

PCC.II/RES. 142 (XXXIX-22)¹

**PROCEDURE FOR UPDATING DATABASES CONTAINING INFORMATION ON
INSTRUMENTS APPROVED BY PCC.II**

The 39 meeting of Permanent Consultative Committee II: Radiocommunications (PCC.II),

CONSIDERING:

- a) That the goal of CITEI's Permanent Consultative Committees is to provide guidance to all institutions comprising the regional telecommunication/ICT sector in matters pertaining to their respective areas of competence;
- b) That the 31 meeting of PCC.II approved Decision CCP.II/DEC. 202 (XXXI-18) to establish an ad hoc group to be in charge of compiling a list of all PCC.II resolutions, recommendations, and decisions, as well as analyzing other PCC.II and PCC.III documents, such as manuals, guides, and specifically reports and questionnaires, in order to evaluate their importance so that they could be made available on CITEI's website.
- c) That the 37 meeting of PCC.II approved Decision CCP.II/DEC 220 (XXXVII-21) to extend, up to the 39 meeting of PCC.II, the work of the Ad Hoc Group on "Resolutions, Recommendations and Decisions of PCC.II" and, in addition, to require said group to submit a proposal for a procedure so that PCC.II could collaborate with the CITEI Secretariat in updating, on an ongoing basis, the databases of the "Resolutions, Recommendations, and Decisions" approved by PCC.II.
- d) That at the final Plenary session of each PCC II meeting, the Chairmen of the different Working Groups shall provide their reports on the progress and results of the work carried out in their area of competence
- e) That it would be useful to have a basic format and structure for the final reports of the chairman of the working groups so that the work of the secretariat will be facilitated in order to publish the information on the web site.

RESOLVES:

- 1 To approve and implement the procedure attached herewith as described in the annex to the present resolution, which must be followed by the chairs of PCC.II working groups in order to collaborate with the CITEI Secretariat in updating the database(s) of the "Resolutions, Recommendations, Decisions" approved by said Committee.
- 2 To direct the CITEI Secretariat, from the 40th Meeting of PCC.II, to update the database(s) of the "Resolutions, Decisions and Recommendations" with information on the instruments approved at the meeting pertaining to the report in the lapse of 45 days after the day on which the final report of a PCC.II meeting is circulated.

¹ CCPII-2022-39-5565r1

**ANNEX TO RESOLUTION
PCC.II/RES. 142 (XXXIX-22)**

1. OBJECTIVES

- a) To establish a procedure to be followed in order to guarantee that, after adoption of the present resolution, the database(s) containing information on the instruments approved by Permanent Consultative Committee II at its working meetings, are updated with current information.
- b) To establish the basic structure of the report that Chairs of the different Working Groups of PCC II must include after the conclusion of the meeting of said committee.
- c) To contribute, with the CITEI Secretariat, to the process of updating the database(s) containing the information that identifies the different instruments approved by PCC.II.
- d) To prepare a list with information on the names of: Chairman, Vice-chairmen, Rapporteur(s) and Coordinator(s) of each the PCC II Working Groups; in accordance with the OAS data management guidelines, will be made available to the public.

2. DEFINITIONS

For the purpose of the present procedures, the following definitions have been drawn up:

- a. **DATA TO BE PUBLISHED:** The set of information identifying the different instruments drawn up in a working group and/or approved by PCC.II, which must be included in the database(s) that the CITEI Secretariat must administer to ensure that said information is available to the interested public on its website. This set of information is a permanent part of the structure of the final report issued by working group chairs.
- b. **WORKING GROUP:** Group of Member States and Associate Member that have committed to actively participate in the work of PCC II to achieve the objectives of said Committee, it is integrated by a Chairman and one or more Vice-chairmen. Its establishment is approved by PCC II resolution indicating the scope of its interest and mandate.
- c. **REPORT ON ACTIVITIES:** Document drawn up by the chair of a working group summarizing the activities carried out at a PCC.II meeting; said report is drafted on the basis of the basic structure set forth in section four (4) of the present procedure.
- d. **INSTRUMENT:** That is how those Resolutions, Recommendations, and Decisions that are approved at a plenary session of PCC.II are identified.

3. PROCEDURE

The stages involved in the procedure for the drafting, approval, and public availability of the information on the instruments approved by PCC.II are described below:

STAGE 1:

1. PCC.II holds its meetings periodically on the basis of established procedures; at these meetings, it receives from CITEL member states and/or associate members, proposals or contributions intended to become instruments approved by PCC.II. For associate members, however, proposals or contributions that are not informative but are addressed to the Working Group relative to CITEL's Preparation for World Radiocommunication Conferences are excluded.
2. PCC.II, in the framework of the relevant working group and for the time it deems necessary, engages in discussing the proposals or contributions that are received and may draw up, on a timely basis, the draft instruments it deems appropriate depending on each case.
3. On the basis of procedures for approving the instruments, the working group, after reaching an agreement internally for a given draft instrument, refers it to the plenary session of PCC.II for review, discussion, and possible approval. In addition, in his/her report, the Chair of the Working Group completes the information listed in section six (6) of the basic structure included with this procedure.
4. PCC.II, in its plenary session, then approves the draft instrument, which is included as part of the Final Report of the meeting at which it was approved.

STAGE 2:

1. Once the PCC.II meeting at which the instrument was approved comes to an end, the CITEL Secretariat takes the steps needed to circulate the final report of said meeting in compliance with previously established procedures and timetables.
2. Within the following 45 days as of the date of release of the circular whereby the CITEL Secretariat sends the Final Report mentioned in the preceding paragraph to member states, associate members, and observers, the Secretariat shall identify in that report the instruments that must be made available to the public and shall enter them into the database(s) it administers for that purpose. The details to be used are those indicated in section six (6) of the report of the Chair of the Working Group that produced the now-approved instrument.
3. During the week following the publication of the Instruments' details on the CITEL web site, the chair of each PCC.II working group in which one or more instruments approved at the preceding meeting of PCC.II had been drawn up shall cooperate in checking the CITEL website to see if the information updated by the CITEL Secretariat is consistent with what they included in section six (6) of their corresponding report of activities. In the event an inconsistency is detected, the chair shall report back to the CITEL Secretariat so that the appropriate modifications can be made so as to guarantee the reliability of the information.
4. Parallel to the actions indicated in the previous number two (2), the Secretary of CITEL, if necessary, will update the specific database that contains the names of: Charma, Vice-chairmen, Rapporteur(s) and Coordinator(s) of each of the PCC II Working Groups who participated in the

meeting that just ended. To do that, the information from section seven (7) of the report of the Chairman of the Working Group will be used.

4. BASIC STRUCTURE OF THE REPORT ON ACTIVITIES

For the purpose of standardizing the contents of the reports of PCC.II working group chairs and facilitating the CITEI Secretariat's task of extracting information to ensure that website-related database(s) are kept up-to-date, the structure that must appear in the above-mentioned report should be as follows:

REPORT OF WORKING GROUP ON XXX (Item on the agenda: XX) (Document submitted by the Chair of the Working Group)			
1. INTRODUCTION: The [name of the group] met on [X] times and examined [X] contributions. The group's agenda is included in Document [XXXX].			
2. INPUT CONTRIBUTIONS: [This section describes the contributions received and discussed by the group and consists of a table including the columns identified below.]			
TOPIC	DOCUMENT NO.	TITLE	PROPONER
3. MAIN DEBATES : Depending on the topics indicated under item 2 of the report, this section briefly describes (preferably no more than five (5) lines per topic) how each topic was dealt with, referencing the documents associated with each topic and the conclusions that were reached.			
4. TOPICS BEING DISCUSSED: This section describes those documents and topics whose discussion remained unfinished and therefore must be referred to the next meeting of PCC.II. It consists of a table including the columns identified below; if there are no topics under this category, this section must not be deleted from the report, but instead N/A should be inserted in each column. In addition, the Group Chair will work to encourage the Administrations to study the associated documents and to present contributions to enrich their contents.			
TOPIC		DOCUMENT NO.	

[Name of Chair – Administration/Associate Member]
[email]
PRESIDENCY