

**PCC.II/RES. 144 (XL-22)<sup>1</sup>**

**PROCEDURES FOR THE PREPARATION, ADOPTION AND MODIFICATION OF  
INTERAMERICAN PROPOSALS FOR WORLD RADIOCOMMUNICATION CONFERENCES  
AND FOR THE SELECTION OF CITEL RAPPORTEURS AND SPOKESPERSONS**

The 40th Meeting of Permanent Consultative Committee II: Radiocommunications (PCC.II),

**CONSIDERING:**

- a) That, on the basis of the experience gained at WRC-19, it is advisable to introduce improvements to the procedures to prepare and submit Inter-American Proposals for WRCs, and also to the provisions applicable to persons who have been delegated the responsibility of representing the Inter-American Telecommunication Commission (CITEL) as Spokespersons during a WRC.
- b) The declaration on the promotion of equality, equity and parity between men and women approved by WRC-19, which, among other aspects, encourages Member States, Regional Organizations and Sector Members to support inclusion of women in all aspects of ITU-R activities, including both domestic and international preparatory processes as well as meetings and international events.
- c) That Article 85 of the Regulations of the Inter-American Telecommunication Commission establishes that, to the extent possible, an equitable geographic distribution shall be observed for the election of the Chairs and Vice-Chairs.

**RESOLVES:**

- 1. To adopt and implement the procedure attached in Annex I to this Resolution, for preparing, adopting and modifying Inter American Proposals to World Radiocommunication Conferences.
- 2. To adopt and implement the guidelines described in Annex II to this Resolution for the selection of the Rapporteurs and Spokespersons of CITEL, including their responsibilities during World Radiocommunication Conferences.
- 3. The provisions of this procedure shall be applied and interpreted in accordance with Resolution COM/CITEL RES. 291 (XXXIII- 17).
- 4. To suppress Resolutions PCC.II/RES. 121 (XXX-17) and PCC.II/RES. 125 (XXXI-18).

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<sup>1</sup> CCP11-2022-40-5684r3

**ANNEX I TO RESOLUTION CCP.II/RES. 144 (XL-22)**  
**PROCEDURES FOR THE PREPARATION, ADOPTION AND MODIFICATION OF INTER-AMERICAN PROPOSALS FOR WORLD RADIOCOMMUNICATION CONFERENCES**

**1. OBJECTIVES**

- a) To establish the procedure to be followed to prepare any written proposal developed within the context of PCC.II to be submitted to a World Radiocommunication Conference (WRC) with the status of an Inter-American Proposal (IAP).
- b) To establish the procedure to be followed to modify an IAP during a WRC.
- c) To establish the procedure to be followed by OAS/CITEL Member States during the WRC in the development of one or more IAPs in connection with future WRC agenda items.
- d) To establish the procedure to be followed, as appropriate, during a WRC, to develop CITEL positions in response to WRC agenda item issues or any other issues that may arise during the WRC.
- e) To encourage OAS/CITEL Member States to participate in all of the meetings of PCC.II, especially in the LIMIT and FINAL MEETINGS, given their importance in the process of developing IAPs in preparation for WRC.
- f) In using these procedures, every effort should be made to reach consensus among OAS/CITEL Member States.

**2. DEFINITIONS**

For the purposes of this procedure, the terms set forth are defined as follows:

- a) **WG-WRC:** The PCC.II Working Group responsible for the preparation of CITEL proposals to be submitted to the World Radiocommunication Conference.
- b) **PRELIMINARY POINT OF VIEW (PV):** Initial statement that the OAS/CITEL Member States make in relation to a specific item on the WRC agenda
- c) **PRELIMINARY PROPOSAL (PP):** a proposal that one (1) OAS/CITEL Member State presents to PCC.II, and that has not yet been supported by any other OAS/CITEL Member State. The PP is to be considered by the WG-WRC or its Sub Working Groups; with the objective of developing, it into an INTER-AMERICAN PROPOSAL for eventual submission to the WRC.
- d) **DRAFT INTER-AMERICAN PROPOSAL (DIAP):** PRELIMINARY PROPOSAL that has been supported by at least one (1) other OAS/CITEL Member State. The DIAP is to be considered by the WG-WRC or its Sub Working Groups with the objective of developing it into an INTER-AMERICAN PROPOSAL for eventual submission to the WRC. Until the PCC.II completes its consideration and discussion, every DIAP will maintain its status even if it has the support of at least six (6) OAS/CITEL Member States and does not have the opposition of more than fifty percent (50%) of the number of supports obtained.
- e) **INTER-AMERICAN PROPOSAL (IAP):** DRAFT INTER-AMERICAN PROPOSAL, for which the PCC.II has declared the end of its consideration and discussion as early as the LIMIT MEETING but not later than the FINAL MEETING, and has met the criteria defined in Step 4 of this procedure.

- f) **MODIFIED INTER-AMERICAN PROPOSAL (IAP-MWRC):** INTER-AMERICAN PROPOSAL that has been submitted to the WRC, and that because of the work at the Conference it is considered necessary to modify and adopt it by CITEL. The modification will be made in accordance with the provisions of part B of this procedure.
- g) **INTER-AMERICAN PROPOSAL DEVELOPED AT A WRC (IAP-NWRC):** Proposal submitted during the course of the WRC, whose content deals only with and is the result of discussions on: i) the items of the agenda of future Conferences and; ii) any position of the Region adopted in response to WRC issues that were not anticipated during preparations prior to the WRC.
- h) **LIMIT MEETING:** Penultimate meeting of PCC.II before the WRC to which the IAPs will be submitted. This meeting is to be held at least five (5) months before the beginning of the WRC, so that the WRC's document submission deadline can be met.
- i) **FINAL MEETING:** Last meeting of the PCC.II before the WRC to which the IAP will be submitted. This meeting is to be held after the LIMIT MEETING and at least nine (9) weeks before the beginning of the WRC.

### **3. PROCEDURE**

#### **A. DEVELOPMENT OF INTER-AMERICAN PROPOSALS BEFORE THE WRC**

##### **A1. STEPS**

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

##### **Step 1. Presentation, discussion, and consolidation of a PRELIMINARY PROPOSAL in the WG-WRC**

Member States will submit their PRELIMINARY PROPOSALS to PCC.II. The WG-WRC or its Sub Working Groups will consider and discuss the PRELIMINARY PROPOSALS with a view to consolidating and elevating them into DRAFT INTER-AMERICAN PROPOSALS and eventually to develop the texts before the last WG-WRC plenary of the LIMIT MEETING.

No new PRELIMINARY PROPOSALS shall be considered or developed at the FINAL MEETING, unless:

- a) The PRELIMINARY PROPOSALS are based on new or revised text from a Conference Preparatory Meeting (CPM) that has taken place between the LIMIT MEETING and the FINAL MEETING;
- b) The PRELIMINARY PROPOSALS only relate to future WRCs agenda items;
- c) The PRELIMINARY PROPOSALS on the agenda item refer to the revised ITU-R Recommendations incorporated by reference into the Radio Regulations;
- d) The PRELIMINARY PROPOSALS on the agenda item refer to the consideration of Resolutions and Recommendations of the previous Conferences for their possible revision, replacement or suppression;
- e) The PRELIMINARY PROPOSALS relate to difficulties or inconsistencies observed in the Radio Regulations.

## **Step 2. Evaluation of the support and opposition to PRELIMINARY PROPOSALS in the WG-WRC.**

After the Chair of the WG-WRC or of one of its Sub Working Groups determines that the treatment and preparation of texts of PRELIMINARY PROPOSALS has been completed based on the support by OAS/CITEL Member States, the PRELIMINARY PROPOSALS may be evaluated towards creating a DIAP, in accordance with the procedures set out in Steps 3 to 7 below.

If a PRELIMINARY PROPOSAL meets the corresponding support criteria, then it is converted into a DIAP at that time. The PRELIMINARY PROPOSALS that do not achieve the status of a DIAP shall remain PRELIMINARY PROPOSALS and can eventually become DIAPs when they comply with those criteria. At the end of the FINAL MEETING, it will be understood that any further consideration of a PRELIMINARY PROPOSAL shall cease if the PP did not achieve the status of IAP based on the criteria set forth in Step 4 below.

## **Step 3. Circulation of DRAFT INTER-AMERICAN PROPOSALS during one or more rounds of consultation**

The CITEL Secretariat shall make the DIAPs available to all OAS/CITEL Member States for consideration no more than two (2) weeks after the closing of the corresponding meetings of the PCC.II, up to and including the LIMIT MEETING, in which these DIAPs have been considered.

The CITEL Secretariat will request OAS/CITEL Member States to indicate their support or opposition, as appropriate. Based on the responses from OAS/CITEL Member States, the CITEL Secretariat will update the status of all DIAPs in an updated document to be submitted to the following PCC.II meeting.

## **Step 4. Evaluation of the support and opposition of the DRAFT INTER-AMERICAN PROPOSALS**

- a) During the WG-WRC or its Sub Working Groups meetings the number of supports and oppositions to each of the DIAPs will be evaluated.
- b) If a DIAP has been supported by at least six (6) OAS/CITEL Member States, is not opposed by more than fifty percent (50%) of the number of supports obtained and the PCC.II has declared its consideration and discussion completed at the LIMIT MEETING or FINAL MEETING, it will be converted to an IAP.
- c) At the end of the FINAL MEETING, any DIAP that did not achieve the status of IAP and is not associated with a future WRC agenda item, will no longer be considered (see Step 6).

## **Step 5. Circulation of the INTER-AMERICAN PROPOSALS AND DRAFT INTER-AMERICAN PROPOSALS referring to future WRCs**

No more than two (2) weeks after the closing of the LIMIT MEETING and the FINAL MEETING the Secretariat shall make available the IAPs to all OAS/CITEL Member States.

No more than two (2) weeks after the closing of the LIMIT MEETING and the FINAL MEETING the Secretariat shall make available the DIAPs that refer to future WRC agenda items to all OAS/CITEL Member States.

OAS/CITEL Member States wishing to add their support to IAPs and/or DIAPs circulated under this step, may do so following the procedure in section A2.

## **Step 6. DRAFT INTER-AMERICAN PROPOSALS that did not become INTER-AMERICAN PROPOSALS at the FINAL MEETING**

- a) OAS/CITEL Member States can submit their support or opposition to DRAFT INTER AMERICAN PROPOSALS on future WRC agenda items during the two (2) week period after the FINAL MEETING to the CITEL Secretariat.
- b) At the end of the two (2) week period mentioned in Step 5, the DIAP that meets the approval criteria defined in Step 4, will then become an IAP and be submitted to the WRC by the CITEL Secretariat; while those that have not become IAP will no longer be considered.

## **Step 7. Resolution for sending INTER-AMERICAN PROPOSALS to the ITU**

At the LIMIT MEETING, PCC.II, in a plenary session will approve a Resolution to define:

- a) The list of current IAPs;
- b) The list of current DIAPs that have not yet become IAPs;
- c) The list of current PRELIMINARY PROPOSALS that will continue to be considered at the FINAL MEETING;
- d) The date of submission to the ITU of the IAPs developed.

At the FINAL MEETING, PCC.II, in a plenary session will approve a Resolution to define:

- a) The current list of IAPs;
- b) The current list of DIAPs on future WRC agenda items that have not yet become IAPs;
- c) The date of submission to the ITU of the rest IAPs developed.

## **Step 8. Sending the Inter-American Proposals to the ITU**

After the FINAL MEETING, all IAPs that have been adopted by PCC.II become the representative Regional position to the WRC.

The Secretariat of CITEL will send the IAPs to the ITU in the time frame set by PCC.II, following ITU rules and procedures.

## **A2. SUPPORT**

OAS/CITEL Member States wishing to support a PRELIMINARY PROPOSAL being considered in the WG-WRC must do so during a session of the WG-WRC or a session of the appropriate Sub Working Group of the WG-WRC either orally or in writing.

OAS/CITEL Member States wishing to support a DIAP being considered by PCC.II, must do so during a PCC.II plenary session, a session of the WG-WRC, or in accordance with Step 3 or 6 of Section A1 above, either orally during the meeting or in writing at meetings or between meetings, as applicable.

OAS/CITEL Member States wishing to support an IAP may do so:

- a) During a PCC.II plenary or WG-WRC session, including the FINAL MEETING, either orally or in writing;
- b) Between PCC.II meetings by sending written notice (letter or e-mail) to the Secretariat of CITEL, before the FINAL MEETING;
- c) After the FINAL MEETING and before the start of the WRC, by sending written notice (letter or e-mail) to the Secretariat of CITEL;
- d) Directly through their delegation participating in the WRC, delivered either orally or in writing to the Secretariat of CITEL.

As a result of the support received, the CITEL Secretariat will give the ITU the names of OAS/CITEL Member States to be added in the form of a “corrigendum” to the document of the IAP.

In the extraordinary situation that after the FINAL MEETING or during the course of the WRC, there is a decrease in the number of countries supporting an IAP, the IAP doesn’t change status and the WG-WRC will determine by consensus which appropriate actions to take, if any.

OAS/CITEL Member States in this extraordinary situation wishing to change the status of their support must notify it by written communication (letter or e-mail) to the CITEL Secretariat and the chair of the WG-WRC before the next meeting of the WG-WRC.

### **A3. OPPOSITION**

It is understood that OAS/CITEL Member States that oppose a DIAP or IAP shall indicate clearly the reasons of their oppositions.

OAS/CITEL Member States wishing to oppose a DIAP or an IAP being considered by PCC.II must do so during a PCC.II plenary session, a session of the WG-WRC or its Sub Working Groups, either orally during the meeting, or in writing at meetings or between meetings, or in accordance with Step 3 or 6 of Section A1, as applicable.

### **A4. GENERAL PROVISIONS**

#### **A4.1 Obtaining support**

The OAS/CITEL Member State that originally submitted a PRELIMINARY PROPOSAL shall undertake the task of coordinating and encouraging its support towards becoming a DIAP and an IAP afterwards.

#### **A4.2 Format for DRAFT INTER-AMERICAN PROPOSALS**

The CITEL Secretariat shall draw up a table detailing the support and opposition that each of the DIAPs and the IAPs has received.

The heading for each DIAP shall include the following items in the sequence indicated below:

- a) The names of any OAS/CITEL Member States that had expressed their support. These names shall be written in boldface text to clearly indicate the support of the document;

- b) The names of any OAS/CITEL Member States that have expressed their opposition.

#### **A4.3 Contact points**

Communications with the OAS/CITEL Member States should be channeled through the contact points identified to CITEL in accordance with Article 24 of the Statute and Article 84 of the Regulations of CITEL.

#### **A4.4 Superposition of competence**

If the topic being considered involves areas of competence of other CITEL bodies, their opinions thereof must be obtained before the process is completed.

#### **A4.5 Views/Positions of OAS/CITEL Member States during the WRC**

It is understood that if an OAS/CITEL Member State chooses to oppose a specific IAP or CITEL position at the WRC, that OAS/CITEL Member State will make every effort to inform the Chair or the Vice-Chair of the WG-WRC and the OAS/CITEL Member States supporting that IAP or CITEL position, of their intention before expressing formally such opposition in any WRC session.

#### **A4.6 National activities**

OAS/CITEL Member States are encouraged to schedule their national preparatory activity in such a way as to be prepared to state their wishes regarding their position either in support of or in opposition to, as appropriate, DIAPs as early as possible, or up to the LIMIT MEETING.

#### **A4.7 Support or opposition in square brackets**

An OAS/CITEL Member State wishing to express its provisional support or opposition may do so by putting its name in square brackets. However, this support or opposition in square brackets will not be taken into account during the evaluation of the number of supports or oppositions to a DIAP or IAP.

When the FINAL MEETING ends, any names of the OAS/CITEL Member States that are still in square brackets will be removed.

#### **A4.8 Conflict**

In the case where discussions during the FINAL MEETING result in DIAPs or IAPs that conflict within the same Agenda Item, the corresponding Plenary will evaluate if the support for one proposal will be considered as opposition to the others and the resulting proposals will be evaluated using the criteria established in item b) of Step 4. An OAS/CITEL Member State supporting, at the same time, both of the DIAP or IAP within the same agenda item, will not be counted towards the approval of an IAP.

#### **A4.9 Communication during the WRC**

Considering the dynamic process of the WRC, for communication between delegates of the OAS/CITEL Member States participating in it, priority shall be given to disseminating and sharing information via computer-based tools provided by OAS/CITEL. In addition, and if necessary, computer-based tools that are widely available on mobile devices may be used, so that all Heads and Deputies of Delegation of the OAS/CITEL Member States have an alternative means to receive information and, if required, to engage in a decision.

#### **A4.10 IAPs on Agenda Items for futures WRCs**

All IAPs referring to future WRCs agenda items and communicated to the ITU will have a similar prioritization condition at the time of their presentation and the success of their effective inclusion in the agendas will be the consequence of the coordination carried out at the Conference including negotiations with the Regional Groups

In order to determine their effective incorporation into the Agenda of future WRCs, it might be necessary to consolidate and prioritize the IAPs referring to future WRC agenda items based on the following, amongst other criteria:

- a) Number of supports and oppositions of OAS/CITEL Member States for each IAP.
- b) Commonality with proposals of other WRC Regional Groups.
- c) Principles contained in Annex 1 to Resolution 804 (rev. WRC-19) in its most recent version

#### **B. MODIFICATION OF AN INTER-AMERICAN PROPOSAL DURING A WRC (IAP-MWRC)**

During a WRC, it may become necessary to consider modifications to the text of an IAP based on discussions held during the WRC with respect to specific agenda items.

When that is the case, the OAS/CITEL Member States present at the Conference will discuss the matter to decide whether a proposal for modification is applicable. If, during the consideration of the modification by the WG-WRC, one (1) OAS/CITEL Member States that had originally supported the IAP does not support the proposal for modification, the IAP shall remain unchanged.

If those present OAS/CITEL Member States unanimously agree to propose the modification, it shall be submitted to the consideration of the WG-WRC, and if none of the OAS/CITEL Member States that had originally supported the IAP present at the meeting of that group expresses its opposition, then it is approved and shall be forwarded to the WRC by the CITEL Secretariat. However, in case there is opposition by one (1) present OAS/CITEL Member State that did not originally support the IAP, the IAP-MWRC is only approved if not opposed by more than twenty five percent (25%) of OAS/CITEL Member States present at that meeting.

In the case of an IAP-MWRC, only the names of the OAS/CITEL Member States present at the meeting and supporting the modified IAP will be listed on the heading.

OAS/CITEL Member States not in attendance of the WG-WRC meeting or the WRC will be informed by the CITEL Secretariat of the modified IAP once it is approved at the meeting.

Any OAS/CITEL Member States not present at the WG-WRC meeting or the WRC desiring to have their names added to the IAP-MWRC will contact the Secretariat of CITEL for them to follow the established procedure with ITU.

An IAP-MWRC rescinds, supersedes and extinguishes the corresponding original IAP.

#### **C. NEW INTER-AMERICAN PROPOSALS DURING A WRC (IAP-NWRC)**



Given that the WRC is a dynamic process, some issues might arise from the agenda items that would not have been foreseen before the WRC and that might require the development of a new IAP.

Proposals for developing a new IAP will not be considered during a WRC except in the cases described below, bearing in mind that this option shall not be used, under any circumstance, as an alternative to the procedures previously established to draft an IAP, nor can specific proposals that were previously considered be submitted:

- a) Proposals for future WRC agenda items based on the treatment of current WRC issues.

During the course of the WRC, it might be relevant to develop an IAP-NWRC for the purpose of including items on the agenda of future Conferences, on the basis of discussions on various current agenda items.

- b) WRC agenda item issues which were not anticipated prior to the WRC.

This would include proposals from other regional organizations for future WRC agenda items for which CITEL is required to state a position of support, opposition or neutrality. Establishing a CITEL position on other issues may also be beneficial.

Upon the identification of the need to develop an IAP-NWRC (including the establishment of a CITEL position), the responsible spokesperson will circulate the proposed text to WG-WRC participants by the established CITEL electronic communication means for the Conference and will also set the maximum period during which the views of the OAS/CITEL Member States may be accepted.

In the case of an IAP-NWRC, only the names of the Member States present at the WG-WRC meeting and supporting the new IAP will be listed on the heading. Those OAS/CITEL Member States not in attendance at the WG-WRC or WRC shall be informed by the CITEL Secretariat of the IAP-NWRC once it is approved. Any OAS/CITEL Member States present or not, wishing to have their names added shall contact the CITEL Secretariat either orally or in writing.

The IAP-NWRC will be considered approved if not opposed by two (2) or more OAS/CITEL Member States present at the WRC.

When the IAP-NWRC has been approved, the spokesperson of OAS/CITEL shall proceed in accordance with the functions detailed in Annex II.

#### **D. DELIBERATIONS WITH REGIONAL GROUPS**

Actions will be taken to inform OAS/CITEL Member States in a timely manner of the progress of the coordination and deliberations with the other Regional Groups.

Particular attention will be paid when the coordination and deliberations are carried out during the WRC, so that all the attending OAS/CITEL Member States have the information necessary for decision-making in a timely manner.

#### **E. APPLICATION OF THIS PROCEDURE**

Any topic that is not covered in this procedure shall be resolved in a plenary session of PCC.II after the respective consultation with the Chair of WG-WRC.

## **ANNEX II TO RESOLUTION CCP.II/RES. 144 (XL-22)**

### **SELECTION OF CITEL RAPORTEURS AND SPOKESPERSONS, AND THEIR ROLES AND RESPONSIBILITIES DURING WORLD RADIOCOMMUNICATION CONFERENCES**

#### **1. OBJECTIVES**

- a) To establish a procedure to select Rapporteurs and Spokespersons.
- b) To establish role and responsibility guidelines for OAS/CITEL Rapporteurs and Spokespersons.
- c) To ensure effective presentation of inter-American proposals and representation of common positions at WRC meetings.

#### **2. DEFINITIONS**

For the purposes of this procedure, the terms set forth are defined as follows:

- a) **COORDINATOR:** Person(s) to whom OAS CITEL and the WRC Working Group (WG-WRC) has entrusted the responsibility of directing a sub-working group (SWG) and coordinating its activities in order to reach agreements that allow the approval of Inter-American Proposals related to the items of the WRC agenda assigned to such Sub-Working Group. The role may be carried out as Coordinator or Alternate Coordinator according to the responsibility granted
- b) **RAPPORTEUR:** Person(s) to whom OAS CITEL and the WG-WRC has entrusted the responsibility within a Sub-Working Group (SWG), to consolidate and facilitate the work with respect to a specific agenda item or topic of WRC; they are also the person(s) who, under the direction of the Coordinator of the Sub-Working Group, prepares the corresponding output documents related to the agenda item under their responsibility. The role may be carried out as Rapporteur or Alternate Rapporteur., according to the responsibility granted.
- c) **SPOKESPERSON:** Person(s) to whom OAS CITEL and the WG-WRC have delegated the responsibility of representing and speaking on their behalf at meetings of the WRC or with representatives of other Regional Groups in which aspects related to the WRC agenda items are discussed. The role may be carried out as Spokesperson or Alternate Spokesperson, according to the responsibility granted.

#### **3. SELECTION OF CITEL RAPORTEURS, AND SPOKESPERSONS BEFORE THE START OF A WRC**

##### **3.1 GENERAL CRITERIA FOR THE SELECTION OF RAPPORTEUR AND SPOKESPERSON**

- a) Based on the proposed candidates submitted by OAS/CITEL Member State or Associate Members, the WG-WRC shall be responsible for appointing:
  - i. Rapporteurs for all agenda items of the WRC to provide timely follow-up to the preparation of Inter-American Proposals; and
  - ii. Spokespersons, when there is an IAP, IAP-MWRC, IAP-NWRC or joint position for agenda items that is debated in a WRC on behalf of CITEL.

b) For the selection process of Rapporteurs and/or Spokesperson, the following elements should be considered, amongst others:

- i. Equitable geographical representation across the Region;
- ii. The possibility that all OAS/CITEL Member States have opportunities to assume responsibilities in carrying out the work;
- iii. Gender balance, to encourage and promote the participation of women in the activities of the WG-WRC;
- iv. Depending on the complexity of the issue, the candidate's experience as Rapporteur in the preparation of a previous WRC, or as Coordinator of a Sub-Working Group of the WG-WRC, or as Spokesperson in a previous WRC, including Alternates for any of the indicated functions, without detriment to the rotation of responsibilities;
- v. If a candidate does not have prior Rapporteur or Coordinator experience, they may still be considered for a spokesperson role. If this is the case, during the selection process of such candidates, the WG-WRC will ensure that the requirements established in sections 3.2 and 3.3 below for Rapporteurs and Spokespersons respectively, are met.

c) Candidates for either Rapporteur or CITEL Spokesperson should support the WRC agenda item that they will represent. If for some reason, due to personal circumstances or the differing views of the Administration or Associate Member of OAS/CITEL they represent, the candidate cannot offer themselves to act as CITEL Spokesperson, they must notify the Chairman of the WG-WRC of PCC.II as soon as possible so that the necessary measures are taken to ensure that the agenda item does not remain without a Spokesperson.

d) For future WRC agenda items, the selection of additional Spokespeople may be necessary based on factors such as: the number of agenda items on the preliminary WRC agenda for the next conference and the number of proposals for future agenda items presented to the WRC. In this case, the Coordinator of the Sub-Working Group for future agenda items of WRC, should carry out consultations to identify experts in the matter that will be proposed as candidates for the WG-WRC to make a decision, so that CITEL has the necessary representation during discussion of all future agenda items at the WRC.

As a priority, the Rapporteurs, Alternate Rapporteurs or Sub-Working Group Coordinator or alternate Coordinator of WG-WRC should be considered for selection as CITEL Spokespersons for the agenda item for which they were responsible during the process of preparing the IAPs in the framework of the PCC.II. Candidates must bear in mind that their eventual selection implies the requirement to participate throughout the Conference.

### **3.2 PREREQUISITES TO BE A RAPPORTEUR**

The requirements that a person must meet to be selected as Rapporteur or Alternate Rapporteur for an agenda item of a WRC are:

- a) Be a representative of a Member State or active Associate Member of OAS/CITEL.
- b) Have knowledge of general technical aspects and antecedents of the agenda item of the WRC on which they will work.
- c) Preferably have experience in the procedures and/or work carried out in ITU, in particular WRCs, and CITEL.

- d) Have the intention of participating in the process of preparation for the WRC within the scope of PCC.II.

### **3.3 REQUISITES FOR BEING A SPOKESPERSON**

Requisites for being identified as a candidate CITEI spokesperson or alternate spokesperson at a WRC are as follows:

- a) Clear intention to attend the WRC for the entire Conference.
- b) The candidate's Member State or Associate Member of OAS/CITEI must not oppose the IAP, IAP-MWRC, or IAP-NWRC on the WRC agenda item for which he/she shall be a spokesperson, in keeping with Annex I.
- c) Learning about the WRC agenda item that the candidate shall be representing, its general aspects, the background to the IAP or IAPs, and related strategies.
- d) Inclusion on the list of candidates for spokesperson at the FINAL MEETING of PCC.II or at the first meeting of: (i) the WG-WRC immediately before or (ii) after the start of the WRC.

### **3.4 CONFIRMATION OF THE RAPORTEURS**

The WG-WRC shall be responsible for completing the names of Rapporteur and Alternate Rapporteur for each one of the WRC Agenda Items where CITEI has proposals and common positions. The Member States or Associated Member of the OAS/CITEI that propose Rapporteurs or Alternate Rapporteurs for an Agenda Item, must indicate the name of the person who will take this responsibility as soon as possible.

The list containing the names of the candidates for Rapporteurs and Alternate Rapporteurs must be approved in a plenary session of PCC.II. Likewise, if it is necessary to temporarily change or definitively replace a Rapporteur or Co-Rapporteur, approval must be made during a plenary session of PCC II.

In the event that the Rapporteur or Co-Rapporteur is unable to perform their duties and/or participate in the WRC because of personal circumstances, causes of force majeure or any change of guidelines by their Member States or Associate Member of the OAS/CITEI, it must immediately be notified to the Chair of the WG-WRC of PCC. II.

### **3.5 CONFIRMATION OF SPOKESPERSONS**

The WG-WRC shall be responsible for completing the names of the Spokespersons or Alternate Spokespersons for each one of the WRC agenda items where CITEI has proposals and common positions. During the FINAL MEETING of PCC.II or at the first meeting held by CITEI during the WRC, the Chair of WG-WRC must inform the attending Member States about the establishment of the roster of spokespersons or alternate spokespersons for each one of the conference agenda items where CITEI has proposals and common positions.

The same spokesperson or alternate spokesperson will be able to assume responsibility for representing various WRC agenda items.

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 applicable IAP, IAP-MWRC, IAP-NWRC or position, then the spokesperson or his/her administration must immediately notify the Chair of the WG-WRC of PCC. II. In this situation, they may be replaced by proposed candidates who meet the requirements described in paragraphs a) to c) of Section 3.3 of Annex II.

### **3.6 ROLES AND RESPONSIBILITIES OF THE RAPORTEURS**

CITEL Rapporteurs shall at all times maintain due impartiality in the performance of their duties, contribute to achieving the goals set by the OAS/CITEL Member States within the scope of the WG-WRC for the agenda item they are entrusted with, and shall have the following responsibilities:

- a) During the preparatory work for the WRC, prepare, consolidate, update and correct the documents under the agenda item, reflecting the status of each and every one of the proposals, for submission at the meetings of the appropriate sub-working groups. To this end, they shall follow the administrative provisions for developing PV, PP, DIAP and IAP documents.
- b) Follow up on how treatment of the WRC agenda item evolves, and attend all Working Group meetings at which it is addressed. The Rapporteur is expected to attend the vast majority of the relevant meetings. However, considering that the Rapporteurs may be unable to fully meet this obligation fully as representatives, they shall coordinate with the Alternate Rapporteurs to ensure that at least one of them attends the meetings.
- c) Coordinate with CITEL's Executive Secretariat to ensure that documents consolidating the various PVs, PPs, DIAPs and IAPs submitted and considered by the appropriate Sub Working Group are available in both working languages in a timely fashion.
- d) In cases where neither the Rapporteur nor the Alternate Rapporteurs can attend a meeting related to the agenda item for which they are responsible, they must notify the relevant sub-working group coordinator as soon as possible.

### **3.7 ROLES AND RESPONSIBILITIES OF SPOKESPERSONS**

The CITEL spokespersons are responsible for:

- a) Introducing their respective IAPs when called upon to do so at the WRC.
- b) Monitoring the development of the agenda item throughout the conference and participating in all those meetings where it is dealt with. It is expected that the lead spokesperson will attend most of the relevant meetings. However, recognizing that the lead spokesperson may not be able to fully meet this obligation, the lead spokesperson will coordinate with the alternate spokesperson to make sure that at least one of them shall attend all the WRC meetings relevant to their assigned agenda item so it shall benefit from CITEL representation.
- c) Reporting in a timely and detailed manner to the OAS/CITEL Member States attending the WRC and the meetings convened by CITEL on the progress of the discussions with respect to their assigned agenda item. Updates will be provided via the CITEL Virtual Community in between meetings convened by CITEL or any other means that is agreed within the PCC II.
- d) Whenever necessary, representing and defending CITEL's Position with respect to the agenda item under question.
- e) In cases when either the Spokesperson or Alternate Spokesperson are unable to attend a meeting regarding an agenda item for which they are responsible, they must notify the Chair of the WG-WRC of PCC.II.

### **3.8 LIMITS OF AUTHORITY OF THE SPOKESPERSONS**

Spokespersons shall have no authority to reach agreements on behalf of CITEL until the OAS/CITEL Member States attending the WRC reach a consensus following the procedure set out in Annex I:

- a) When agreements are totally or partially contrary to the relevant IAP, IAP-MWRC, or IAP-NWRC.
- b) On issues on which CITEL has not yet taken a position.

In these situations, spokespersons shall issue the necessary reports to the CITEL Member States as indicated in Annex II, section 3.7, sub-section c).

### **3.9 CITEL SPOKESPERSON REPRESENTATION OF A POSITION ADDRESSING ISSUES THAT ARISE DURING A WRC**

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

When this situation arises, the spokesperson or alternate spokesperson of CITEL shall represent CITEL's position at the meetings of the WRC as determined in the WG-WRC. Only applicable IAPs, IAP-MWRCs, IAP-NWRCs or positions that have been adopted in accordance with the procedures set forth in Annex I may be represented as such by the spokespersons.

Discussions with non-CITEL Member States involving a possible alteration of the CITEL position, whether or not they take place during WRC meetings, must have the direct participation of the lead Spokesperson. However, discussions between Heads of Delegation or Regional Group meetings with limited attendance are exceptions.

### **4. SELECTION OF CITEL SPOKESPERSONS DURING A WRC**

If for force majeure reasons the Spokesperson and/or Alternate Spokesperson selected for a given WRC must terminate their duties during the WRC, this shall be reported immediately to the Chair of WG-WRC, who after informing the OAS/CITEL Member States attending the WRC, shall request them to provide candidates to replace them.

Because a WRC is a dynamic process, issues that could not have been foreseen before the WRC may arise and call for the adoption of a regional position. In these cases, the Chair of the WG-WRC, after informing the OAS/CITEL Member States attending the WRC of the above, shall request them to designate candidates to act as lead spokesperson and alternate spokesperson.

Once the names of the candidates have been obtained, the same selection criteria used prior to the WRC 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 3.7 and 3.8 described in Annex II.