

**PCC.I/RES. 298 (XXXIII-18)<sup>1</sup>**

**CITEL INTER-AMERICAN CONTRIBUTIONS (IACs) TO STUDY GROUPS, WORKING PARTIES, RAPORTEURS AND ADVISORY GROUPS OF THE DEVELOPMENT (ITU-D) AND STANDARDIZATION (ITU-T) SECTORS OF THE INTERNATIONAL TELECOMMUNICATION UNION (ITU)**

The 33 Meeting of Permanent Consultative Committee I: Telecommunications/Information and Communication Technologies (PCC.I),

**CONSIDERING:**

- a) That the CITEL Strategic Plan for 2018-2022 has established a greater linkage between the work of PCC.I and PCC.II and that of the Study Groups, Study Questions and Advisory Groups of the ITU;
- b) That it is difficult for CITEL administrations and Associate Members, considering the necessary personal and related costs, to participate on the work of all ITU Study Groups, Study Questions and Advisory Groups;
- c) That PCC.I/RES. 234 (XXV-14) approved a trial procedure for the consolidation of Inter-American Contributions (IAC) to be submitted to the Study Groups of the Telecommunications Development (ITU-D) , and the Telecommunications Standardization (ITU-T) Sectors of the International Telecommunication Union (ITU);
- d) That PCC.I/RES. 234 (XXV-14) dictated that the procedure listed on it shall be assessed for a period of 18 (eighteen) months and revised based on CITEL Members' experience after this period;
- e) That the 28<sup>th</sup> meeting of PCC.I successfully approved an IAC with the support of six Member States, which was presented to the June 2016 meeting of ITU-T Study Group 11;
- f) That the 7<sup>th</sup> CITEL Assembly meeting established Inter-American Contributions (IAC) in Article 83 of the Regulations of CITEL as a new Instrument of CITEL;
- g) That the 7<sup>th</sup> CITEL Assembly meeting decided that each Permanent Consultative Committee should approve the IAC procedure to be adopted on their working process.

**RESOLVES:**

To adopt the procedure described in the Annex for drafting, adopting, amending and presenting Inter-American Contributions (IACs) to the Study Groups, Questions and Advisory Groups of the Telecommunications Development sector (ITU-D) and the Telecommunications Standardization sector (ITU-T) of the International Telecommunication Union (ITU).

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<sup>1</sup> PCC.I-TIC/doc. 4668/18 rev.1 cor.1

## **ANNEX TO RESOLUTION PCC.I/RES. 298 (XXXIII-18)**

### **PROCEDURE FOR THE DRAFTING, ADOPTION, REVISION AND PRESENTATION OF INTER-AMERICAN CONTRIBUTIONS (IACs) TO THE STUDY GROUPS, WORKING PARTIES, RAPPORTEURS AND ADVISORY GROUPS OF THE DEVELOPMENT (ITU-D) AND STANDARDIZATION (ITU-T) SECTORS OF THE INTERNATIONAL TELECOMMUNICATION UNION (ITU)**

#### **1. SCOPE AND OBJECTIVE**

- To establish the procedure for the drafting, adoption, revision and presentation of INTER-AMERICAN CONTRIBUTIONS (IACs) to a specific STUDY GROUP, WORKING PARTY, RAPPORTEUR or ADVISORY GROUP.
- IACs developed for one group cannot and will not be submitted to the others.
- In using this procedure, every effort should be made to reach consensus among the CITELE Members.

#### **2. DEFINITIONS**

The following definitions are provided for purposes of this procedure:

- a) **ADVISORY GROUP:** Telecommunication Development Advisory Group (TDAG) or Telecommunication Standardization Advisory Group (TSAG).
- b) **CONTRIBUTION:** A proposal that is submitted to PCC.I for discussion with a view to becoming an INTER-AMERICAN CONTRIBUTION.
- c) **CORRESPONDENCE GROUP:** A temporary group open to all CITELE members created by PCC.I at one of its face-to-face meetings to discuss a specific DRAFT-IAC for possible presentation as an INTER-AMERICAN CONTRIBUTION to a STUDY GROUP, WORKING PARTY, RAPPORTEUR GROUP or Advisory Group of ITU-T or ITU-D.
- d) **DRAFT INTER-AMERICAN CONTRIBUTION (DRAFT-IAC):** A CONTRIBUTION that, after being presented to PCC.I, has been agreed to be discussed in a specific correspondence group for the purpose of becoming an INTER-AMERICAN CONTRIBUTION.
- e) **INTER-AMERICAN CONTRIBUTION (IAC):** A CONTRIBUTION for which, at a regular PCC.I or an extraordinary PCC.I Plenary Session scheduled to review the output of a CORRESPONDENCE GROUP, there is a consensus that it be presented to a STUDY GROUP, WORKING PARTY, RAPPORTEUR GROUP or ADVISORY GROUP of ITU-T or ITU-D.
- f) **QUESTION:** An area of work to be studied within an ITU-D or ITU-T study group.
- g) **RAPPORTEUR GROUP:** the set of individuals who support the rapporteur, the person who is officially appointed by a STUDY GROUP, to investigate a QUESTION and to report on it.
- h) **RAPPORTEURSHIP:** a PCC.I group that studies a specific area of work that could be related to an ITU-T/ITU-D Study Group, Working Party or Advisory Group.
- i) **STUDY GROUPS:** Study Groups of the Telecommunications Development sector (ITU-D) and the Telecommunications Standardization sector (ITU-T), and similar structures (e.g., Revision Committees; Focal Groups; Working Parties).

- j) **WORKING PARTY:** A subordinate unit of a study group to which the study group has entrusted a Question, a group of Questions or the maintenance of some existing ITU-T Recommendations within the study group's general area of responsibility.

**A. DRAFTING OF INTER-AMERICAN CONTRIBUTIONS TO BE SUBMITTED TO THE MEETINGS OF THE RELEVANT STUDY GROUPS, WORKING PARTIES, RAPPOREUR GROUPS AND ADVISORY GROUPS.**

**A1. STEPS**

The steps in the procedure for the presentation and adoption of INTER-AMERICAN CONTRIBUTIONS are:

**Step 1. Presentation of a CONTRIBUTION**

At the meeting of the relevant RAPPOREURSHIP, a CONTRIBUTION to be submitted to an ITU STUDY GROUP, WORKING PARTY, RAPPOREUR GROUP or ADVISORY GROUP meeting shall be discussed. The deadline for concluding the deliberations about the proposed contribution must take into account the date of the meeting to which it is to be submitted.

**Step 2. Discussion of CONTRIBUTIONS in a Plenary Session of PCC.I**

The Rapporteur/Chair of the PCC.I Working Group responsible for the RAPPOREURSHIP must inform the Plenary about the existence of CONTRIBUTIONS or DRAFT-IACs, so that the CITELE members attending can voice their support or opposition for the document.

If there is a consensus of CITELE administrations on the text of the CONTRIBUTION at the PCC.I Plenary Session, and no CITELE administration oppose it, the CONTRIBUTION is approved and becomes an IAC.

If there is support from, but not consensus of, CITELE administrations on the text of the CONTRIBUTION, and no CITELE administrations oppose it at the PCC.I Plenary Session, it becomes a DRAFT-IAC. In this case, PCC.I will establish a CORRESPONDENCE GROUP, open for participation to all CITELE members, to discuss and revise the text in an attempt to reach a consensus on the text.

**Step 3. Discussion of the DRAFT-IAC in a Correspondence Group**

One of the DRAFT-IAC supporters should be designated as the coordinator of the CORRESPONDENCE GROUP.

If consensus on the text is reached within the CORRESPONDENCE GROUP, the output should be submitted for approval at the next PCC.I Plenary Session, according to Step 2 above.

If the next PCC.I Plenary Session is scheduled after the deadline for contributions to the relevant STUDY GROUP, WORKING PARTY, RAPPOREUR GROUP or Advisory GROUP meeting, the Secretariat of CITELE will schedule an extraordinary PCC.I Plenary session to approve the output of the CORRESPONDENCE GROUP, following the Step 4 below.

This last CORRESPONDENCE GROUP meeting should be held at least 21 days prior to the deadline for submissions of proposals to STUDY GROUP, WORKING PARTY, RAPPOREUR GROUP or ADVISORY GROUP meetings.

**Step 4. Finalizing an DRAFT-IAC in a extraordinary PCC.I Plenary Session**

This extraordinary PCC.I Plenary Session can be held by electronic means, with the assistance of the Secretariat of CITELE, and, on this case, shall be recorded for further consultation (if needed) on the decisions taken.

If, at an extraordinary PCC.I Plenary Session, there is consensus of CITELE administrations on the text of the DRAFT-IAC, and no CITELE administrations oppose it, the Secretariat of CITELE will circulate the final text for at least two weeks to all CITELE administrations as a last call to express their support or opposition.

If no CITELE administration opposes the DRAFT-IAC during the last call, it becomes an IAC and the Secretariat of CITELE will submit the IAC to the ITU, in accordance with ITU rules, deadlines and procedures.

## **A2. SUPPORT**

Members wishing to support a CONTRIBUTION, DRAFT-IAC or IAC under consideration, must do so, either orally in a PCC.I Plenary Session, in case of Step 2 of A1 above, or in writing, in reply to the pertinent circular sent out by the CITELE Secretariat, in case of Step 4 of A1 above.

## **A3. OPPOSITION**

It is understood that administrations opposing a DRAFT-IAC or an IAC will clearly indicate the reasons for their opposition.

Administrations wishing to oppose a CONTRIBUTION, DRAFT-IAC or IAC, must do so during a PCC.I plenary meeting, orally or in writing, at the CORRESPONDENCE GROUP or in reply to the pertinent circular sent out by the CITELE Secretariat, in case of Step 4 of A1 above.

Likewise, it is understood that if a Member chooses to oppose a particular IAC at a STUDY GROUP, WORKING PARTY, RAPPORTEUR GROUP or ADVISORY GROUP meeting, that Member will make every effort to inform the CORRESPONDENCE GROUP of its intention as soon as practical.

## **A4. GENERAL PROVISIONS**

### **A4.1. Support Management**

The Member(s) that originally submitted the CONTRIBUTION is (are) to undertake the task of coordinating and developing support for it so that it may become an IAC.

### **A4.2. Contact points**

Communication with the interested Members should be channeled prior to last call through the contact points identified to the CORRESPONDENCE GROUP. Communication related to a last call shall be channeled through the CITELE Secretariat to a specific list of authorities for responding to last calls.

## **B. PRESENTATION OF AN IAC AT ITU.**

One of the CITELE administrations supporting the IAC should be designated as the focal point to present the contribution at the STUDY GROUP, WORKING PARTY, RAPPOREUR GROUP or ADVISORY GROUP meeting. In the absence of the focal point, other CITELE member that supported the IAC present at the meeting may present the document.

Other interested CITELE members should participate, preferably in person, in the STUDY GROUP, WORKING PARTY, RAPPOREUR GROUP or ADVISORY GROUP meeting where the contribution will be submitted.

If it is not possible for an interested CITELE member to participate in person in the meeting, he/she should participate remotely in the STUDY GROUP, WORKING PARTY, RAPPOREUR GROUP or ADVISORY GROUP meeting and indicate a point of contact for the IAC Focal point.

During the discussion at the STUDY GROUP, WORKING PARTY, RAPPOREUR GROUP or ADVISORY GROUP meeting, the focal point of the IAC should contact the other interested CITELE members in order to coordinate the points of view, either in person or by electronic means through the CORRESPONDENCE GROUP created on Step 2 or 3 of A.1.

The CITELE member presenting the IAC should submit, in the PCC.I meeting that follows the relevant meeting of the STUDY GROUP, WORKING PARTY, RAPPOREUR GROUP or ADVISORY GROUP, a report with the results of the discussions.

### **C. FINAL PROVISIONS**

Any topic for which no provision is made in this procedure, must be resolved in a plenary session of PCC.I, after consultation with the RAPPOREURSHIP.