

The III meeting of the Permanent Consultative Committee II: Telecommunications including Broadcasting,

**DECIDES:**

<p><b>PCC.II/DEC.17 (III-04) <sup>1</sup></b></p>	<ol style="list-style-type: none"><li>1. To instruct the Chairs of the Working Groups, Sub-Groups and Rapporteur Groups to include in their final report a Draft Agenda of the items to be discussed in the next meeting of PCC.II and its Working Groups, with all available detail including descriptions of subjects, tasks and expected results to be considered.</li><li>2. To instruct the Secretariat of CITELE to circulate the Draft Agenda to all the Members and Associate Members of PCC.II no later than 5 days after the conclusion of the PCC.II meeting.</li><li>3. To include in the circular letter an invitation to submit contributions on each one of the topics contained in it, either by email (<a href="mailto:citel@oas.org">citel@oas.org</a>) or through electronic forums created within CITELE.</li><li>4. To instruct the Chairs of the Working Groups to coordinate prior the meeting of their Working Groups, with those members of CITELE, that for any reason are unable to participate in said meeting and thus request it, the due presentation and consideration of their contributions when these contain action items that are to be considered by the Working Group. In the case of Information Documents, these may be submitted by the Chair or Vice-Chair of the Working Group.</li><li>5. The deadline for submission of documents is one week prior to the date on which the meeting is scheduled to begin, not including the first day. Documents received thereafter shall be carried forward to the next PCC.II meeting.</li><li>6. In order to ensure the translation of input documents, Administrations are required to submit their contributions up to two weeks prior to the beginning of the meeting. Documents submitted thereafter may not be translated.</li></ol>
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<sup>1</sup> Document CCP.II-RADIO /doc.450/04 rev.1