

GUIDELINES FOR THE MAKING OF REPORTS CORRESPONDING TO WORKING GROUPS AND RAPPORTEURSHIPS

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

TAKING INTO ACCOUNT:

- a) That within the activities carried out during the meetings of this Consultative Committee takes place the preparation of the reports produced by Working Groups and that these reports describe the tasks performed and the results achieved by said Group so that they can be submitted in plenary sessions;
- b) That likewise, Rapporteurships prepare reports related to tasks being carried out in the framework of said Rapporteurship, which are submitted within the scope of Working Group sessions, during said Committee meetings,

CONSIDERING:

- a) That during the V Regular Meeting of the Assembly of CITEL, modifications to the mandates and terms of reference of the Permanent Consultative Committees were made in order to achieve greater efficiency and dynamism in their tasks;
- b) That during the XVI Meeting of the PCC.I, an Ad Hoc Group on work methods of PCC.I was established to optimize the tasks being carried out by said Committee to the benefit of the Member States and associate members;
- c) That when the XVI Meeting of the PCC.I took place, and due to the lack of time during such meeting, the Ad Hoc Group on work methods of PCC.I, decided to postpone until the present meeting, the elaboration of a new structure and contents for the Reports made by the Chairs of the Working Groups and Rapporteurs,

RECOGNIZING:

- a) That it would be beneficial for Member States and associate members to define a guideline for the elaboration of reports corresponding to Working Groups and Rapporteurships, which will enable the achievement of an homogeneity in the structure and contents thereof, as well as a clearer assessment of the activities carried out, the objectives reached and future perspectives;
- b) That the new proposed structure for the abovementioned reports must be understood as a guideline, in which minimal contents, deemed relevant, are identified, and that it facilitates the submission of the tasks carried out and the results achieved,

RESOLVES:

1. To approve the creation of a guideline for the elaboration of reports corresponding to Working Groups and Rapporteurships, with an aim to achieving a clearer assessment of the activities carried out,

¹ CCP.I-TIC/doc. 2099/10 rev.2

the objectives reached and future perspectives.

2. To approve Annexes I and II, attached, where the corresponding items are recorded and a brief content description of each of them is done, corresponding to the aforementioned reports.

3. To request the Executive Secretariat of CITEL to distribute this Resolution among the Administrations in order to use it as of the next PCC.I meeting.

ANNEXES TO RESOLUTION PCC.I/RES. 171 (XVII-10)

ANNEX I

REPORTS MADE BY THE CHAIRS OF THE WORKING GROUPS

1.- Introduction

In this item, the information related to tasks carried out within this group's framework, must be briefly recorded.

2.- Documents to be Approved

It refers to those documents delivered by the Rapporteurs to the Chair of the Working Group to submit in the plenary meeting. In this item, the title of the document, its number and RRapporteurship to which it belongs must be recorded.

3.- Executive Summary

In this item, a summary of the tasks carried out and the results obtained as a consequence thereof, as well as any other information deemed relevant, must be recorded.

4.- Future Expectations

In this item, the information regarding the actions planned to be taken in the future, the expected results and their implications must be recorded.

5.- Liaisons

This item should be used in case there is some kind of connection with another Organization or Working Group. If applicable, the Organization and/or Working Group, Person in charge and Subject must be indicated.

6.- Working Program and Deliverables Agenda

In this item, information inherent to: Activities, Priority assigned to them (1, 2 or 3), Current State, Estimated Completion Date and Person in charge must be recorded.

Activity	Priority	Current State	Estimated Completion Date	Person in charge

7.- Conclusion

In this item, conclusions inherent to the tasks carried out during the meeting must be recorded.

ANNEX II

RAPPORTEURS REPORTS

1.- Background

In this item, a review of previous tasks carried out which are related to the tasks performed during the ongoing meeting must be recorded.

2.- Objectives

In this item, the objectives set by the Rapporteurship regarding the topic developed must be recorded.

3.- Input Documents

In this item, the documents dealt with during the course of each meeting, identifying Title and Number, must be recorded. It corresponds to the contributions and documents received in the Rapporteurship framework.

4.- Executive Summary

The most relevant aspects of the tasks carried out and any other information deemed appropriate should be pointed out.

5.- Documents drawn up by the Rapporteurship

This item refers to those documents drawn up by the Rapporteurship and which will be submitted to the Chair of the Working Group. Among these, update documents, draft Resolutions or Decisions, or the like can be identified. The title and number of the document must be indicated.

6.- Conclusions

In this item, the conclusions regarding the tasks carried out by the Rapporteurship must be recorded.

7.- Working Program

In this point, information inherent to: Activity, Priority assigned to it (1, 2 or 3), Current State of such activity, Resources (resources affected, whether human or economic) and Estimated Activity Completion Date must be recorded.

Activity	Priority	Current State	Resources	Estimated Completion Date