)

The 33 Meeting of the Permanent Executive Committee of CITEL, COM/CITEL,

CONSIDERING:

- a) That, in accordance with Article 87 of the Regulations of CITEL, Associate Members shall contribute to the financing of the Permanent Consultative Committee (PCC) in which they participate, voluntarily choosing their level of contribution. Likewise, that this Article indicates that the funds from these contributions must be allocated to the corresponding PCC budgets and used according to the instructions of the Chairs of those committees in order to cover the costs of PCC meetings, of its Groups, or activities that are convenient to the corresponding PCC;
- b) That, ad referendum of the Assembly of CITEL, the COM/CITEL, during its 3 Extraordinary Meeting, increased the monetary value of the contribution unit for Associate Members to USD 6,000 for each PCC, effective January 1, 2017;
- c) That, in accordance with the current indirect cost recovery (ICR) policy of the General Secretariat of the Organization, approved by Executive Order No. 07-01 Rev. 3 of November 28, 2017, the membership dues paid to the General Secretariat are contributions that are within the application framework of the ICR policy, and, therefore, they are affected at a rate of 13%;
- d) That, in its XLVII Ordinary Meeting, the General Assembly of the Organization resolved, through Resolution AG/RES. 2899 (XLVII-O/17) of June 20, 2017, to instruct the General Secretariat of the OAS to take into account the financial needs of CITEL so that it can optimize its financing at the time of preparing the budget-program proposal for 2018; and

⁶ COM/CITEL doc. 157/17

- e) That, as result of the current ICR policy of the General Secretariat of the OAS, the budget allocated to CITEL for 2018 will be considerably reduced because the contributions of the Associate Members of CITEL would be affected by the 13% rate,

RESOLVES:

1. To ask the Assembly of CITEL to evaluate the possibility of submitting, for the consideration and approval of the General Assembly of the Organization, an exemption from indirect cost recovery for the contributions of the Associate Members of CITEL, in order to optimize the financing and activities of CITEL; and, consequently, that the General Assembly of the OAS instruct its General Secretariat to revise accordingly the indirect cost recovery policy contained in the Executive Order No. 07-01 Rev. 3.

COM/CITEL RES. 295 (XXXIII-17)⁷

DRAFT AGENDA, SITE AND DATE OF THE 34 MEETING OF COM/CITEL

The 33 Meeting of the Permanent Executive Committee of CITEL, COM/CITEL,

RESOLVES:

1. To hold the 34 Meeting of COM/CITEL in Buenos Aires, Argentina on March 15, 2018.
2. To approve the draft agenda for the 34 Meeting of COM/CITEL annexed hereto.

ANNEX TO RESOLUTION COM/CITEL RES. 295 (XXXIII-17)

DRAFT AGENDA

1. Adoption of the agenda and schedule.
2. Installation session to appoint the Chair and Vice-Chair of COM/CITEL (Article 15 of the Statute).
3. Draft agenda, site and date of the 35 Meeting of COM/CITEL.
4. Conference Preparatory Working Group to Address Regional Preparations for World Conferences and Meetings (Preparation of CITEL for the ITU Plenipotentiary Conference PP-18).
5. Other issues.
6. Adoption of Final Report.

⁷ COM/CITEL doc. 142/17

IV. DECISIONS

COM/CITEL DEC. 93 (XXXIII-17)⁸

SUBMISSION OF THE RESOLUTION PCC.II/RES. 115 (XXIX-17) “AMENDING THE INTER-AMERICAN CONVENTION ON AN INTERNATIONAL AMATEUR RADIO PERMIT (IARP)” TO THE VII REGULAR MEETING OF THE ASSEMBLY OF CITEL

The 33 Meeting of the Permanent Executive Committee of CITEL, COM/CITEL,

DECIDES:

To submit to the VII Regular Meeting of the Assembly of CITEL, the resolution PCC.II/RES. 115 (XXIX-17): “AMENDING THE INTER-AMERICAN CONVENTION ON AN INTERNATIONAL AMATEUR RADIO PERMIT (IARP)” to the VII Regular Meeting of the Assembly of CITEL, attached to this Decision, for its consideration and approval, in order to be transmitted to the OAS General Assembly for their approval and the amendment of the Convention can be opened for the signatures.

ANNEX I TO DECISION COM/CITEL DEC. 93 (XXXIII-17)

PCC.II/RES. 115 (XXIX-17) 9

AMENDING THE INTER-AMERICAN CONVENTION ON AN INTERNATIONAL AMATEUR RADIO PERMIT (IARP)

The 29th Meeting of Permanent Consultative Committee I: Radiocommunications (PCC.II),

CONSIDERING:

That the Inter-American Convention on an International Amateur Radio Permit (IARP) was adopted in Montrouis, Haiti, at the twenty-fifth regular session of the General Assembly of the Organization of American States (OAS), through Resolution AG/RES.1316 (XXV-O/95) of June 8, 1995;

That this Convention authorizes, without further review, temporary operations of amateur radio stations in a State Party to the Convention to persons with IARP licenses issued by another State Party;

That, pursuant to Articles 10 and 12 of the Inter-American Convention on IARP, it came into force on February 23, 1996 and its depository is the General Secretariat of the OAS for ratification, acceptance, and accession. In this framework, at present, the States Parties to the Inter-American Convention on IARP are Argentina, Brazil, Canada, El Salvador, Panama, Paraguay, Peru, Trinidad and Tobago, United States of America, Uruguay, and Venezuela;

That the General Assembly of the OAS, at its thirty-third regular session, through Resolution AG/RES.1947 (XXXIII-O/03), adopted the Protocol of Amendment to the Inter-American Convention on IARP, in order to grant to radio amateurs holders of a license from a member state of the European Conference of Postal and Telecommunications Administrations (CEPT) the same rights and privileges

⁸ COM/CITEL doc. 100/17 rev. 2

⁹ CCP11-2017-29-4380r2_i

they grant to IARP holders under certain conditions stipulated in the same Protocol. Pursuant to Articles IV and VI of the Protocol of Amendment to the Inter-American Convention on IARP, it came into force on July 21, 2010 and its depository is the General Secretariat of the OAS for ratification, acceptance, and accession. In this framework, at present the States Parties to the above-mentioned Protocol are El Salvador and Panama;

TAKING INTO ACCOUNT:

That, because of the time that has elapsed, it is advisable and necessary to update the Inter-American Convention on IARP so as to take into consideration confirmed technological changes and administrative simplification of the procedures.

RESOLVES:

To propose to the Seventh Assembly of CITEL, through COM/CITEL, the Draft Amendment to the INTER-AMERICAN CONVENTION ON AN INTERNATIONAL AMATEUR RADIO PERMIT (IARP) which is part of this Resolution as Annex I, for its timely adoption by the General Assembly of the OAS.

ANNEX TO RESOLUTION PCC.II/RES. 115 (XXIX-17)

**DRAFT AMENDMENT OF THE
INTER-AMERICAN CONVENTION
ON AN INTERNATIONAL AMATEUR RADIO PERMIT**

The Member States of the Inter-American Telecommunication Commission (CITEL),

Taking into account the spirit of the Charter of the Organization of American States (OAS), the provisions of the CITEL Statute, and the provisions of the Radio Regulations of the International Telecommunication Union (ITU),

Convinced of the benefits of the Amateur Radio activities and having regard for the interest of CITEL Member States in allowing citizens of any Member State who are authorized to operate in the Amateur Service in their country to operate temporarily in the Amateur Service in any other CITEL Member State,

Have agreed to enter into the following Convention for the use of an International Amateur Radio Permit (IARP):

General Provisions

Article 1

1. While reserving its sovereignty over the use of the radio spectrum within its jurisdiction, each State Party agrees to permit temporary operation of amateur stations under its authority by persons holding an IARP issued by another State Party without further examination. A State Party shall issue permits to operate in other State Parties only to its own citizens.

2. State Parties recognize the International Amateur Radio Permit (IARP) issued under the conditions specified in this Convention.

3. No State Party, other than the issuing State Party, may levy fees or taxes on the IARPs.
4. This Convention does not modify customs regulations concerning transportation of radio equipment across national borders.

Definitions

Article 2

1. Expressions and terms used in this Convention shall carry the definitions of the ITU Radio Regulations.
2. The amateur and amateur-satellite services are radiocommunication services according to Article 1 of the ITU Radio Regulations, and are governed by other provisions of the Radio Regulations as well as by national regulations of the State Parties.
3. The term "IARU" shall mean the International Amateur Radio Union.
- ~~4. The term "State Party" shall mean Administrations that are signatory to this convention.~~

Provisions Relating to the International Amateur Radio Permit (IARP)

Article 3

1. The IARP will be issued by the permit holder's home Administration or, to the extent consistent with the home country's domestic laws, under delegated authority by the IARU organization of that State Party. ~~It~~ **The State Party** should ~~conform with the standard form~~ **observe the model** for such **a** permit, contained in the Annex to this Convention.
2. The IARP will be drafted in English, French, Portuguese, ~~and~~ **or** Spanish ~~and~~ **or** in the official language of the issuing State Party if different.
3. The IARP will not be valid for operation in the territory of the issuing State Party, but only in the territory of other State Parties. It will be valid for one year in visited State Parties, but in no case beyond the date of expiration of the national license of the holder.
4. Radio amateurs holding only a temporary authorization issued in a foreign country shall not benefit from the provisions of this Convention.
5. The IARP ~~shall~~ **should** include the following information:
 - a. A statement that the document is issued in accordance with this Convention.
 - b. The name and mailing address of the holder.
 - c. The call sign.
 - d. The name and address of the issuing authority.

- e. The expiration date of permit.
 - f. The country and date of issuance.
 - g. The IARP operator class.
 - h. A statement that operation is permitted only for the bands specified by the visited State Party.
 - i. A statement that the permittee must abide by the regulations of the visited State Party.
 - j. The need for a notification, if required by the visited State Party, of the date, place and duration of the stay in that State Party.
6. The IARP will be issued in accordance with the following classes of operating authority:

Class 1. Use of all frequency bands allocated to the amateur service and amateur-satellite service and specified by the country where the amateur station is to be operated. It will be open only to those amateurs who have proved their advanced competence ~~with Morse code~~ to their own Administration, ~~in accordance with the requirements of the ITU Radio Regulations.~~ where guidance for standards of competence may be found in the most recent version of Recommendation ITU-R M.1544.

Class 2. This class permits utilization of all frequency bands allocated to the amateur service and amateur-satellite service above 30 MHz and specified by the country where the amateur station is to be operated.

Conditions of Use

Article 4

1. A State Party may decline to honor, suspend or cancel the operation of an IARP, in accordance with the laws in that State.
2. When transmitting in the visited country, the IARP holder must use the call sign prefix specified by the visited country and the call sign of the home license separated by the word “stroke” or “/.”
3. The IARP holder must transmit only on frequencies specified by the visited State Party and must abide by all the regulations of the visited State Party.

Reciprocity with Member States of the European Conference of Postal and Telecommunications Administration

Article 5

Radio amateurs holding an amateur radio license from a Member State of the European Conference of Postal and Telecommunications Administration (CEPT) which has implemented CEPT Recommendation T/R 61-01 (CEPT Radio Amateur Licence) shall be entitled to the same rights and privileges enjoyed by holders of the IARP, provided, however, that CEPT accords all holders of the IARP the same rights and privileges enjoyed by holders of the CEPT Radio Amateur

License. Such rights and privileges granted under this Article shall be subject to the corresponding conditions established in the IARP Convention and CEPT Recommendation T/R 61-01 respectively.

Final Provisions

Article ~~5~~6

State Parties reserve the right to enter into supplementary agreements on methods and procedures for the application of this Convention. However, such agreements may not contravene the provisions of this Convention. The State Parties shall inform the General Secretariat of the Organization of American States of any supplementary agreements they enter into, and that Secretariat shall, for the purposes of registration and publication, send a certified copy of the text of such agreement to the Secretariat of the United Nations, in accordance with Article 102 of its Charter, and to the General Secretariat of the International Telecommunications Union.

Article ~~6~~7

This Convention shall be open for signature by the Member States of the CITELE.

Article ~~7~~8

Member States of CITELE may become Parties to this Convention by:

- a. Signature not subject to ratification, acceptance or approval,
- b. Signature subject to ratification, acceptance or approval followed by ratification, acceptance or approval, or
- c. Accession.

Ratification, acceptance, approval or accession shall be effected by deposit of the appropriate instrument with the General Secretariat of the Organization of American States, in its capacity as Depository.

Article ~~8~~9

Each State may make reservations to this Convention at the time of signature, ratification, acceptance, approval or accession, provided that each reservation concerns at least one specific provision and is not incompatible with the objectives and purposes of the Convention.

Article ~~9~~10

1. In the case of those States that are Parties to this Convention and the Inter-American Amateur Radio Service Convention (“Lima Convention”), this Convention supersedes the “Lima Convention.”

2. Except as provided in Section 1 of this Article, this Convention shall not alter or affect any multilateral or bilateral agreements in force concerning the temporary operation in the Amateur Service in CITEL Member States.

Article ~~10~~11

This Convention shall enter into force on the thirtieth day following the date on which two States have become Parties to it. For the remaining States, the Convention shall enter into force on the thirtieth day after their compliance with the corresponding procedure set out in Article ~~7~~8.

Article ~~11~~12

This Convention shall remain in force indefinitely, but may be terminated by agreement of the State Parties. Any of the State Parties to this Convention may denounce it. The instrument of denunciation shall be deposited with the General Secretariat of the Organization of American States. After one year from the date of deposit of the instrument of denunciation, the Convention shall no longer be in effect for the denouncing State Party, but shall remain in effect for the other State Parties.

Article ~~12~~13

The original instrument of this Convention, the English, French, Portuguese, and Spanish texts of which are equally authentic, shall be deposited with the General Secretariat of the Organization of American States, which shall forward a certified copy of its text to the Secretariat of the United Nations for the registration and publication, in accordance with Article 102 of its Charter, and to the General Secretariat of the International Telecommunication Union.

The General Secretariat of the Organization of American States shall notify the State Parties of the signatures, deposits of instruments of ratification, acceptance, approval, accession and denunciation, and of reservations, if any.

INTER-AMERICAN CONVENTION ON AN INTERNATIONAL AMATEUR RADIO PERMIT

ANNEX

(SUGGESTED MODEL)

INTERNATIONAL AMATEUR RADIO PERMIT

Name of Convention and date

Issued in (Issuing country)

Expiration date

~~Seal or logo with address of Issuing authority:~~

~~Seal of issuing authority:~~

~~Signature of issuing authority:~~

~~N.:~~

Issuing authority
Address of the issuing authority

Page 2:

This permit is valid in the territories of all the State Parties to the Inter-American Convention on an International Amateur Radio Permit (Convention) with the exception of the territory of the State Party where issued for the period of one year from the date of issue, or expiration of national license, whichever date occurs first, for the operation of amateur stations and amateur-satellite stations in accordance with the class indicated **on the last page of** this permit.

LIST OF STATE PARTIES TO THE CONVENTION

(as of: {day, month, year})

It is understood that this permit shall in no way affect the obligation of the holder to conform strictly to the laws and regulations relating to the operation of an amateur station and amateur-satellite station in the country in which the station is operated.

Page 3:

Informations of the operator

- Surnames 1
- Other names 2
- Call sign 3
- Place of birth 4
- Date of birth 5
- Country of permanent residence 6
- Address 7
- City, state or province 8

IARP operator class

Classes of operating authority

Class 1. Use of all frequency bands allocated to the amateur service and amateur-satellite service and specified by the country where the amateur station is to be operated. It will be open only to those amateurs who have proved their **advanced** competence ~~with Morse code~~ to their own Administration, ~~in accordance with the requirements of the ITU Radio Regulations;~~ **where guidance for standards of competence may be found in the most recent version of Recommendation ITU-R M.1544.**

Class 2. This class permits utilization of all frequency bands allocated to the amateur service and amateur-satellite service above 30 ~~Mhz~~ **MHz** and specified by the country where the amateur station is to be operated.

Page 4

- 1.
- 2.
- 3.
- 4.
- 5.

- 6.
- 7.
- 8.

Signature of the operator:

Page 5

IMPORTANT NOTICE TO HOLDER

~~1) The International Amateur Radio Permit (IARP) requires your signature on the line directly beneath your photograph.~~

2) 1. Your valid amateur radio license issued by your administration must accompany the IARP at all times.

3) 2. Unless otherwise required by regulations of the country visited, station identification shall be (prefix of the visited country or region thereof) the word “stroke” or “/” followed by the call sign of the license accompanying the IARP.

~~4) The IARP is valid for one year from the date of issue of this permit, or expiration of national license, whichever date occurs first.~~

5) 3. A visited country may decline to honor, suspend or cancel the operation of an IARP.

6) 4. Some countries may require you to notify in advance the date, place and duration of your stay.

(Add to the document spaces and identifications for the signature of issuing authority, signature of the operator, photo of the operator, seal or logo of the issuing authority)

COM/CITEL DEC. 94 (XXXIII-17)¹⁰

DEVELOPMENT OF CITEL'S STRATEGIC PLAN FOR 2018-2022

The 33 Meeting of the Permanent Executive Committee of CITEL, COM/CITEL,

DECIDES:

1. To instruct the Working Group on the COM/CITEL Strategic Plan to continue working via virtual means on the preliminary draft of the Strategic Plan for 2018-2022 and a corresponding draft resolution based on the documents presented at the 33rd Meeting of COMCITEL, which are: COM/CITEL/doc. 107/17 rev. 1 of Argentina, COM/CITEL/doc. 114/17 of the Dominican Republic and COM/CITEL/doc. 127/17 of Brazil, document 148 presented by the Chair of the Ad Hoc Group on identifying opportunities to increase the attendance of CITEL's associate members, the 2018 Work Plan, and any others that may be presented in due course.

¹⁰ COM/CITEL doc. 153/17 rev.1

2. To appoint Mr. Guillermo Clemente (gclemente@enacom.gob.ar) of the Argentine Administration as the Coordinator of these virtual meetings.

3. To invite the Member States and Associate Members of CITELE to send their contributions, comments and inputs to the Coordinator, with a copy to the CITELE Secretariat (citel@oas.org), and to participate in the virtual sessions pursuant to the provisions of Article 79 of the CITELE Regulations, according to the following schedule:

Virtual Meeting Dates	Deadline to receive Contributions/Comments
1st Meeting: January 12, 2018	January 8
2nd Meeting: Wednesday, January 31, 2018	January 25
3rd Meeting: Tuesday, February 20, 2018	February 15
Submission of final document	February 26

4. Send the preliminary draft of the Strategic Plan to the Seventh Regular Meeting of the CITELE Assembly for consideration and eventual approval.

ANNEX I TO DECISION COM/CITELE DEC. 94 (XXXIII-17)

Preliminary Proposal for the Strategic Plan

1. Mission
2. Vision
3. Strategic Goals
 - 3.1 Objectives
 - 3.2 Activities
 - 3.3 Outcome indicators
4. Plan of Action
5. Glossary of Terms

COM/CITELE DEC. 95 (XXXIII-17)¹¹

HOLDING A SPECIAL VIRTUAL MEETING TO DISCUSS PROPOSALS RELATED TO AMENDING BASIC ITU TEXTS

The 33 Meeting of the Permanent Executive Committee of CITELE, COM/CITELE,

DECIDES:

1. To instruct the Working Group on Regional Preparations for World Conferences and Meetings to hold a special virtual meeting on February 14, 2018 in order to discuss potential contributions by CITELE

¹¹ COM/CITELE doc. 156/17 rev. 2

Member States related to amending the ITU Constitution and/or Convention with the purpose of generating multi-country proposals.

2. To invite the CITELE Member States to forward their contributions to the CITELE Secretariat with a copy to the Working Group Chair no later than January 31, 2018 at 5:30 pm (EST, Washington, DC.).

3. To instruct the CITELE Secretariat to send out an invitation to the virtual meeting, attaching any documents received or, if no contributions are received, to send out a bulletin stating that the virtual meeting will not be necessary. The Secretariat should be sent out either of these notices on February 1, 2018.

COM/CITEL DEC. 96 (XXXIII-17)¹²

CREATION OF AN AD HOC GROUP FOR THE PREPARATION OF THE DECLARATION OF BUENOS AIRES

The 33 Meeting of the Permanent Executive Committee of CITELE, COM/CITEL,

DECIDES:

1. To create an ad hoc group for the preparation of the draft decision of Buenos Aires to work virtually in the elaboration of the Declaration of Buenos Aires based on the document COM/CITEL/doc. 108/17 rev.1 submitted by the Republic of Argentina and those opportunely presented.
2. To appoint Mr. Juan Manuel López Alcoba (jjalcoba@enacom.gob.ar) from the administration of Argentina as Coordinator of this virtual work.
3. To invite the Members States and Associate Members to send their contributions, and input to the Coordinator, with a copy to the Secretariat of CITELE (citel@oas.org), and to participate in the virtual sessions pursuant to the provisions of Article 79 of the CITELE Regulations, according to the following schedule:

Virtual Session Dates	Deadline for the reception of Contributions/Comments
1st. Meeting 23 January 2018	18 January 2018
2da. Meeting 16 February 2018	12 February 2018
Submission of final document	26 February 2018

4. To send the preliminary draft Decision of Buenos Aires to the Seventh Regular Meeting of CITELE for consideration and eventual approval.

¹² COM/CITEL doc. 159/17 rev. 2

COM/CITEL DEC. 97 (XXXIII-17)¹³

ELABORATION OF THE MANDATES OF THE PCCS AND OF A METHODOLOGY FOR PRESENTATION, DISCUSSION AND APPROVAL OF INTER-AMERICAN CONTRIBUTIONS (IAC)

The 33 Meeting of the Permanent Executive Committee of CITEL, COM/CITEL,

DECIDES:

5. To create an Ad hoc group for the preparation of a draft resolution for the establishment of PCC.I and PCC.II and their mandates and of a draft resolution on a methodology for the submission and approval of Inter-American Contributions (IAC), to work through electronic methods on the basis of documents COM/CITEL/doc. 124/17 (Mandate of PCC.I for 2018-2022), COM/CITEL/doc. 125/17 (Mandate of PCC.II for 2018-2022) and COM/CITEL/doc. 131/17 (Establishing the mechanism of Inter-American Contributions (IACs)) presented by Brazil and those that are opportunely presented.
6. To appoint Mr. Mario Canazza (marioca@anatel.gov.br) of the administration of Brazil as Coordinator of the group.
7. To invite the Member States and Associate Members of CITEL to send their inputs and contributions to the Coordinator, with a copy to the CITEL Secretariat (citel@oas.org), and to participate in the virtual sessions on the basis of Article 79 of the Regulations of CITEL, according to the following schedule:

Dates of the virtual meetings	Deadline for Contributions
1 st Meeting: 29 January	26 January
2 nd Meeting: 9 February	6 February
3 rd Meeting: 23 February	19 February
Submission of final document	26 February

8. To submit the draft resolutions to the Seventh Ordinary Meeting of the CITEL Assembly for consideration and eventual approval.

COM/CITEL DEC. 98 (XXXIII-14)¹⁴

CREATION OF A MENTORING PROGRAM PREPARING ADMINISTRATIONS FOR ITU WORLD CONFERENCES AND ASSEMBLIES

The 33 Meeting of the Permanent Executive Committee of CITEL, COM/CITEL,

¹³ COM/CITEL doc. 160/17

¹⁴ COM/CITEL doc. 141/17 rev. 1

DECIDES:

1. To create a mentoring program for interested administrations and associate members to ensure the continuity of CITEL procedures in accordance with established statutes and regulations, for the preparation of world conferences and assemblies
2. To designate the chairs of the world conference/assembly preparatory working groups of the consultative committees and COM/CITEL to coordinate this program in their respective committees, under the following guidelines:
 - Defining a training cycle on the characteristics, functioning and structure of the related conference/assembly, outcomes of the previous conference/assembly, the regional preparatory process, the role of CITEL, a description of IAPs and how they are prepared, means for discussion and consensus-building, and other topics.
 - Consulting the ITU on existing Newcomers programs, especially the one already existing at the ITU-T as inputs of good practices for the development of the program.
 - Selecting volunteer mentors with the experience and track record to support and advise on implementing this program.
 - Requesting that the administrations and associate members nominate their interested parties
3. To entrust the CITEL Secretariat with supporting the implementation of this mentoring program,
4. To commence this mentoring program the first quarter of 2018,
5. To request that the chairs of the world conference/assembly preparatory working groups of the consultative committees and COM/CITEL to remit annual reports to the COM/CITEL meeting on the results of this program, assessing its strengths, weaknesses and lessons learned, with a view to bolstering and establishing this mentoring program within CITEL.

V. LIST OF DOCUMENTS

Minutes of the Opening Session and First Plenary Session:	COM/CITEL/doc. 152/17 rev. 1
Minute of the Second Plenary Session:	COM/CITEL/doc. 161/17
List of Documents:	COM/CITEL/doc. 095/17 rev. 2
List of Participants:	COM/CITEL/doc. 096/17 rev. 2
Final Report of the Meeting:	COM/CITEL/doc.162/17